



OFFICE OF PUPIL TRANSPORTATION

ATS WORKBOOK

Office of School Support Services
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Long Island City, NY 11101
OPT Customer Service: (718) 392-8855
OPT Web address: <http://schools.nyc.gov/Offices/Transportation>

Updated 10/2011

ATS is used by schools and OPT to manage General Education transportation services (student MetroCards and assigning stop-to-school transportation for students. Effective management and use of ATS:

1. Provides OPT with information regarding Yellow Bus stop assignments to allow efficient routing of students eligible for stop-to-school transportation.
2. Tracks assignment and inventory of student MetroCards
3. Maintains accurate student address and contact information in order to identify eligibility for transportation.

These materials have been created to assist in managing these critical processes in order to provide all eligible students safe, clean, and timely transportation to and from school. This guide focuses on several key ATS functions performed regularly in schools. For an overview of key transportation terms and processes, review the [Transportation Guidelines and Procedures for School Staff](#) document posted on the OPT web site. School staff can contact their CFN Transportation Liaison or OPT Training staff for more information and support.

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```

PROFILE 11-X-068      New York City Public Schools      12-17-07 09:46:21
INIT0100              Automate The Schools Primary Menu      01464-EJACOBS2
==> -
Command Line

1 NEWS The Latest News          2 SVCS Supplemental Services
3 BIOG Biographical Information  4 HIST History
5 ATTD Attendance               6 REPT ATS Reports
7 MNTN Maintenance             8 SBMS School Based Management
9 PLAC Middle School Placement 10 MSPA Middle School SPA
11 ESPA Elementary School SPA   12 PATD Period Attendance

Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help  F2/      F3/      F4/Lookup  F5/Print news F6/
F7/      F8/      F9/Refresh F10/      F11/      F12/Exit

MR a 03/006

```

From the Primary menu:

Select **Supplemental Services (SVCS)** by entering **2** or **SVCS** at the Command Line

Press **Right Ctrl**

```

PROFILE 11-X-068      New York City Public Schools      12-17-07 09:47:27
INIT0200              Supplemental Services Menu      01464-EJACOBS2
==> -

1 TRNS Pupil Transportation      2 OPTT OPT - Transportation
3 DODA Downloading Data         4 HLTH Health and Immunization
5 SUMM Summer School Functions  6 SEIS Special Ed Integration Surv
7 DFLU Free Lunch Update        8 CTWD Citywide Pgm. Maint. Menu
9 SNAM School Name Search       10 CIMS Compreh. Inst. Management
11 FOOD Food Ordering System    12 ZONE Zoned School Lookup
13 UMON UAPC Transactions Monitor 14 FLDT Field Trip Menu
15 HRAL HRA to ATS Student ID Link 16 TUTO NCLB SES Tutoring
17 STHM Students in Temp. Housing 18 OTCS OTC School Referral Action
19 PREP Prep Academy Functions   20 EXPD Extended Time Sessions
21 TGDE Delete Appeals Students  22 ODPL High School Diploma Orderin
23 DCLC Data Cleaning Collection  24 SFLU Free Lunch Code Update
25 GTRT Gifted and Talented Update

Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help  F2/      F3/Quit-return F4/Lookup  F5/      F6/
F7/      F8/      F9/Refresh     F10/      F11/     F12/Exit

MR a 03/006

```

From the Supplemental Services Menu:

Select **Pupil Transportation (TRNS)** by entering **1** or **TRNS** at the Command Line

Press **Right Ctrl**

The **Transportation Statistics** screen will appear when you first log in and select **TRNS (Pupil Transportation)**.

```

PROFILE ██████████          New York City Public Schools          12-17-07 09:48:36
TRAN0101                   Fall Transportation Statistics          01464-EJACOBS2
==>
----- METROCARD AND YELLOW BUS - STOP TO SCHOOL -----
AVAILABLE (A): 29 METRO CARD TRANSPORTATION RECORDS (ALL TYPES)
ASSIGNED (A): 48 METRO CARD TRANSPORTATION RECORDS (ALL TYPES)
DEACTIVATED (D): 8 METRO CARD TRANSPORTATION RECORDS (ALL TYPES)
ACTIVE (A): 137 YELLOW BUS TRANSPORTATION RECORDS
SUSPENDED (S): 2 YELLOW BUS - EITHER UPDATE OR DELETE THESE RECORDS
LAST TRANSMISSION: 12/14/07 15:57:56

----- SPECIAL EDUCATION - DOOR TO DOOR -----
ACTIVE (A): 81 ACTIVE TRANSPORTATION RECORDS
REQUESTED (R): 0 REQUEST ENTERED - WAITING TO BE TRANSMITTED TO OPT
TRANSMITTED (T): 0 TRANSMITTED TO OPT - WAITING FOR RESPONSE FROM OPT
PENDING (P): 0 REQUESTED AND APPROVED - START DATE AFTER TODAY
LAST TRANSMISSION: 12/14/07 16:07:24
SVER: C(CONT)=0, D(DELETE)=0, G(TO BUS)=0, Y(CONF CHG)=0, UNPROC=81

Press RIGHT CTRL/RED ENTER to continue
F1/Help F2/ F3/Quit-return F4/ F5/ F6/
F7/ F8/ F9/ F10/ F11/ F12/Exit
  
```

Press **Right Ctrl** to bypass this screen: Transportation Main Menu will display

From the Transportation Main Menu:

Press **F11/Inventory** to view MetroCard inventory figures for each type of MetroCard

