

Transportation Student Tracking Liaison Guide

Transportation Student ID Cards: The Transportation Student ID cards are used to provide student ID on the school bus for students assigned transportation service. The cards are generic with only the student's ID and name. They are to be kept and used by the student each following year and from school to school. Only students that have never received a card before will be automatically issued a new card. Because the card will be kept and reused over the years, they are not to be considered a bus pass. The cards do not guarantee that the student is eligible to ride from year to year.

Transportation Student Tracking Page: Located on your school page on the Transportation website is a link to the Transportation Student Tracking page. On this page you will find links to the Transportation Student ID Roster, Transportation Temporary ID slips and other documentation.

Transportation Student ID Roster: The roster lists all students assigned transportation services at your school. You can use the roster to check the status of student's transportation service and ID cards as well as request replacement cards. The date their last card was created is also displayed.

Status falls into three categories:

Active Card	Students that have had a card created for them.
New Student	Students new to district transportation service who will have a card created for them automatically.
Pending Replacement	Students that you have indicated need a replacement card.

You may request replacement cards by marking the "Reissue" checkbox for each student needing one and then clicking on the "SUBMIT REISSUES" button. As cards are created for each student with a "New Student" or "Pending Replacement" status, their status will change to "Active Card" on the roster. You should contact your transportation scheduling team regarding students not on the roster.

Transportation Temporary ID slips: A PDF file of Temporary Transportation Student ID slips that are to be printed, cut out and issued to students until they receive their permanent ID cards. The slip should be filled out with the student's name and bus route. Please indicate on the slip an expiration date that is two weeks from the date of issue and sign with your initials.

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New and Replacement Cards: Students new to district transportation service will automatically have cards created for them weekly. Students new to your school but have had transportation service the previous year should use their existing cards. You may check the status of cards and students by accessing the Transportation Student ID Roster. Please issue a Transportation Temporary ID slip to students until permanent ID cards are received. Cards should be delivered to your school within two weeks of when a new student is assigned transportation or a replacement is requested. Students should not be automatically issued consecutive temporary ID slips upon expiration. If cards are not received within the two week period, first check the card/student status on the Transportation Student ID Roster and contact your transportation scheduling team if the student is not on the list. If the scheduling team indicates that the student is eligible and will be assigned transportation, reissue a temporary ID slip. If the student is listed and the card status shows “Active Card”, resubmit a request for replacement and reissue a temporary ID slip.

Lost/Damaged Cards: When you receive a replacement card, retrieve the previously issued temporary ID slip and collect the \$5.00 replacement fee before issuing the new card. Send collected fees via school mail to Transportation/Attention: Latricia Branch. Checks should be made out to “SDUSD.”

Forgotten Cards: Note reported students that have forgotten their cards and do not issue a temporary slip. Inform the afternoon bus driver that student has forgotten their card. A referral will be issued if card is forgotten for three days or more.