NYC Department of Education Office of Pupil Transportation

Data Dictionary

Describing Data available in NYC’s Open Data Portal

DOE Office of School Support Services

2016

# Summary

The Department of Education’s Office of School Support Services (OSSS) and Office of Pupil Transportation (OPT) are providing public data in cooperation with Department of Information Technology and Telecommunications (DoITT) and the Mayor’s Office of Data Analytics Public Law 11 of 2012 (<http://www.nyc.gov/html/doitt/html/open/local_law_11_2012.shtml> ).

OSSS manages and supports the operations of three major business units, including OPT. Information Technology, Application Development and Contract Management support for OPT is coordinated at the OSSS level. OSSS Application Development maintains the computer systems used by OPT and generated the data described in this document.

The Office of Pupil Transportation administers school bus service to New York City schools for students attending both public and non-public schools. OPT does not own any school buses or employ any bus drivers; all school bus service is contracted with various school bus companies (referred to as ‘bus vendors’ in this document).

The Bus Breakdowns and Delays dataset is supplied to the Open Data website on a daily basis. All other datasets are delivered monthly and represent a snapshot of OPT’s operational data taken on the last day of each month. OPT does not provide these datasets for three months (July, August and September) because: a. most public schools are closed for the summer and the data available represents a small subset of the rest of the school year and b. data during the summer and beginning of the fall term is extremely volatile with frequent changes coming from systems outside of OPT.

Use limitations: The Department of Education makes no representation as to the accuracy of the information or its suitability for any purposes. The Department and the City disclaim any liability for errors that may be contained herein.

Resource Contact: Office of Pupil Transportation’s Customer Service Line: 1-718-392-8855 or [pupiltransportationteam@schools.nyc.gov](mailto:pupiltransportationteam@schools.nyc.gov)

# Bus Breakdown and Delays

The Bus Breakdown and Delay system collects information from school bus vendors operating out in the field in real time. Bus staff that encounter delays during the route are instructed to radio the dispatcher at the bus vendor’s central office. The bus vendor staff are then instructed to log into the Bus Breakdown and Delay system to record the event and notify OPT. OPT customer service agents use this system to inform parents who call with questions regarding bus service. The Bus Breakdown and Delay system is publicly accessible and contains real time updates. All information in the system is entered by school bus vendor staff.