```

PROFILE 22-K-052          New York City Public Schools          09-22-08 09:38:37
TRAN0100                 Transportation Main Menu          01962-EJACOBS2
==>
    --- METROCARD AND YELLOW BUS - STOP TO SCHOOL ---
    1 TTRE Eligibility - By Individual Student
    2 TLST Eligibility - By School, Grade or Official Class
    3 TTTH Transaction History
    4 TBRM Run Number / Bus Stop Maintenance
    5 TDMC Display or Deactivate Metro Card
    6 TMPS Metro Card Mass Entry
    7 FTRN Future Yellow Bus Request
    --- SPECIAL EDUCATION - DOOR TO DOOR ---
    8 STRE Eligibility - By Individual Student
    9 SLST Eligibility - By School, Grade or Official Class
    10 STTH Transaction History
    11 SPLA List of Biographical Changes
    12 SVER End of Year Verification (OPT Reconciliation)
    --- PROJECT READ ---
    13 PLST Eligibility - By School, Grade or Official Class
For Transportation reports, enter RTRN on Command Line
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help F2/ F3/Quit-return F4/ F5/Stats F6/
F7/ F8/ F9/Refresh F10/ F11/Inventory F12/Exit
  
```

PROFILE	New York City Public Schools	12-17-07 09:53:52		
TRAN0102	Metrocard Inventory Statistics	01464-EJAC0BS2		
==> -				
	FALL METROCARD CARD INVENTORY			
PASS TYPE	SHIPPED METROCARD	ASSIGNED METROCARD	DEACTIVATE METROCARD	ASSIGNED 5555555
ELEM - FULL FARE	30	13	2	4
ELEM - FULL FARE FOUR TRIP	0	0	0	0
ELEM - FULL FARE SPECIAL ED.	4	4	0	1
ELEM - FULL FARE SPECIAL ED. FOUR TR	0	0	0	0
HIGH - FULL FARE	0	0	0	0
HIGH - FULL FARE FOUR TRIP	0	0	0	0
HIGH - FULL FARE SPECIAL ED.	0	0	0	0
HIGH - FULL FARE SPECIAL ED. FOUR TR	0	0	0	0
HIGH - FULL FARE S1	0	0	0	0
HIGH - HALF FARE (K - 12)	34	14	6	12
HIGH - HALF FARE FOUR TRIP (K - 12)	0	0	0	0
HIGH - HALF FARE S2	0	0	0	0
Press RIGHT CTRL/RED ENTER to continue				
F1/Help	F2/	F3/Quit-return	F4/	F5/
F7/	F8/	F9/	F10/	F11/
				F6/
				F12/Exit
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Shipped MetroCard	Total number of cards of each shipped to the school to date: additional shipment amount will effect this number
Assigned MetroCard	Number of student records that have AP status: a MetroCards serial number has been assigned on the student's record
Deactivate MetroCard	Number of MetroCards deactivated by the school
Assigned 5555555	Number of student records with AT status: student should receive a MetroCard but a card has not been assigned to the student
OPT MetroCard team will review this screen to determine if shipment requests will be granted: the number of assigned and deactivated MetroCards must match the total number of cards shipped in order to receive replacement cards; the number of students assigned 555555 must exceed cards on hand in order to receive additional cards	

Always review the Inventory screen prior to making requests for additional MetroCards. Submit requests for additional cards via email to OPT (publicschoolmetrocards@schools.nyc.gov). Review the OPT web site for more specific, detailed instruction on requesting additional MetroCards for students

Press **Right Ctrl** to continue

Accessing and Updating Transportation Data Update Screens for Individual Students

Note: We have blocked student information on examples of ATS screen shots to ensure privacy

```
PROFILE 11-X-087      New York City Public Schools      10-02-08 08:03:42
TRAN0100              Transportation Main Menu          01802-EJAC0BS2
==> -
      --- METROCARD AND YELLOW BUS - STOP TO SCHOOL ---
1  TTRE  Eligibility - By Individual Student
2  TLST  Eligibility - By School, Grade or Official Class
3  TTHH  Transaction History
4  TBRM  Run Number / Bus Stop Maintenance
5  TDMC  Display or Deactivate Metro Card
6  TMPS  Metro Card Mass Entry
7  FTRN  Future Yellow Bus Request
      --- SPECIAL EDUCATION - DOOR TO DOOR ---
8  STRE  Eligibility - By Individual Student
9  SLST  Eligibility - By School, Grade or Official Class
10 STTH  Transaction History
11 SPLA  List of Biographical Changes
12 SVER  End of Year Verification (OPT Reconciliation)
      --- PROJECT READ ---
13 PLST  Eligibility - By School, Grade or Official Class
For Transportation reports, enter RTRN on Command Line
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help  F2/      F3/Quit-return F4/      F5/Stats  F6/
F7/      F8/      F9/Refresh   F10/     F11/Inventory F12/Exit
MR a                                     03/006
```

From the Transportation Main Menu select **TLST** to view and update student records. This function will allow you to view all students, or students by official class or grade. The TLST screen is the best resource to see current eligibility and Transportation Status (TRAN STAT) for students.

Press **Right Ctrl**

Note: At this screen press **F11/Inventory** to review MetroCard inventory figures. Also at this screen, enter **TDMC (5)** to check status of individual MetroCards by serial number or **RTRN** to view Transportation Reports.

A screen to select sorting options will display:

```

PROFILE 11-X-068          New York City Public Schools          12-26-07 08:53:24
TRAN0110          Select Students By Grade Or Official Class    01961-EJACOBS2
==>
DIST: 11 BORO: X SCHOOL: 068  GRADE: ___ OFFICIAL CLASS: ___  TRAN STAT: _

ACT          DST ADR GRD          OFF  TRAN
CDE          NAME          STUDENT ID  SEX  DOB  CDE FLG CDE ELIG CLS  STAT
-----

Enter GRADE, OFF CL or leave blank for entire school and press RIGHT CTRL/RED
F1/Help     F2/          F3/Quit-return F4/Lookup     F5/          F6/
F7/         F8/          F9/Refresh     F10/         F11/         F12/Exit

a 04/040

```

To see all students: Press **Right Ctrl**

To view a specific Grade or Class: move cursor to field, enter grade or class then press **Right Ctrl**

For this step we left fields blank to view all students

```

PROFILE 11-X-068          New York City Public Schools          12-26-07 09:32:59
TRAN0110          Select Students By Grade Or Official Class    01966-EJACOBS2
==>
DIST: 11 BORO: X SCHOOL: 068  GRADE:          OFFICIAL CLASS:          TRAN STAT:
                                     PAGE 1 OF 82

