



August 13, 2020

## Transportation Information

Good Morning Families,

Our Transportation Department team is working hard to prepare for the coming school year. Following please find your login information for e-Link – Perrysburg Schools' Transportation Portal – to obtain your student's bussing information for the 2020-2021 school year.

The transportation portal will be available to parents/ guardians to view their student's transportation details beginning on **Friday, August 14th**. Please follow the link below and procedures to log in to view the information. Prior to the 14th, the information displayed at the link may not be correct.

### e-Link Transportation Portal

You will have access to the software used to view your student's up-to-date transportation information. Following is the link:

<https://versatransweb05.tylertech.com/perrysburg/elinkrp/login.aspx>

Enter your username and password as follows:

- Username: firstname.lastname (of the student)
- Password is student birthdate: mmddyear (eg. 01232001 for birthdate of January 23, 2001)

If you have multiple students in the school district, they will be connected in the system by their family ID, which is their "HOME PHONE" in the student PowerSchool database. We will continue to work with each school to ensure these home phone numbers remain consistent for each student in the family.

*NOTE: Please keep checking this link before the first day of school as minor adjustments may be made.*

For the first several days of school, we do ask for your patience as families take photos of students getting on their busses and drivers become accustomed to their new routes. Please plan to have students at their stop at least 15 minutes early, and understand that drop-off times may vary as well for the first week.

### Alternate Transportation Requests

Please note the bus stop information in e-Link is initially generated using your primary home address. It can take 3-5 days to process alternate transportation requests after August 1st. **If you already filled this section out on the rider registration form, please disregard this section.** Here is a link to the alternate transportation request form if needed:

<http://www.neola.com/perrysburg-oh/search/forms/fm8600F1.pdf>. Please print, complete and return this form to the transportation department.

**“My Stop” smartphone application is now available for you to download and use to monitor the status of your child’s school bus.**

Instructions for accessing the My Stop mobile app:

1. Download the app onto your smartphone
  - Launch the App Store on your iPhone or Google Play Store for Android
  - Search for “Versatrans My Stop” by Tyler Technologies, Inc.
  - Install App
2. Launch the app from your home screen named Versatrans My Stop
3. Select the “Tap to select a school district” button
  - This brings up a “Closest Districts” list
  - Select Perrysburg School District
4. Enter your username and password as follows:
  - Username: firstname.lastname
  - Password is student birthdate: mmddyear (eg. 01232001 for birthdate of January 23, 2001)

Please use student name and birthdate, not parent/guardian.  
Once you create an account with one student, all connected family members will show up in the account; families with multiple students only need to set up one account.
5. The main screen of the app will display a map of the school district.
  - You will see a yellow arrow on the screen that indicates where your student’s bus currently is (note: this is not real time, there is a small delay)
  - If the bus is not running or not within route times, there will be a message that states: “No active routes found.” This would mean that the student’s route is not on the road at that time.
  - If a message appears “Bus has passed your stop,” this means that the bus has likely stopped at your stop and your student has departed the bus.
  - To change between siblings, tap the student’s name at the top left to bring up a list of all connected students.

**Ohio Department of Education Pupil Transportation Management Policies**

**Student Responsibilities:**

- Pupils shall arrive at the bus stop before the bus is scheduled to arrive.
- Pupils must wait in a location clear of traffic and away from the bus stops.
- Behavior at the bus stop must not threaten the life, limb or property of any individual.

- Pupils must go directly to an available or assigned seat so the bus may safely resume motion.
- Pupils must remain seated, keeping aisles and exits clear.
- Pupils must observe classroom conduct and obey the driver promptly and respectfully.
- Pupils must not use profane language.
- Pupils must refrain from eating and drinking on the bus except as required for medical reasons.
- Pupils must not use tobacco on the bus.
- Pupils must not have alcohol or drugs in their possession on the bus except for prescription medication required for the student.
- Pupils must not throw or pass objects on, from or into the bus.
- Pupils may carry on the bus only objects that can be held in their laps.

#### **Responsibilities of Parents/Guardians:**

- It is the parent's/guardian's responsibility to ensure their student's safety and well being at the bus stop before the bus arrives.
- Parents/Guardians of students being transported by Perrysburg School District transportation should expect their children to be home any time after the last dismissal bell rings at their respective school building.
- Parents/Guardians will be responsible for any damage done to a bus by their children and will be required to make restitution to the Perrysburg Board of Education.
- All half-day kindergartners must have a parent, guardian or caregiver present and visible to the bus driver in order to be released from the midday bus. If no one is present and visible, the kindergartner will remain on the bus and return to their school building of attendance. The building secretary will contact the parent/guardian.
- Any full day kindergarten student who is a single afternoon stop must have a parent, guardian or caregiver present and visible to the bus driver. If no one is present and visible, the student will remain on the bus and returned to their building of attendance. The building secretary will contact the parent/guardian. If no one is available at the building of attendance, the student will return to the Transportation Department. In the event that a parent or guardian cannot be reached, the local police department will be contacted and assume custody of the student.

#### **COVID-19 Procedures:**

- **All students will be required to wear a cloth face mask.**
- **Two students will be assigned per seat.**
- **Same household members will be required to sit together.**
- **Please refer to the school district website for the Back-to-school Guidelines for any questions.**

We are looking forward to welcoming students back onto our busses! If at any time you have any questions, please feel free to call 419-874-3127 or email [transportation@perrysburgschools.net](mailto:transportation@perrysburgschools.net).

Sincerely,  
Courtney Parr  
Director of Transportation  
Perrysburg Schools