Update schedule: Daily

| **Field Name** | **Description** |
| --- | --- |
| Field Name: School\_Year  Data Type: varchar  Width: 9 | Indicates the school year the record refers to. The DOE school year starts in September every year. |
| Field Name: Busbreakdown\_ID  Data Type: integer  Width: - | Unique ID of each record. |
| Field Name: Run\_Type  Data Type: varchar  Width: 61 | Designates whether a breakdown or delay occurred on a specific category of busing service. The categories are:   * General Ed AM Run - stop-to-school service in the morning with pick-ups at bus stops and drops-offs at school(s). * General Ed PM Run - stop-to-school service in the afternoon with pick-ups at school(s) and drop-offs at bus stops. * General Ed Field Trip - refers to any mid-day bus trip that does not involve at least one student with an IEP for busing. For OPT, the term "field trip" is a contract term referring to any mid-day trip, including work programs as well as traditional field trips to the museum. * Special Ed AM Run – curb-to-curb service in the morning with pick-ups at residences and drop-offs at school(s). * Special Ed PM Run - curb-to-curb service in the afternoon with pick-ups at school(s) and drop-offs at residences. * Special Ed Field Trip - refers to any mid-day bus trip that includes at least one student with an IEP for busing. For OPT, the term "field trip" is a contract term referring to any mid-day trip, including work programs as well as traditional field trips to the museum. * Pre-K/EI - Pre-Kindergarten or Early Intervention program curb-to-curb run. Pre-K/EI service has different service levels and contract terms from OPT's school aged service. OPT provides curb-to-curb busing to Pre-K students with an Individualized Education Program (IEP) for busing and selected children in the Dept. of Health and Mental Hygiene’s Early Intervention program. * Project Read PM Run – curb-to-curb busing service for special education students enrolled in late-day programs. As a rule, bus service is only available to schools or sites that dismiss students before 4:30 PM. There are a small number of approved programs that dismiss students after 4:30 PM. |
| Field Name: Bus\_No  Data Type: char  Width: 10 | The bus number is assigned by the bus vendor. The numbers are not unique identifiers and may be repeated across vendors. For example, many bus vendors may have a Bus #1. Each bus vendor may have their own numbering convention. |
| Field Name: Route\_Number  Data Type: char  Width: 6 | This refers to the unique identifier four (1 alpha + 3 numeric) character route numbers indicate curb-to-curb service while five (1 alpha + 4 numeric) indicates stop-to-school service. Pre-K/EI routes may have any value in the Route Number field; bus vendors are not required to follow any naming convention for those routes. |
| Field Name: Reason  Data Type: varchar  Width: 100 | Reason for delay as entered by staff employed by reporting bus vendor. User chooses from the following categories:   * Accident - to be selected if any accident that delays the bus is recorded. The bus can be delayed by an accident that the bus itself is not actually involved in. * Delayed by School - to be selected by reporting bus vendors when schools have delays ushering students to or from the bus. * Flat Tire - to be selected by reporting bus vendors for any flat tire that requires the bus to stop and wait for assistance * Heavy Traffic - to be selected by the reporting bus vendor when heavy traffic conditions delay the scheduled service. * Mechanical Problem - to be selected by reporting bus vendors for any type of mechanical problem other than 'Flat Tire' or 'Won't Start' * Other - to be selected by the reporting bus vendor when the delay cannot be classified within the available categories * Problem Run - Some routes may be late to a destination because the bus vendor believes the route has too many stops or is too long. There is a process for bus vendors to submit these Problem Runs to OPT staff for research and resolution. While that work is being done, bus vendors can record routes as being delayed by selecting the Problem Run category. * Weather Conditions - to be selected by the reporting bus vendor when weather conditions delay the scheduled service. * Won't Start - to be selected by the reporting bus vendor when a bus that has already left the bus yard won't start. There is usually a delay while a replacement bus is dispatched to the out-of-service bus's location |
| Field Name: Schools\_Serviced  Data Type: char  Width: 100 | OPT Codes of all transportation sites on the route. If there is more than one site, each site code will be separated by a comma. If the incident occurred on a bus used for Pre-K/EI service, the code will have one alpha, three numeric and sometimes one additional alpha character. If the incident occurred on a bus used for school-aged service, the code will have five text formatted numerals and may include a leading zero. |
| Field Name: Occurred\_On  Data Type: datetime  Width: - | Time/date the incident occurred, as entered by the staff employed by the reporting bus vendor |
| Field Name: Created\_On  Data Type: datetime  Width: - | Time/date the record was created in the OPT Breakdown and Delay system. |
| Field Name: Boro  Data Type: varchar  Width: 15 | Borough, county or state in which the delay occurred, as entered by the staff employed by the reporting bus vendor. |
| Field Name: Bus\_Company\_Name  Data Type: varchar  Width: 50 | Bus vendor name of the reporting bus vendor. |
| Field Name: How\_Long\_Delayed  Data Type: char  Width: 40 | Length of delay as estimated by the staff employed by the reporting bus vendor. OPT does not systematically monitor the contents of this field in real time. |
| Number\_Of\_Students\_On\_The\_Bus  Data Type: integer  Width: - | Number of students on the bus at the time of the incident as estimated by the staff employed by the reporting bus vendor. OPT does not systematically monitor the contents of this field in real time. |
| Has\_Contractor\_Notified\_Schools  Data Type: integer  Width: - | Indicator status as reported by the staff employed by the reporting bus vendor. OPT does not systematically monitor the contents of this field in real time. |
| Has\_Contractor\_Notified\_Parents  Data Type: varchar  Width: 3 | Indicator status as reported by the staff employed by the reporting bus vendor. OPT does not systematically monitor the contents of this field in real time. |
| Have\_You\_Alerted\_OPT  Data Type: varchar  Width: 3 | Indicator status as reported by the staff employed by the reporting bus vendor. OPT does not systematically monitor the contents of this field in real time. |
| Informed\_On  Data Type: datetime  Width: - | Date on which the school, parents or OPT was notified, as reported by the bus vendor. |
| Incident\_Number  Data Type: char  Width: 10 | Some reports of bus breakdowns or delays originate from calls to the OPT Customer Service line who records incidents. When this happens, the record will have the Incident reference number. |
| Last\_Updated\_On  Data Type: datetime  Width: - | Time/date the record was last edited in the OPT Breakdown and Delay system. |
| Breakdown\_or\_Running\_Late  Data Type: varchar  Width: 12 | Indicator status as reported by the staff employed by the reporting bus vendor. OPT does not edit this field. Designates whether a bus has broken down (and requires another vehicle to be dispatched to finish the route) or is delayed (and may not require another vehicle). |
| School\_Age\_or\_PreK  Data Type: varchar  Width: 10 | Indicator of whether the route serves the school-age or Pre-K/EI population. These two busing types have very different contract terms. OPT does not perform route planning for Pre-K service and doesn't assign route numbers. |

# Drivers and Attendants

OPT does not operate any buses nor does it directly employ any bus drivers or attendants. Drivers and attendants (sometimes referred to as ‘matrons’ or ‘escorts’) and employed by bus vendors themselves. OPT manages systems and processes to ensure that drivers and attendants have all requisite background checks and certifications. The Driver and Attendant summary data is available for each bus vendor and describes the number of active employees by job type.