ACT          DST ADR GRD          OFF  TRAN
CDE          NAME          STUDENT ID  SEX  DOB  CDE FLG CDE ELIG CLS  STAT
-----
-          F 08/18/98  B X 140  H  402  AT
          F 02/18/98  A V 140          401
          M 09/21/96  A V 953  S  459
          F 06/08/95  A V 150          504
          F 06/08/95  A V 150          502
          M 06/09/99  A V 120  H  203
          M 08/06/98  A X 140          402
          F 06/27/97  A V 140          405
          M 11/12/97  C V 140  F  403  AP
          M 12/05/01  A V 110  H  103

ACT CDE: METROCARD REQUEST: T = 3 TRIP  F = 4 TRIP
CURRENT BUS / METROCARD: U = UPDATE  D = DISPLAY  X = DELETE  H = HISTORY
Enter ACT CODE next to desired student and press RIGHT CTRL/RED ENTER
F1/Help     F2/          F3/Quit-return F4/Lookup     F5/          F6/
F7/         F8/Forw     F9/Refresh     F10/         F11/         F12/Exit

a 09/003

```

Use **F8/Forw** to page through the student listing (use **F7/Back** to page back through the list)

There are two actions available from this screen:

1. Identify an eligible student that will receive a MetroCard (use this function if you do not have MetroCards available in inventory)
 Enter Action Code **T** to identify a student that need Student MetroCard
 Enter Action Code, press **Right Ctrl**
 The **Tran Stat** will change to **AT**: the student is now coded to receive a MetroCard
2. Use one of the Action codes to **Update**, **Display**, **X** (delete status), or view the **History** of a student record
 Enter **U** to update a record, press **Right Ctrl**
 The student's individual record will display:

```

PROFILE 11-X-068          New York City Public Schools          12-18-07 10:29:56
TRAN0120                 Transportation Data Update          00756-EJACOBS2
==>
STUDENT ID: XXXXXXXXXX  LAST NAME: XXXXXXXX  FIRST NAME: XXXXXXXX  MI: D
ATS SCHOOL 11X068      GRADE CODE: 14U      OFF CLASS: 404
OPT SCHOOL: 11068      OPT GRADE: 04      DOB: 05/23/98 SEX: M

HOUSE NO: XXXX  STREET: EAST 224 STREET          APT NO: PH
CITY: BRONX    STATE: NY      ZIP: 10466
BORO: X        STREET NAME CODE: 28350 01010

DISTANCE FROM HOME TO SCHOOL  CALCULATED: C  (1 MILE OR MORE, BUT LESS THAN 1 1/2 MILES)

SPECIAL ED: _____  REQUEST 4-TRIP: N  VARIANCE NUMBER: _____
METROCARD NUMBER: _____  YELLOW BUS STOP NO: _____
METROCARD TYPE: _____

Make changes to this data as required
F1/Help  F2/Save  F3/Quit-return  F4/Lookup  F5/Delete  F6/
F7/      F8/      F9/Refresh  F10/      F11/      F12/Exit
  
```

Use the **Tab** key to enter data in the field required

MetroCard Number: Enter MetroCard serial number (10-digits) that has been assigned to the student: Hit **F2/Save twice** to save

Yellow Bus Stop Number: With the cursor in the field, enter the student's assigned bus stop (If you do not know the stop number, pressing **F4/Lookup** will display the bus stops available: first verify the stop you want to assign is routed (check OPT 199 or Ridership on the OPT web site): Select the stop number and enter it in the field: Press **F2/Save twice** to save

Variance Number: Place the cursor in the field and press **F4/Lookup** to view available variances
Variances approved through OPT will be assigned a specific variance number and sent to schools by OPT: enter the variance (One letter and a four digit number without spaces or hyphens— ex: **H2507**)

When entering Variances: The MetroCard number assigned or the Yellow Bus Stop number must be added at the same time as the variance number before pressing **F2/Save** twice to save the information. (Please see section 1 for more complete information regarding Variances and Yellow Bus Stop Information)

Trans Stat will change after data has been entered and saved on an individual student record:

Assigned MetroCard number: The **TLST** screen will display **AP** for the student's **Tran Stat**

Assigned Yellow Bus Stop number: The **TLST** screen will display **AB** for the students **Tran Stat**

Deactivate a MetroCard

Lost or stolen MetroCards must be deactivated in order to inform the MTA to invalidate the card so it cannot be used for transportation. Students should receive a replacement card as soon as possible. When deactivating MetroCards, schools must provide the reason for deactivation by using the appropriate deactivation code. When a student reports a MetroCard missing, take the following action to properly deactivate the old card and assign a new card. Based on available inventory of MetroCards at the school, use one of the following procedures if a student reports a lost or stolen MetroCard and needs a replacement:

Replacement Card is available to be distributed immediately: follow these steps if an available card is in inventory and can be assigned to the student

Update Individual Record from TLST screen

```
PROFILE 11-X-068      New York City Public Schools      01-11-08 14:02:14
TRAN0110      Select Students By Grade Or Official Class      01558-EJACOBS2
==>      PAGE 2 OF 83
DIST: 11 BORO: X SCHOOL: 068 GRADE: OFFICIAL CLASS: TRAN STAT:

ACT CDE NAME STUDENT ID SEX DOB DST ADR GRD OFF TRAN
CDE ELIG CLS STAT
-----
u [REDACTED] F 03/16/02 A V 310 H 013
- [REDACTED] F 12/19/99 D V 130 F 303
[REDACTED] F 12/19/99 D V 130 F 302
[REDACTED] F 12/29/99 C V 130 F 307 AP
[REDACTED] F 10/11/01 A V 110 H 101
[REDACTED] F 06/23/00 A V 120 H 208
[REDACTED] F 11/01/97 D V 150 F 503
[REDACTED] F 10/23/03 A V 350 001
[REDACTED] F 05/20/00 A V 120 H 202
[REDACTED] M 12/05/96 D V 951 S 169
ACT CDE: METROCARD REQUEST: T = 3 TRIP F = 4 TRIP
CURRENT BUS / METROCARD: U = UPDATE D = DISPLAY X = DELETE H = HISTORY
Enter ACT CODE next to desired student and press RIGHT CTRL/RED ENTER
F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/
F7/Back F8/Forw F9/Refresh F10/ F11/ F12/Exit

