

DEFINITIONS

- **Bus Rider ID:** An RFID card that is used to identify the student boarding the bus. The Bus ID provides the name of the student with no student photo. The Bus ID is issued with a plastic luggage-style loop and is best utilized when tethered to the student backpack with the provided luggage loop. A new Bus ID will be issued each school year.
- **Tyler Drive Tablet:** A mobile tablet is installed in the driver's compartment of each SoWashCo school bus.
- **RFID Reader:** A device installed in all SoWashCo Gen-Ed school buses. Located in the front of the bus near the stepwell for students to "swipe" their Bus ID. Enables the onboard tablet to track which students are utilizing the school bus.

DISTRIBUTING BUS RIDER IDs

- **Initial School Year Distribution to Students:** School sites will receive the annual initial bulk-printed Bus IDs alphabetized by grade level.
 - o School staff will be responsible for distribution to the students.
 - Students should receive their Bus ID during school open houses, orientations, etc., before the first day of school.
 - Any remaining Bus IDs must be distributed on the first day of class.
 - Students may need assistance looping the badge with the luggage loop to their right backpack strap (preferred location).
 - o All students must have a Bus ID to use the afternoon bus on the first day of school.
- **Additional Printing:** For any newly enrolled students, recent Opt-in changes, or a missing Bus ID, a replacement ID card will be printed at the Transportation Office. Cards printed at Transportation will be delivered to the school office or given directly to the students as they board the bus. Within 1 day of receiving the Bus IDs, the school office will sort and distribute them to the appropriate students.

PROCEDURE FOR STUDENT'S USE OF BUS ID CARD

- **Recommended Tethering:** The best practice is for the Bus ID to be tethered with the supplied luggage tag to the student's backpack on the right shoulder strap.
- **Boarding:** Students will enter the bus and place their Bus ID onto the RFID reader. An audible tone will be heard indicating that the Bus ID has been read.
- **Disembarking:** Students will approach the front of the bus and as they exit, place their Bus ID onto the RFID reader. An audible tone will be heard indicating that the Bus ID has been read.

LOSS OF BUS ID CARD

- **Loss of Bus ID:** If a student is assigned to the bus roster but forgets or otherwise does not have their Bus ID, they must inform the driver of their first and last name. The driver may then manually "board" the student by using the tablet or reference a printed roster. The student must inform the bus driver as they "disembark" so their exit can be recorded.
- **Request for Replacement ID:** Families may request a replacement Bus ID card if the original was lost/destroyed by submitting an online request at [SoWashCo Bus ID Request](#) or by calling the Transportation Office at 651-425-5303.
 - The newly printed card will be distributed as noted above under "Additional Printing".

PROCEDURE FOR BUS DRIVERS

- **Driver Responsibilities:** The driver of the bus is responsible for ensuring only students assigned to the roster are utilizing the bus.
- **Students' Use of Bus ID:** The driver will ensure all students utilize their issued Bus ID as they board and disembark the bus.
- **Students Without a Bus ID:** The driver will request the student's name and inform the student they must have a Bus ID to ride the bus. Using the tablet, the driver may manually select the student to board/disembark from the active bus roster. Alternatively, the driver may utilize a printed roster, verify the student is active, and make note of days without Bus ID.
- **Students' Non-Compliance:** If a student does not present a Bus ID for 5 consecutive days or shows a pattern of non-compliance in presenting Bus ID, the driver must submit a behavioral report to the Transportation Office. Office staff will then follow-up with the student's parents for resolution.
- **Students Not Found on the Route's Roster:** The bus driver will make a radio call to the Transportation Office to verify ridership eligibility. The driver will then relay verification results/ridership information to the student. Students not on the roster may not be permitted to ride as determined by the Transportation Office.