Update schedule: Monthly (Except July, August and September) (Delivery at the end of the first week of the following month)

| **Field Name** | **Description** |
| --- | --- |
| Field Name: School\_Year  Data Type: varchar  Width: 9 | Indicates the school year the record refers to. The DOE school year starts in September every year. |
| Vendor\_Name  Data Type: char  Width: 50 | Company name of the bus vendor. |
| Type\_of\_Service  Data Type: varchar  Width: 10 | Indicator of whether the employees serve School-age, Pre-K/EI, Coach, or Ambulance services. Each of these busing types has very different contract terms. |
| Active\_Employees  Data Type: integer  Width: - | Number of active employees in each vendor, service and job type category. |
| Job\_Type  Data Type: varchar  Width: 20 | Job types of employees of bus vendors who are contracted to perform a school bus route. A single person can have more than one job type. Categories are:   * Attendant - an employee of a bus vendor who is certified by OPT to accompany riders and assist the bus driver in the administration of the school bus. * Driver - an employee of a bus vendor who is certified by NYS and OPT to operate a school bus. * Driver&Attendant - an employee of a bus vendor who is certified as both a driver and an attendant. * Driver&Paramedic - an employee of a bus vendor who is certified as both a driver and a paramedic. * Paramedic - an employee of a bus vendor who is certified as a paramedic. * Driver&EMT - an employee of a bus vendor who is certified as both a driver and an emergency medical technician. * EMT - an employee of a bus vendor who is certified as an emergency medical technician. |

# Routes

One of OPT’s main functions is to plan efficient and fiscally responsible school bus routes. OPT staff use a variety of systems to generate and share bus route information with bus vendors and the public. Specific bus route paths cannot be publicly disclosed because they could reveal personally identifiable information about individual students. In this dataset, OPT has provided all the route information that does not risk disclosing personally identifiable information.

School-age service for students in grades K through 12 are contracted with bus vendors on a per route basis. OPT also manages bus service for Pre-K students who require curb-to-curb service as per a student’s Individualized Education Plan (IEP). This Pre-K bus service is contracted on a per student basis, instead of per route. As a consequence of this difference, OPT does not design bus routes for Pre-K service, so those routes are not included in this dataset.

There are a variety of different vehicles used on routes that serve students requiring curb-to-curb service because an Individualized Education Plan (IEP) indicates specific transportation needs. The standard bus is the only vehicle used for general education routes with students eligible for bus service but who do not have an IEP.

Users may occasionally see a route without a garage assignment. Because this dataset is derived from a snapshot of a transactional system, there may be routes that are in the process of being assigned to a garage. In those cases, the garage information will appear as NULL until the assignment is complete.

Update schedule: Monthly (Except July, August and September) (Delivery at the end of the first week of the following month)