13/003
```

Enter **U** in **ACT CDE** to update record
Press Right Ctrl to continue

Student's Transportation Data Update screen is displayed

```
PROFILE 11-X-068      New York City Public Schools      01-11-08 14:04:23
TRAN0120              Transportation Data Update      01558-EJACOBS2
==>
STUDENT ID: ██████████ LAST NAME: ██████████ FIRST NAME: ██████████ MI: H
ATS SCHOOL 11X068     GRADE CODE: 130      OFF CLASS: 307
OPT SCHOOL: 11068     OPT GRADE: 03        DOB: 12/29/99 SEX: F

HOUSE NO: 4527      STREET: HILL AVENUE      APT NO: 2
CITY: BRONX                STATE: NY      ZIP: 10466
BORO: X                  STREET NAME CODE: 39820 01010

DISTANCE FROM HOME TO SCHOOL      CALCULATED: C      (1 MILE OR MORE, BUT LESS THAN 1 1/2 MILES)

SPECIAL ED:          REQUEST 4-TRIP: N      VARIANCE NUMBER: _____

METROCARD NUMBER: 1528039488      Old Number      YELLOW BUS STOP NO: _____
METROCARD TYPE: FULL FARE

Make changes to this data as required
F1/Help  F2/Save  F3/Quit-return F4/Lookup  F5/Deactivate F6/
F7/      F8/      F9/Refresh  F10/      F11/      F12/Exit

MA a ↑ 17/020
```

Tab to MetroCard number field

Type the new number over the old number

```
PROFILE 11-X-068      New York City Public Schools      01-11-08 14:04:23
TRAN0120              Transportation Data Update      01558-EJACOBS2
==>
STUDENT ID: 208 094 359 LAST NAME: ALLEN      FIRST NAME: HALLIZE MI: H
ATS SCHOOL 11X068     GRADE CODE: 130      OFF CLASS: 307
OPT SCHOOL: 11068     OPT GRADE: 03        DOB: 12/29/99 SEX: F

HOUSE NO: 4527      STREET: HILL AVENUE      APT NO: 2
CITY: BRONX                STATE: NY      ZIP: 10466
BORO: X                  STREET NAME CODE: 39820 01010

DISTANCE FROM HOME TO SCHOOL      CALCULATED: C      (1 MILE OR MORE, BUT LESS THAN 1 1/2 MILES)

SPECIAL ED:          REQUEST 4-TRIP: N      VARIANCE NUMBER: _____

METROCARD NUMBER: 1624359864      New Number      YELLOW BUS STOP NO: _____
METROCARD TYPE: FULL FARE

Make changes to this data as required
F1/Help  F2/Save  F3/Quit-return F4/Lookup  F5/Deactivate F6/
F7/      F8/      F9/Refresh  F10/      F11/      F12/Exit

MA a ↑ 17/020
```

Press **F5/Deactivate**

Enter the deactivation code (or press **F4/Lookup** to review and choose code.

Press F5/Deactivate twice

The old MetroCard number will be deactivated

The new MetroCard number is saved on the student's record

Replacement Card is not available to be distributed immediately: follow these steps if there will be a delay in assigning a new MetroCard to the student.

Update Individual Record from TLST screen

```

PROFILE 11-X-068      New York City Public Schools      01-11-08 14:02:14
TRAN0110      Select Students By Grade Or Official Class      01558-EJACOBS2
==>
DIST: 11 BORO: X SCHOOL: 068 GRADE: OFFICIAL CLASS: TRAN STAT:

ACT CDE NAME STUDENT ID SEX DOB DST ADR GRD OFF TRAN
CDE FLG CDE ELIG CLS STAT
-----
u [REDACTED] F 03/16/02 A V 310 H 013
- [REDACTED] F 12/19/99 D V 130 F 303
[REDACTED] F 12/19/99 D V 130 F 302
[REDACTED] F 12/29/99 C V 130 F 307 AP
[REDACTED] F 10/11/01 A V 110 H 101
[REDACTED] F 06/23/00 A V 120 H 208
[REDACTED] F 11/01/97 D V 150 F 503
[REDACTED] F 10/23/03 A V 350 001
[REDACTED] F 05/20/00 A V 120 H 202
[REDACTED] M 12/05/96 D V 951 S 169

ACT CDE: METROCARD REQUEST: T = 3 TRIP F = 4 TRIP
CURRENT BUS / METROCARD: U = UPDATE D = DISPLAY X = DELETE H = HISTORY
Enter ACT CODE next to desired student and press RIGHT CTRL/RED ENTER
F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/
F7/Back F8/Forw F9/Refresh F10/ F11/ F12/Exit
  
```

Enter **U** in **ACT CDE** to update record
 Press **Right Ctrl** to continue

Student's Transportation Data Update screen is displayed

```

PROFILE 11-X-068      New York City Public Schools      01-11-08 14:04:23
TRAN0120      Transportation Data Update      01558-EJACOBS2
==>
STUDENT ID: [REDACTED] LAST NAME: [REDACTED] FIRST NAME: [REDACTED] MI: H
ATS SCHOOL 11X068 GRADE CODE: 130 OFF CLASS: 307
OPT SCHOOL: 11068 OPT GRADE: 03 DOB: 12/29/99 SEX: F

HOUSE NO: 4527 STREET: HILL AVENUE APT NO: 2
CITY: BRONX STATE: NY ZIP: 10466
BORO: X STREET NAME CODE: 39820 01010

DISTANCE FROM HOME TO SCHOOL CALCULATED: C (1 MILE OR MORE, BUT LESS THAN 1 1/2 MILES)

SPECIAL ED: REQUEST 4-TRIP: N VARIANCE NUMBER: ____

METROCARD NUMBER: 1528039488 YELLOW BUS STOP NO: ____
METROCARD TYPE: FULL FARE

Make changes to this data as required
F1/Help F2/Save F3/Quit-return F4/Lookup F5/Deactivate F6/
F7/ F8/ F9/Refresh F10/ F11/ F12/Exit
  
```

Tab to MetroCard number field
 Press **F5/Deactivate**

