

[Instructions for Accessing Student Bus Route Information](#)

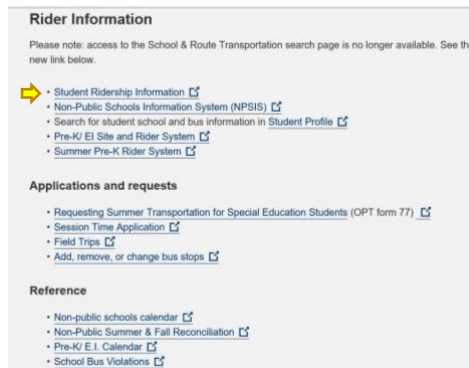
On the [NYC DOE School InfoHub](#), schools can access the School Ridership System as well as review a plethora of information relating to student transportation and OPT/DOE policy and procedures.

The School Ridership System is a secure site accessible only to those with OPT/DOE login credentials. These credentials are the same that schools use to access and update the School Calendar and/or to request Field Trip services.

- On the NYC DOE School InfoHub page, select item 15: **Rider Information**



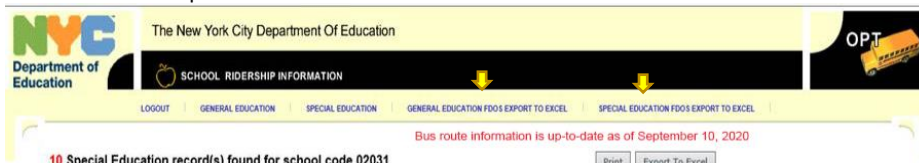
- On the Rider Information page, select **Student Ridership Information**



- Enter your school's login credentials



- Student Ridership (General Ed. and Special Ed.) will display as is customary.
- New links were added to this page in order to access First Day Of School (FDOS) data sets:
 - General Education FDOS export to Excel
 - Special Education FDOS export to Excel



Note: For security purposes, student information was removed from this image.

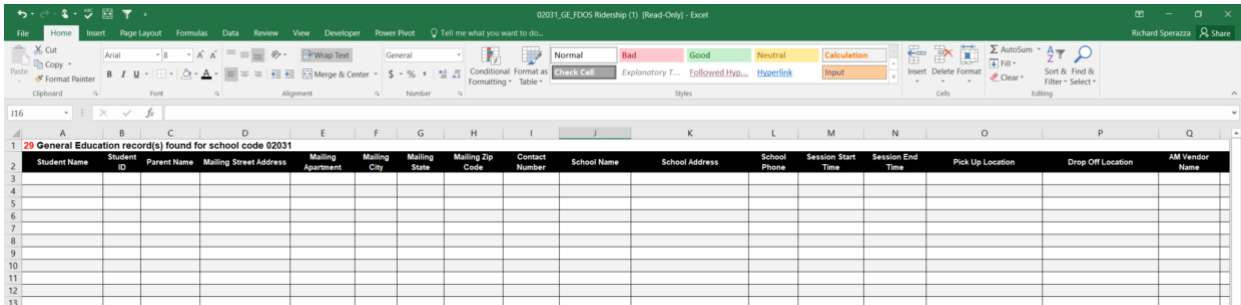
OFFICE OF PUPIL TRANSPORTATION

44-36 Vernon Boulevard
 Long Island City, NY 11101
 Telephone: (718) 392-8855
 Fax: (718) 482-3702

- Choose the file you want to open and select Open or Save at the bottom of the web browser window.



- The Excel files contain all pertinent bus route information needed in order to communicate with the student's parent/caregiver.



- The data sets included in each file are listed below.

| General Education data | | | |
|----------------------------|-----------------------------|-----------------------------|-----------------------------|
| 1 Student Name | 8 Mailing Zip Code | 15 Pick Up Location | 22 Pick Up Time |
| 2 Student ID | 9 Contact Number | 16 Drop Off Location | 23 PM Vendor Name |
| 3 Parent Name | 10 School Name | 17 AM Vendor Name | 24 PM Vendor Phone |
| 4 Mailing Street Address | 11 School Address | 18 AM Vendor Phone | 25 PM Route Number |
| 5 Mailing Apartment | 12 School Phone | 19 AM Route Number | 26 PM Bus Type |
| 6 Mailing City | 13 Session Start Time | 20 AM Bus Type | 27 PM Route Start Date |
| 7 Mailing State | 14 Session End Time | 21 AM Route Start Date | 28 Drop Off Time |
| | | | |
| Special Education data | | | |
| 1 Student Name | 23 Mon PM Vendor Name | 45 Wed AM Vendor Phone | 67 Thu PM Route Number |
| 2 Student ID | 24 Mon PM Vendor Phone | 46 Wed AM Route Number | 68 Thu PM Bus Type |
| 3 Busing Instructions | 25 Mon PM Route Number | 47 Wed AM Bus Type | 69 Thu PM Route Start Date |
| 4 Parent Name | 26 Mon PM Bus Type | 48 Wed AM Route Start Date | 70 Thu PM Drop Off Time |
| 5 Contact Number | 27 Mon PM Route Start Date | 49 Wed AM Pickup Time | 71 Thu PM Drop Off Location |
| 6 Mailing Street Address | 28 Mon PM Drop Off Time | 50 Wed AM Pick Up Location | 72 Fri AM Vendor Name |
| 7 Mailing Apartment | 29 Mon PM Drop Off Location | 51 Wed PM Vendor Name | 73 Fri AM Vendor Phone |
| 8 Mailing City | 30 Tue AM Vendor Name | 52 Wed PM Vendor Phone | 74 Fri AM Route Number |
| 9 Mailing State | 31 Tue AM Vendor Phone | 53 Wed PM Route Number | 75 Fri AM Bus Type |
| 10 Mailing Zip Code | 32 Tue AM Route Number | 54 Wed PM Bus Type | 76 Fri AM Route Start Date |
| 11 School Name | 33 Tue AM Bus Type | 55 Wed PM Route Start Date | 77 Fri AM Pickup Time |
| 12 School Address | 34 Tue AM Route Start Date | 56 Wed PM Drop Off Time | 78 Fri AM Pick Up Location |
| 13 School Phone | 35 Tue AM Pickup Time | 57 Wed PM Drop Off Location | 79 Fri PM Vendor Name |
| 14 Session Start Time | 36 Tue AM Pick Up Location | 58 Thu AM Vendor Name | 80 Fri PM Vendor Phone |
| 15 Session End Time | 37 Tue PM Vendor Name | 59 Thu AM Vendor Phone | 81 Fri PM Route Number |
| 16 Mon AM Vendor Name | 38 Tue PM Vendor Phone | 60 Thu AM Route Number | 82 Fri PM Bus Type |
| 17 Mon AM Vendor Phone | 39 Tue PM Route Number | 61 Thu AM Bus Type | 83 Fri PM Route Start Date |
| 18 Mon AM Route Number | 40 Tue PM Bus Type | 62 Thu AM Route Start Date | 84 Fri PM Drop Off Time |
| 19 Mon AM Bus Type | 41 Tue PM Route Start Date | 63 Thu AM Pickup Time | 85 Fri PM Drop Off Location |
| 20 Mon AM Route Start Date | 42 Tue PM Drop Off Time | 64 Thu AM Pick Up Location | |
| 21 Mon AM Pickup Time | 43 Tue PM Drop Off Location | 65 Thu PM Vendor Name | |
| 22 Mon AM Pick Up Location | 44 Wed AM Vendor Name | 66 Thu PM Vendor Phone | |