

Twin Cities German Immersion School
Busing Handbook
2021-22

The Twin Cities German Immersion School busing system is different from most traditional public schools. TCGIS contracts Collaborative Student Transportation (CST) to provide bussing service for students who require it as a primary mode of transportation to and from school. TCGIS does not offer door to door bussing service to any families unless a child has an IEP (Individualized Education Plan) that reflects the need for special transportation. TCGIS uses community bus stops to serve the students. The bus routes and stops are determined by the bus company, CST, in coordination with the school. We expect that families who register for bussing regularly utilize the school bus at least three days per week. Please contact the school office at info@tcgis.org, if your family has a situation that requires exception to this expectation.

Please Note:

- **Only students that have registered for school bus transportation are able to utilize bus services.**
- **We are not able for this school year to accommodate non-registered students to ride the school bus with registered students for events such as playdates, etc.**
- **Students registered for bus service can only ride the school bus assigned for transportation to/from their home.**

Important Contact Information

Collaborative Student Transportation (bus dispatch):
612-808-8868

If you have an immediate question about a bus's or student's location or stop time, contact CST bus dispatch directly.

For example, if you have been waiting for more than 10 minutes after your student's scheduled pick-up or drop-off time, or your student does not exit the bus at his/her usual stop, call CST for immediate assistance.

TCGIS Front Office:
651-492-7106 (press "0" at prompt)

If you are unable to find the information you need by calling CST, please contact the TCGIS Front Office. A TCGIS employee will answer this line any time between the hours of 7:30am - 4:00pm to assist you with immediate bussing needs.

Front Office (primary on-site transportation coordinator):
651-492-7106
info@tcgis.org

For non-immediate questions or concerns about internal transportation procedures or processes, please email the school's office. You can expect a response to emails within two business days.

Nicole Sveen (on-site transportation coordinator):
651-492-7106
nsveen@tcgis.org

If you are not able to reach the school's office with non-immediate questions or concerns about internal transportation procedures or processes, please contact Nicole Sveen.

2021-22 Route Information

While we do our best to estimate stop locations and times prior to the beginning of the school year, please know that locations and/or stop times may be adjusted throughout the year as needed to account for detours, traffic, etc.. If a location or stop time change should occur, the families of affected students will be informed prior to the change via personal email or the schoolwide alert system.

Please factor an additional 10-20 minutes into bus times during the first 3 weeks of school as drivers learn their routes and students, families, and the school settle into a routine.

Route Map

Click [here](#) to view a MAP with the most up-to-date route and stop information. You can also enter your address in the map to locate the stop that is closest to your location.

Due to Bus Driver Shortages, we have condensed our buses to 2 Bus Routes & 2 Vans.

CURRENT TCGIS ROUTES AS OF 2/28/22

YELLOW BUS			
AM	PM	Early Release	Bus Stop Location
-	4:40 PM	2:10PM	S9: PM ONLY: Butler Ave E & Stassen Ln
-	4:38 PM	2:08PM	S8: PM ONLY: Butler Ave E & Oakdale Ave
6:50 AM	-		S1: AM ONLY: Oakdale Ave & Stanley St
7:04 AM	4:25 PM	1:55PM	S2: Palace Community Center (781 Palace)
7:08 AM	4:20 PM	1:50PM	S3: Avon St S & Osceola Ave
7:18 AM	4:11 PM	1:41PM	S4: Jefferson Ave & Prior Ave S
	4:06 PM	1:36PM	S5: PM ONLY Wheeler St S & Portland Ave
7:21 AM	4:09 PM		S6: AM ONLY Wheeler St S & Sargent Ave
7:42 AM	3:46 PM	1:16PM	S7: Prosperity Ave & Rose Ave

RED BUS			
AM	PM	Early Release	Bus Stop Location
6:56 AM	4:36 PM	2:08PM	N1: 28th Ave S & Minnehaha Pkwy E
7:07 AM	4:26 PM	1:59PM	N2: 38th Ave S & 34th St E
	4:19 PM	1:52PM	N3: PM ONLY 31st Ave S & 24th St E
7:17 AM	4:16 PM	1:49PM	N4: Franklin Ave SE & Seymour Ave SE
7:22 AM	4:11 PM	1:43PM	N5: Wheeler St N & Lafond Ave
7:36 AM	3:56 PM	1:28PM	N6: 22nd Ave NE & Benjamin St NE
7:40 AM	3:53 PM	1:25PM	N7: 29th Ave NE & McKinley St NE
7:49 AM	3:44 PM	1:16PM	N8: Community Park- Roseville (Cleveland Ave N & Roselawn Ave W)
-	3:40 PM	1:12PM	N9: PM ONLY: Pleasant St & Lone St