```

PROFILE 11-X-068      New York City Public Schools      01-11-08 14:27:51
TRAN0120             Transportation Data Update          01239-EJACOBS2
==>
STUDENT ID: ████████ LAST NAME: ████████ FIRST NAME: ████████ I: H
ATS SCHOOL 11X068    GRADE CODE: 130      OFF CLASS: 307
OPT SCHOOL: 11068    OPT GRADE: 03         DOB: 12/29/99 SEX: F

HOUSE NO: 4527      STREET: HILL AVENUE          APT NO: 2
CITY: BRONX                STATE: NY      ZIP: 10466
BORO: X                STREET NAME CODE: 39820 01010

DISTANCE FROM HOME TO SCHOOL    CALCULATED: C (1 MILE OR MORE, BUT LESS THAN 1 1/2 MILES)

SPECIAL ED:          REQUEST 4-TRIP: N      VARIANCE NUMBER: _____

METROCARD NUMBER: 1528039488      YELLOW BUS STOP NO: _____
METROCARD TYPE: FULL FARE
DEACTIVATE CODE: =
Deactivate code must be entered - use F4 for lookup, then F5.
F1/Help  F2/      F3/Quit-return F4/Lookup  F5/Deactivate  F6/
F7/      F8/      F9/Refresh    F10/           F11/           F12/Exit

```

Deactivation Code field will appear

Enter appropriate code or press **F4/Lookup** to see all available codes

List of Deactivation Codes

```

PROFILE 11-X-068      New York City Public Schools      01-11-08 14:29:17
ATS0100             Deactivation Code For Metro Cards  01239-EJACOBS2
==> _
TABLE: 519

CODE      DESCRIPTION
=====
AA        ASSIGNED - STUDENT MOVED
AC        ASSIGNED - ELIGIBILITY CHANGED BY SCHOO
AD        ASSIGNED - DAMAGED BY STUDENT
AL        ASSIGNED - LOST BY STUDENT
AR        ASSIGNED - WILL NOT READ IN TURNSTILE
AS        ASSIGNED - STUDENT REPORTED AS STOLEN
AT        ASSIGNED - STUDENT TRANSFERRED/DISCHARG
AX        ASSIGNED - PRIOR SEMESTERS CARD
UL        UNASSIGNED - LOST IN TRANSIT TO SCHOOL
UM        UNASSIGNED - NOT INCLUDED IN SHIPMENT
UP        UNASSIGNED - MISPLACED AT SCHOOL
US        UNASSIGNED - STOLEN AT SCHOOL

Place cursor next to selection desired and press F2
F1/Help  F2/Select  F3/Quit-return F4/      F5/Srt by desc F6/
F7/      F8/      F9/Refresh    F10/     F11/           F12/

```

Tab down list and press **F2** to select proper code

Returned to the previous screen once selection is made:

```
PROFILE 11-X-068          New York City Public Schools          01-11-08 14:04:23
TRAN0120                  Transportation Data Update          01558-EJACOBS2
==>
STUDENT ID: ██████████ LAST NAME: ██████████ FIRST NAME: ██████████ MI: H
ATS SCHOOL 11X068        GRADE CODE: 130          OFF CLASS: 307
OPT SCHOOL: 11068        OPT GRADE: 03           DOB: 12/29/99 SEX: F

HOUSE NO: 4527          STREET: HILL AVENUE          APT NO: 2
CITY: BRONX              STATE: NY          ZIP: 10466
BORO: X                  STREET NAME CODE: 39820 01010

DISTANCE FROM          CALCULATED: C    (1 MILE OR MORE, BUT LESS THAN 1 1/2 MILES)
HOME TO SCHOOL

SPECIAL ED:            REQUEST 4-TRIP: N          VARIANCE NUMBER: _____

METROCARD NUMBER: 1528039488          YELLOW BUS STOP NO: _____
METROCARD TYPE: FULL FARE
DEACTIVATE CODE: AX

-----
F1/Help   F2/       F3/Quit-return F4/Lookup   F5/Deactivate F6/
F7/       F8/       F9/Refresh    F10/       F11/         F12/Exit

ME a                                     03/006
```

Selected code will appear in Deactivation Code Field
Press **F5/Deactivate** twice to confirm

Next Steps

After deactivating the **TLST** screen will appear:

Enter **T** to maintain student record

Press **Right Ctrl:** (**AT** will appear in **Trans Stat**)

Email OPT to request additional cards

When replacement MetroCard is ready to be distributed:

Bring up student record by entering **U** at **TLST** screen

Tab to MetroCard number field

Enter new MetroCard number over the 55555555

Press **F2/Save**

AP will appear in **Trans Stat**

Email OPT to request additional MetroCards in order to maintain adequate inventory

1. Include your OPT and ATS code in the subject line
2. Request MetroCards by type
3. Include contact information

Additional Information

TDMC Screen

The TDMC screen is a valuable tool to identify the status and type of MetroCard by the serial number, as well as deactivating unassigned MetroCards. After selecting TDMC from the Main Transportation Menu and entering a serial number, the screen will display the following information:

Card Status: A= Active, which may be assigned to a student or unassigned

D=Deactivated, which means card has been deactivated and should be discarded

Student ID and Name: If assigned, ATS will display the student name and ID number

Pass Type: Displays the type of card: this is valuable if the cards have been mixed up and you are unsure what type of card it is, or if you are getting error messages when trying to assign a card, you can use TDMC to verify you are assigning the correct card for a student

From the Main Transportation Menu enter **TDMC** or **5**

Press Right Ctrl

