

FIVE STEPS FOR ASSIGNING STUDENTS TO A BUS

1 At the school level, ensure that the student is enrolled correctly into PowerSchool. If a student is not enrolled in PowerSchool, transportation will not be provided.



Why: This is a necessary first step to jumpstart the enrollment and transportation process. Transportation cannot process a student unless this is updated. PowerSchool needs to contain both contact and emergency information. Often we get students without that information and have no one to contact in the event of an emergency. *Note: The address of the student must be validated at the school level. Please use the validate button to do this. Once the student is in PowerSchool, it may take up to 3 days to assign the stop.*

2 Email transportation with the request. transportation@gccschools.com

Also: Please include the student name, ID, and the correct address (spelling matters) so that we can verify that the information is correct. Again, please validate the student's address in PowerSchool before emailing the transportation request. The correct spelling and name of the street is essential.

Why: This alleviates assigning a bus to a student using their old address in case of a move.

3 Wait patiently. It takes one night (downloads are done each evening) to download the information from PowerSchool to transportation and another night to download the information back to PowerSchool.



Why: Safety. If the download process is not completed precisely, the transportation information will be lost. Drivers, schools and office personnel must know who is on each bus to ensure that we drop off and pick up students at the correct stop. So, it could take up to 3 days to place a student on a bus and communicate accurately with the parent and driver/ school. Also, the route may need to change, stop times adjusted, and parents notified.

4 Transportation communicates bus assignment and stop. Once this process is complete, transportation will email the school the appropriate bus information and then transportation will call the parent with the information/start date. Parents and schools may also view the transportation assignment in PowerSchool once the process is complete.

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Questions? If a parent, student, or school still has a question after bus transportation has been assigned, contact Daniel Borders, Routing Coordinator, at dborders@gccschools.com OR call him, 812-288-4809. Ext. 52103. He is the gatekeeper of all general education buses. If a parent has SPED transportation, contact Larry Romero at lromero@gccschools.com or call him, 812-288-4809, ext. 52104.