CDR GTS363T: Colleen & James Van #1

AM	PM	Early Release	Bus Stop Location
7:43 AM	3:45 PM	1:15PM	Colleen Ave & James Ave

United05 (AM) & GTS 362T (PM): Colleen & James Van #2

AM	PM	Early Release	Bus Stop Location
7:41 AM	3:45 PM	1:15PM	Colleen Ave & James Ave

****THESE ROUTES ARE NO LONGER RUNNING DUE TO THE BUS DRIVER SHORTAGE but will return once buses are staffed with drivers for all 4 routes.**

GREEN BUS (North East Route)

Bus Stop Times and Locations

AM	PM	Early Release	Stop Location
7:15am	4:14pm	1:44pm	N1: Colleen & James Ave
7:29am	4:00pm	1:30pm	N2: Ariel St & Woodlynn Ave

7:42am	3:46pm	1:16pm	N3: Prosperity Ave & Rose Ave E
7:44am	3:44pm	1:14pm	N4: Greenbriar St & York Ave
8:00am	3:30pm	1:00pm	Twin Cities German Immersion

RED BUS (South West Route)

Bus Stop Times and Locations

AM	PM	Early Release	Stop Location
7:20am	4:06pm	1:36pm	S1: 28th Ave S & Minnehaha Pkwy E
7:31am	3:56pm	1:26pm	S2: 38th Avenue S & 34th Street E
7:39am	3:49pm	1:19pm	S3: 31st Avenue S & 24th Street E
7:43am	3:46pm	1:16pm	S4: Franklin Ave SE & Seymour Ave SE
7:51am	3:38pm	1:08pm	S5: Wheeler St N & Lafond Ave
8:00am	3:30pm	1:00pm	Twin Cities German Immersion School

YELLOW BUS (South Route)

Bus Stop Times and Locations

AM	PM	Early Release	Stop Location
7:15am			C1: (AM ONLY) Oakdale Ave & Stanley St
7:25am	4:02pm	1:32pm	C2: 781 Palace Ave (Palace Community Center)
7:29am	3:58pm	1:28pm	C3: Avon Street S & Osceola Ave
7:35am	3:52pm	1:22pm	C4: Sargent Ave & Pascal St S
7:41am	3:47pm	1:17pm	C5: Jefferson Ave & Prior Ave S
7:44am	3:44pm	1:14pm	C6: Wheeler Street S & Sargent Ave
7:47am	3:41pm	1:11pm	C7: Portland Ave & Wheeler St N

	4:16pm	1:46pm	C8: (PM ONLY) Butler Ave E & Oakdale Ave
	4:17pm	1:47pm	C9: (PM ONLY) Butler Ave E & Stassen Ln
8:00am	3:30pm	1:00pm	Twin Cities German Immersion School

BLUE BUS (North West Route)

Bus Stop Times and Locations

AM	PM	Early Release	Stop Location
7:09am	4:09pm	1:39pm	N1: Aldrich Ave N & 39th Ave N
7:23am	3:55pm	1:25pm	N2: 29th Ave NE & McKinley St NE
7:26am	3:51pm	1:21pm	N3: 22nd Ave NE & Benjamin St NE
7:35am	3:43pm	1:13pm	N4: Ione St & Pleasant St
7:49am	3:39pm	1:09pm	Community Park - Roseville (Cleveland Ave N & Roselawn Ave W)
8:00am	3:30pm	1:00pm	Twin Cities German Immersion

Enrolling in Bus Service

Full Year Enrollment

Families interested in registering for bus service beginning on the first day of the 2021-22 school year can do so by taking the following steps:

- Complete the [Busing Registration Form](#) for each student planning to utilize the bus service
- Complete a [School Bus Behavior Agreement](#) for each student planning to utilize the bus service and submit to the Front Office.
- Complete the [School Bus Donation Authorization Form](#).
- Complete the TCGIS [Bus Stop Walker Permission Form](#) (if applicable) and return to the Front Office.
- Ensure bus service is selected for all days your student(s) will be riding the bus in the PikMyKid app.

(Hard copies of the above listed forms will be available in the Front Office.)

Mid-year Enrollment

Families who are interested in enrolling for bus service mid-year should contact Nicole Sveen at 651-492-7106 or via email at nsveen@tcgis.org for information on enrollment. Students must be formally enrolled and added to the bus rider list through our transportation department before they can begin riding the bus on a regular basis. Late registrations can take up to 4 business days to have students added to the bus route. Enrollment is based upon current seat availability on school busses.