```
PROFILE 25-Q-025      New York City Public Schools      09-29-11 09:58:09
TRAN0100             Transportation Main Menu      02205-EJACOBS2
==> TDMC_
      --- METROCARD AND YELLOW BUS - STOP TO SCHOOL ---
1  TTRE  Eligibility - By Individual Student
2  TLST  Eligibility - By School, Grade or Official Class
3  TTTH  Transaction History
4  TBRM  Run Number / Bus Stop Maintenance
5  TDMC  Display or Deactivate Metro Card
6  TMPS  Metro Card Mass Entry
7  TAAS  Automatic Assignment of Metro Passes
      --- SPECIAL EDUCATION - DOOR TO DOOR ---
8  STRE  Eligibility - By Individual Student
9  SLST  Eligibility - By School, Grade or Official Class
10 STTH  Transaction History
11 SPLA  List of Biographical Changes
12 SVER  End of Year Verification (OPT Reconciliation)
      --- PROJECT READ ---
13 PLST  Eligibility - By School, Grade or Official Class
For Transportation reports, enter RTRN on Command Line
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help  F2/      F3/Quit-return F4/      F5/Stats  F6/
F7/      F8/      F9/Refresh   F10/     F11/Inventory F12/Exit
```

The TDMC screen will display

Enter the MetroCard serial number and press **Right Ctrl**

```
PROFILE 25-Q-025      New York City Public Schools      09-29-11 10:13:40
TRAN0125      Display Or Deactivate Metro Pass (TDMC)      02192-EJACOBS2
==>  _

METROCARD NUMBER: 2221258172

STATUS      :      A
STUDENT ID  :      214671810
NAME        :      

OPT SCHOOL  :      25025
ATS SCHOOL  :      250025

PASS TYPE   :      H2  (HALF FARE (K - 12))
SCHOOL YEAR :      2011
TERM        :      FALL
DISTANCE    :      B
OPT GRADE CODE :      07
SPEC ED IND :
FOUR TRIP FLAG :
Metro pass assigned to 214671810 use TUTD to deactivate
F1/Help    F2/      F3/Quit-return F4/      F5/      F6/
F7/      F8/      F9/Refresh  F10/     F11/     F12/Exit
```

In the example above, the half fare MetroCard is active and assigned to a student (name hidden in this picture). To deactivate this card you would take the action from the student’s individual record (TUTD)

In the example below the full fare MetroCard is **unassigned** (no student data is displayed). From this screen you can deactivate the card by pressing F5/Deactivate and entering one of the codes for unassigned MetroCards

```
PROFILE 25-Q-025      New York City Public Schools      09-29-11 10:15:27
TRAN0125      Display Or Deactivate Metro Pass (TDMC)      02192-EJACOBS2
==>  _

METROCARD NUMBER: 2220727432

STATUS      :      A
STUDENT ID  :
NAME        :

OPT SCHOOL  :      25025
ATS SCHOOL  :      250025

PASS TYPE   :      H1  (FULL FARE)
SCHOOL YEAR :      2011
TERM        :      FALL
DISTANCE    :
OPT GRADE CODE :
SPEC ED IND :
FOUR TRIP FLAG :
Press PF5 to deactivate the card
F1/Help    F2/      F3/Quit-return F4/      F5/Deactivate F6/
F7/      F8/      F9/Refresh  F10/     F11/     F12/Exit
```

Review Student History

An individual student's history will display information, adjustments, and activity regarding a student's transportation record. Viewing history may assist in troubleshooting issues and identifying specific changes that affect the student. There are two options to review a student's record:

TLST Screen: This screen will display history information only from students with active records. Students without information in Tran Stat will not display any history data.

From the TLST Screen

```

PROFILE 11-X-068      New York City Public Schools      01-25-08 14:22:13
TRAN0110      Select Students By Grade Or Official Class  00972-EJACOBS2
==>          PAGE 8 OF 83
DIST: 11 BORO: X SCHOOL: 068 GRADE: OFFICIAL CLASS: TRAN STAT:

ACT CDE NAME STUDENT ID SEX DOB DST ADR GRD OFF TRAN
CDE ELIG CLS STAT
-----
H      F 02/19/98 A V 140 H 402
M 04/05/02 A V 310 H 016
M 06/16/97 A V 150 501
M 11/16/98 D V 140 F 404
M 04/03/01 B V 110 F 101
H      F 303
H      H 403
  
```

No History available

History for students with active records

```

ACT CDE: METROCARD REQUEST: T = UPDATE
CURRENT BUS / METROCARD: U = UPDATE D = DISPLAY X = DELETE H = HISTORY
Enter ACT CODE next to desired student and press RIGHT CTRL/RED ENTER
F1/Help F2/ F3/Quit-return F4/Lookup F5/ F6/
F7/Back F8/Forw F9/Refresh F10/ F11/ F12/Exit
  
```

Enter **H** in ACT CDE

Press **Right Ctrl** to continue

History Screen will Display

```

PROFILE 11-X-068      New York City Public Schools      01-25-08 14:26:46
TRAN0130      Transportation Transaction History  00972-EJACOBS2
==>          PAGE 1 OF 1

NAME: DOB: SEX: F ID:

TA ADDRESS ATN SCHL ---OPT-- DST SPC ED METRO BUS
CD GRD LV CLS SCHL GRD CDE VAR NO CARD # STOP
=====
A BAYCHESTER AVENUE 2 11X068 11068 02 B 0301
BRONX, NY 10466 120-02-206
ENTD: 01/17/07 11:12:17 ADERRIC TRNSM: 08/23/07 14:51:44

A BAYCHESTER AVENUE 2 11X068 11068 02 B 0301
BRONX, NY 10466 120-02-202
ENTD: 01/17/07 09:18:10 ADERRIC TRNSM: 01/18/07 13:38:58

A BARNES AVENUE 1FL 11X041 11041 02 B N 555555555
BRONX, NY 10467 120-02-204
ENTD: 09/05/06 :: LHAYES2 TRNSM: 09/05/06 16:37:13

Press F5 to print
F1/Help F2/ F3/Quit-return F4/ F5/Print F6/
F7/ F8/ F9/ F10/Next id F11/ F12/Exit
  
```

Display will show dates of changes, who made changes, and date transmitted to OPT

Press **F5/Print** if needed

The **TTTH** screen will show history for any student. Schools may review this screen to review past actions or troubleshoot issues.

From the **Transportation Main Menu**

```

PROFILE 11-X-087      New York City Public Schools      10-02-08 08:03:42
TRAN0100             Transportation Main Menu          01802-EJAC0BS2
==> 3_

