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Division of Operations

Bus Route Changes During the School Year

To: Directors, Principals & Supervisors

From: Jahantab A. Siddiqui  
Director, Office of Student Transportation

The purpose of this circular is to provide our colleagues with the Office of Student Transportation's (OST) schedule for implementing bus routes and stop changes once the school year starts on August 26, 2024. OST will implement route changes on Tuesdays and Fridays of each week, beginning with Friday, August 30, 2024, as the first day any route changes are implemented. Information received by OST by close of business on Friday will be used to implement route changes that will go into effect the following Tuesday, and information received by close of business on Tuesday will be implemented by Friday. If either of the days falls on a planned holiday, the changes will be implemented on the following Tuesday or Friday.

This change will provide predictability for our staff, bus contractors, and families. This will also help ensure families receive complete and accurate transportation and bus teams have adequate time to contact families ahead of the change. Additionally, this lead time is critical as it allows our office to exercise due diligence in reviewing routes as well as ensures that our partner bus contractors and bus teams have reliable schedules and sufficient time to implement route changes.

Any exceptions to this implementation schedule will be reviewed on a case-by-case basis and only approved if the change can be implemented without disruption to the schedule. Additionally, please note that changes implemented during the first few weeks of the school year will primarily be due to enrollment changes, validated safety concerns, and ensuring on-time arrival of buses and alternative vehicles. All other requests will be reviewed beginning September 23, 2024.

The OST team has been working over the last several months to support a successful start to the school year, and we appreciate your partnership as we continue to implement processes and timelines that support that goal.

Please do not hesitate to contact me with further questions.

JS/pb