AM Bus Pick up Procedure

Students should be at their AM bus stops at least five (5) minutes ahead of their scheduled pick-up time. If students are waiting longer than ten (10) minutes after the scheduled pick-up time, contact CST directly via telephone (612-808-8868) for up-to-date information on an estimated arrival time.

In the case that CST notifies the School in advance about a delay, we will notify families of late pick-up times via text message, email, and/or PikMyKid Messenger.

PM Bus Dismissal Procedure

Students will be dismissed from school at 3:15pm, and busses generally depart at 3:30pm. Families are responsible for making sure students are aware of their dismissal plan on a daily basis; this includes knowing which bus they should board.

Families ***must*** enter a daily dismissal plan in the PikMyKid app. Students without a daily dismissal plan will be defaulted to car pick up as their dismissal method. Students will be directed to the front office if no parent or authorized adult picks them up in the vehicle pick up line. The front office will call the parent or guardian contacts to pick up students before the office closes at 4pm.

PM Bus Drop off Procedure

Please have a designated adult available to pick students up at their bus stop at least five (5) minutes ahead of scheduled drop off times. If you would like to allow your student to depart a bus stop without a parent or authorized adult present, be sure to complete the *TCGIS Bus Walker Permission Form* and return to the Front Office.

If you are waiting longer than ten (10) minutes after the scheduled drop off time, contact CST directly via telephone (612-808-8868) for up-to-date information on an estimated arrival time.

In the case that CST notifies the School in advance about a delay, we will notify families of late pick-up times via text message, email, and/or PikMyKid Messenger. Continued on next page:

If there is no designated adult to pick up your student, and your student does not have a TCGIS Bus Walker Permission Form on file, the bus driver is instructed to keep the student on the bus, finish the bus route, and return the student to TCGIS. Parents/guardians will be contacted via phone numbers listed on the student's emergency contact list, and students must be picked up at the school after the normal bus route is complete. If an adult is not available to meet the student back at the school when the bus arrives, the student will be sent to Kinderclub. Regular Kinderclub fees will apply, and families will be billed for Kinderclub service retroactively via our online ordering system, Boonli, as needed.

If your student does not arrive at his/her scheduled bus stop, parents/guardians should contact CST immediately via telephone (612-808-8868), and ask the dispatcher to locate the student. If the student is not on any of the bus routes, parents/guardians should contact the school office immediately (651-492-7106). A staff member will work with the bus company to locate the student and set up a plan for pick-up with the parent.

General Information

Delays

Our bus company, CST does its best to provide timely transportation service for our students. However, delays in pick-up and drop-off at a bus stop will occasionally occur due to traffic incidents and especially in cold months when inclement weather is more common. We thank you for your patience and flexibility with bus

stop arrival and departure times. Whenever possible, families will be notified of significant delays via text message, email, and/or PikMyKid Messenger.

It is normal and expected for buses to occasionally run late for the first few weeks as drivers learn their routes and students, families, and the school settle into a routine. Families are advised to arrive at their stops five (5) minutes ahead of the scheduled stop time, and asked to wait the additional 15-20 minutes if needed. Arriving late may cause you to miss the bus if it is on schedule.

It is also normal and expected that buses will run on a delay in inclement weather.

If a bus is running extremely late, TCGIS will alert parents via text message, email, and/or PikMyKid Messenger as soon as possible.

Reporting Bus Changes

A. Daily/Temporary Changes:

Families are responsible for keeping students' dismissal plans up-to-date via the PikMyKid app. The PikMyKid app only accepts same-day dismissal changes submitted before 2:30pm. Only emergency changes will be accepted after 2:30pm; if you have an emergency dismissal change, please contact the Front Office by telephone (651-492-7106).

B. Permanent Changes

If you wish to cancel or permanently change the route/stop your student(s) uses, please email the school office (info@tcgis.org).

Busing Concerns/Complaints

If you are dissatisfied with the busing service or wish to share a concern regarding transportation, please contact Nicole Sveen at nsveen@tcgis.org. Any voicemail or email you leave should receive a response within two business days.

Healthy Transportation *Covid-19 Impact

Student Capacity: MDE/MDH determines the number of students per bus ($\frac{2}{3}$ Maximum Capacity). Students from the same household may sit together. Students will load the bus using seats in the back first and unload the bus from front to back.

Face Coverings: The state requires face coverings for bus riders including students in kindergarten through grade 12. TCGIS will provide face coverings for students if necessary. The bus company will provide face coverings for their employees.

Health and safety: Buses will be disinfected following each route with special attention to high touch areas. Additional ventilation may be provided from partially opening windows and/or roof hatches as conditions permit. Safety signage may be added to promote physical distancing based on MDE/MDH bus capacity limits