      --- METROCARD AND YELLOW BUS - STOP TO SCHOOL ---
1  TTRE  Eligibility - By Individual Student
2  TLST  Eligibility - By School, Grade or Official Class
3  TTTH  Transaction History
4  TBRM  Run Number / Bus Stop Maintenance
5  TDMC  Display or Deactivate Metro Card
6  TMPS  Metro Card Mass Entry
7  FTRN  Future Yellow Bus Request
      --- SPECIAL EDUCATION - DOOR TO DOOR ---
8  STRE  Eligibility - By Individual Student
9  SLST  Eligibility - By School, Grade or Official Class
10 STTH  Transaction History
11 SPLA  List of Biographical Changes
12 SVER  End of Year Verification (OPT Reconciliation)
      --- PROJECT READ ---
13 PLST  Eligibility - By School, Grade or Official Class
For Transportation reports, enter RTRN on Command Line
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help  F2/      F3/Quit-return F4/      F5/Stats  F6/
F7/      F8/      F9/Refresh  F10/     F11/Inventory F12/Exit
  
```

Enter **3** or **TTTH** at the Command Line

Press Right Ctrl

Enter **ID Number** of Student

```

PROFILE 11-X-068      New York City Public Schools      01-28-08 10:06:53
TRAN0130             Transportation Transaction History  01351-EJAC0BS2
==> _

NAME:                DOB:                SEX:                ID:  . . . . .
TA      ADDRESS      ATS SCHL  ---OPT-- DST SPC ED METRO  BUS
CD      GRD LV CLS   SCHL GRD CDE VAR NO CARD #  STOP
== =====
  
```

Enter student id and press RIGHT CTRL/RED ENTER

```

F1/Help  F2/      F3/Quit-return F4/      F5/Print  F6/
F7/      F8/      F9/           F10/Next id F11/     F12/Exit
  
```

Press Right Ctrl

Review or Print history by pressing **F5/Print**

```

PROFILE 11-X-068      New York City Public Schools      01-28-08 10:10:22
TRAN0130              Transportation Transaction History      01351-EJACOBS2
==> _                PAGE 1 OF 1

NAME:                  DOB: 02/18/98  SEX: F  ID:

TA      ADDRESS          ATS SCHL  ---OPT-- DST SPC ED METRO  BUS
CD      GRD LV CLS      SCHL GRD CDE VAR NO CARD #  STOP
== =====
A 737 EAST 237 STREET 2FL      11X021  11021 KF B  Y  0834853925
BRONX, NY      10466  319-0K-014
ENTD: 01/20/04  13:53:23  BMADERA      TRNSM: 01/20/04  15:34:40

A 737 EAST 237 STREET 2FL      11X021  11021 KF B      0105
BRONX, NY      10466  310-0K-014
ENTD: 09/15/03  09:56:47  BMADERA      TRNSM: 09/15/03  15:53:02

Press F5 to print
F1/Help  F2/      F3/Quit-return F4/      F5/Print  F6/
F7/      F8/      F9/      F10/Next id  F11/      F12/Exit

```

(This student’s record was changed from Yellow Bus transportation to MetroCard in January, 2004)

Transportation Reports

Utilizing the report functions in ATS, along with **F5/Stats** and **F11/Inventory** information, helps schools manage and identify transportation issues that require action or resolution. School staff should review reports on a regular basis to familiarize themselves with each report’s content and use. All reports allow users to select specific criteria: by student, class, grade, etc. Review screen options to create reports in the best format for review and action.

Report Name	Information and Use
RTRR – Ridership Report	Lists students that have been documented for transportation in ATS. Review for corrections necessary to Transportation Status, MetroCard Assignment, Bus Stop assignment.
RTWK – Transportation Worksheet	Lists students that have no transportation record but are eligible for half- or full-fare transportation. Review to see if students needing transportation have been overlooked. You can also identify these students on the TLST screen: these students will have eligibility but no TRAN STAT
RTBS – Bus Stop Report	Lists all students that have been assigned Yellow Bus Transportation. Report includes stop number and intersection, and name and address of students at each stop location. Verify this information with your school’s Ridership information on the OPT web site.
RTPL – Passlog Report	Lists all students assigned MetroCards. Listed by type of MetroCard and card number assigned.

Access Reports in ATS: From Transportation Main Menu

```

PROFILE 11-X-087      New York City Public Schools      10-02-08 08:03:42
TRAN0100              Transportation Main Menu          01802-EJAC0BS2
==> rtrn_

  --- METROCARD AND YELLOW BUS - STOP TO SCHOOL ---
  1 TTRE  Eligibility - By Individual Student
  2 TLST  Eligibility - By School, Grade or Official Class
  3 TTTH  Transaction History
  4 TBRM  Run Number / Bus Stop Maintenance
  5 TDMC  Display or Deactivate Metro Card
  6 TMPS  Metro Card Mass Entry
  7 FTRN  Future Yellow Bus Request
  --- SPECIAL EDUCATION - DOOR TO DOOR ---
  8 STRE  Eligibility - By Individual Student
  9 SLST  Eligibility - By School, Grade or Official Class
 10 STTH  Transaction History
 11 SPLA  List of Biographical Changes
 12 SVER  End of Year Verification (OPT Reconciliation)
  --- PROJECT READ ---
 13 PLST  Eligibility - By School, Grade or Official Class
For Transportation reports, enter RTRN on Command Line
Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help   F2/       F3/Quit-return F4/       F5/Stats   F6/
F7/       F8/       F9/Refresh    F10/      F11/Inventory F12/Exit
  
```

Enter **RTRN** at the Command Line to access the Transportation Reports Screen

Press **Right Ctrl**

Transportation Reports Menu will display

```

PROFILE 11-X-068      New York City Public Schools      01-15-08 14:41:09
REPT1000              Transportation Reports Menu        01745-EJAC0BS2
==> _
  1 RTRR  Gen Ed Students w/Assigned Transportation - Metro or Bus
  2 RTSM  Yellow Bus Summary Report
  3 RTWK  Gen Ed Eligible Students w/o Transportation
  4 RTBS  Approved Yellow Bus / Bus Stop Report
  5 RTRT  Registration For Transportation Service
  6 RTRU  Bus Stop / Run Number Report
  7 RTPL  Gen Ed Students w/Assigned Transportation - Metro Card

  8 RDRS  Door To Door Ridership Report
  9 RPRR  Project Read Ridership Report

Place cursor next to selection desired and press RIGHT CTRL/RED ENTER
F1/Help   F2/       F3/Quit-return F4/Lookup   F5/       F6/
F7/       F8/       F9/Refresh    F10/       F11/      F12/Exit
  
```

Enter **Report Type** code or number in the Command Line to select

Press **Right Ctrl**

For all Reports

Review screen instructions

Select desired information or select to view entire school data

Press **F6/Execute** to print Report

Managing Transportation Deadlines

At specific times of the year OPT will notify schools to review and, if necessary, correct or update ATS data in order to manage key processes. Schools should review **ATS News** and the OPT Web site for instruction and assistance in managing these functions. Generally, OPT will identify and communicate deadlines in advance of a large project: new MetroCard shipments; summer school information; and review of session times and extended day indicators. Because OPT relies so heavily on accurate data it is important for school staff to be aware of these critical deadlines and take appropriate action to ensure transportation services for students are not interrupted.

ATS Functions that Impact Transportation

Understanding these key functions will help school staff better manage transportation services for their students. In each case, schools should rely on CFN Transportation Liaisons and OPT Training for guidance and support.

Address Verification

Home address, along with grade level, is critical in determining eligibility for transportation. When a student's address is changed in ATS, the new address is verified based on city planning maps. The verification process generally takes 24 hours. If the process takes longer, schools should review and troubleshoot the issue. If an address change is not verified within two days schools should review and double-check that the address has been entered correctly:

- Street must be entered with the required east/west designation
- Verify that the address is listed correctly with avenue, street, road, place, etc
- The address must be within the five boroughs of New York City

If the address entered is the correct address, schools should contact their CFN Liaison for assistance.

Please Note:

Once an address change is verified and results in a change of eligibility for the student, the correct eligibility code is displayed on the **TLST** screen: Schools must update the individual student record to reflect the new eligibility. This may require deactivation of an assigned MetroCard and issuance of a new MetroCard or deletion of a Yellow Bus stop and issuance of a MetroCard. It is important to review new eligibility status each time an address change is entered and verified in ATS.

Summer School Indicators: Schools and OPT identify students needing transportation based on Summer School Indicators entered on SSPR screen in ATS

Schools begin identifying students with the Promotion in Doubt code in ATS in mid-March. Throughout the spring, these records are edited, with students mandated to attend summer sessions assigned the code M. OPT provides transportation for students mandated to attend summer sessions. Students receive the same type of transportation they received during the regular school year, Yellow Bus or MetroCard. Summer MetroCard shipments are based solely on summer school indicators. Special Education students with 12-month IEPs receive transportation for their summer programs. Additional, detailed information regarding summer school protocols are distributed through the spring.

School Session Times: Schools review and request session time changes in spring for the following September

Session times provide OPT with critical information in order to route buses effectively: what time buses need to arrive at school in order for students to be on time when school begins; what time buses need to arrive at the school to pick up students at the end of the day. OPT also uses this information to hold vendors accountable for service and contract compliance. Principals use a web-based application (link located on Principal's Portal) for schools to review, confirm, and adjust their session times for the upcoming school year. Session time changes are reviewed and approved by both the Office of Labor Relation (OLR) and OPT to ensure proper schedules are developed. Review current session time data on the [OPT Web site](#). Regular session times and extended day

schedules are shown for each school. Requests to change school session times after the data entry deadline may not be honored.

Extended Day Indicators: Schools identify students attending extended day sessions: OPT arranges bus routes to accommodate these students

Schools identify students that attend extended day sessions at their schools. Identifying students that arrive earlier than the regular session time (or stay later than the regular session time) is critical to creating effective bus routes that serve children properly. Updates are made using the BIOC screen in ATS: Updates to the FUT EX INSTR PD are completed in June through mid-July, until the grade bump. Updates to the EX INSTR PD are completed after the grade bump in mid-July. OPT downloads extended day indicator data from ATS at three key times each year

1. At the end of the school year: schools should update these indicators for all students remaining at the school the following year
2. In mid-July: schools should review indicators to ensure accuracy
Students with indicators entered by the mid-July deadline will be routed according to these indicators beginning in September
3. In the fall: schools can enter indicators for new students. OPT advises schools of this critical deadline each school year
Students with indicators entered prior to this deadline will have their routes updated in late October

Adjustments made to these indicators after the deadline will not be honored (OPT will make exceptions for students enrolling in schools after the deadline)

Assistance and Support

Schools have a range of support structures to assist them in managing transportation:

1. Basic Information: Schools staff should encourage parents to use P311, the OPT web site Student Search, or call the OPT Customer Service team (718 392-8855) for basic route information
2. The OPT web site has information and applications for schools to review bus ridership, enter service complaints, book field trips, discuss eligibility, and other information.
3. Schools and parents should always call OPT Customer Service to report service issues (lateness, no pick-up) or issues with drivers or monitors on the bus
4. School staff should contact their CFN Transportation Liaison to help resolve chronic service issues or clarification on procedures. OPT Borough Directors assist CFN staff in problem-solving and resolving service issues

School staff with questions regarding ATS access and specific non-transportation related ATS procedures should call the ATS Help Desk (718) 935-5100.

The OPT Customer Service Unit (718 392-8855) takes calls from school personnel requesting transportation-related ATS assistance. Agents will record contact information and OPT staff will contact customers to provide assistance and walk-through procedures as needed. Issues requiring additional research or higher level help services will be elevated to speed resolution.

Managing ATS and student data can be complicated when discussing guidelines and procedures for specific programs and students. Schools should rely on support and guidance from their CFN liaisons and OPT. OPT Training provides over-the-phone assistance for most ATS transportation-related questions, as well as periodic professional development workshops focusing on providing all schools with resources and information to best manage services for eligible students.