| **Field Name** | **Description** |
| --- | --- |
| Field Name: School\_Year  Data Type: varchar  Width: 9 | Indicates the school year the record refers to. The DOE school year starts in September every year. |
| Route\_Number  Data Type: varchar  Width: 5 | Either four (1 alpha + 3 numeric) or five (1 alpha + 4 numeric) character unique route ID that represent a contracted service with a school bus or ambulance vendor. |
| Service\_Type  Data Type: varchar  Width: 6 | * S2S AM – stop-to-school service, sometimes referred to as 'general education', routed for the trip 'to' school in the morning; * S2S PM – stop-to-school service, sometimes referred to as 'general education', routed for the trip 'from' school in the afternoon; * D2D – curb-to-curb service, sometimes referred to as ‘special education busing' or ‘door-to-door’ service. |
| Vehicle\_TypeDescription  Data Type: char  Width: 26 | Type of vehicle each bus vendor has under contract with DOE. The categories are:   * Type A or B Flex Vehicle - A school bus with hydraulic lift and a minimum seating capacity of six wheelchair positions. Some or all of these wheelchair positions can be outfitted with seats for non-wheelchair passengers. Each vehicle is designed so that the driver and attendant can assist a student in a wheelchair in and out of the vehicle using the hydraulic lift. Each vehicle must be equipped with tie-down passive restraint devices to anchor each wheelchair securely to the vehicle. * Ambulance Transportation Service - A vehicle with a maximum capacity of one passenger to and from school requiring either advanced life support (ALS) or basic life support (BLS). Services require a minimum two Emergency Medical Technicians (EMT) for BLS or a Paramedic and an EMT for ALS. * Non-Wheelchair Accessible Alternative (NWC) - A vehicle with a maximum passenger seating capacity of three passengers, excluding the driver and attendant. Each passenger is capable of entering and exiting the vehicle on their own. * Wheelchair Accessible Alternative (WC) - A vehicle with capacity for two non-ambulatory and two ambulatory passengers. Each vehicle is designed so that the driver and attendant can assist a student in a wheelchair in and out of the vehicle, using a hydraulic lift. Each vehicle must be equipped with tie-down passive restraint devices to anchor each wheelchair securely to the vehicle. * Type C or D Flex -A school bus with minimum capacity of ten wheelchair positions and a maximum capacity of thirty-five seated passengers. Each vehicle is designed so that the driver and attendant can assist a student in a wheelchair in and out of the vehicle using a hydraulic lift. Each vehicle must be equipped with tie-down passive restraint devices to anchor each wheelchair securely to the vehicle. * Hydraulic Lift - A school bus with a seating capacity of eight students with wheelchairs and eight ambulatory passengers (excluding the driver and attendant). Each vehicle is designed so that the driver and attendant can assist a student in a wheelchair in and out of the vehicle, using a hydraulic lift. Each vehicle must be equipped with tie-down passive restraint devices to anchor each wheelchair securely to the vehicle. * Mini-Wagon - A school bus with a minimum total seating capacity of fifteen passengers excluding the driver and attendant. Each passenger is capable of entering and exiting the vehicle on their own. * Ramp-Wagon - A school bus with a registered, minimum total seating capacity of four non-ambulatory students with wheelchairs and four ambulatory passengers (excluding the driver and attendant). Each vehicle is designed so that a driver and attendant can assist a student in a wheelchair in and out of the vehicle using the ramp. Each vehicle must be equipped with tie-down passive restraint devices to anchor each wheelchair securely to the vehicle. * Standard Bus (SE) - A school bus with a minimum seating capacity of thirty-six special education students. These buses are equipped with entrance and exit doors on both sides of the vehicles for easy sidewalk access. * Standard Bus (GE) - A school bus with a minimum seating capacity of sixty students excluding the driver. Each passenger is capable of entering and exiting the vehicle on their own. This is the vehicle used to transport general education students and there is no attendant accompanying the driver on these buses. |
| Route\_Start\_Date  Data Type: date  Width: - | Day the route is set to start as per contract agreement with bus vendor. |
| Vendor\_Code  Data Type: char  Width: 2 | Two character code representing the bus vendor. |
| Vendor\_Name  Data Type: char  Width: 50 | Company name of the bus vendor. |
| Vendor\_Affiliation  Data Type: char  Width: 2 | Parent company name of the bus vendor. |
| Garage\_Street\_Address  Data Type: varchar  Width: 70 | The house number and street name for a location where the school bus servicing this particular route is parked overnight. |
| Garage\_City  Data Type: varchar  Width: 20 | The city for a location where the school bus servicing this particular route is parked overnight. |
| Garage\_State  Data Type: char  Width: 2 | The state for a location where the school bus servicing this particular route is parked overnight. |
| Garage\_ZIP  Data Type: char  Width: 10 | The ZIP code for a location where the school bus servicing this particular route is parked overnight. |
| XCoordinates  Data Type: numeric  Width: 50 | Spatial coordinate to be used to represent the location of the garage. Coordinate system used is State Plane Coordinate (SPC) system: NAD 1983 StatePlane New York Long Island FIPS 3104 Feet |
| YCoordinates  Data Type: numeric  Width: 50 | Spatial coordinate to be used to represent the location of the garage. Coordinate system used is State Plane Coordinate (SPC) system: NAD 1983 StatePlane New York Long Island FIPS 3104 Feet |

# Routes by Transportation Sites

This dataset allows users to link the information in the Route dataset to the information in the Transportation Site dataset.

Please note that because OPT does not design routes for Pre-K service, those routes are not included in this dataset.

Update schedule: Monthly (Delivery at the end of the first week of the following month)

|  |  |
| --- | --- |
| **Field Name** | **Description** |
| Field Name: School\_Year  Data Type: varchar  Width: 9 | Indicates the school year the record refers to. The DOE school year starts in September every year. |
| Route\_Number  Data Type: varchar  Width: 5 | Either four (1 alpha + 3 numeric) or five (1 alpha + 4 numeric) character unique route ID that represent a contracted service with a school bus or ambulance vendor. In this table, Route Number is not unique if the route serves more than one school. |
| OPT\_Code  Data Type: varchar  Width: 5 | The unique ID for a location receiving any transportation service from OPT. Transportation service may include busing, ambulance or MetroCard shipments for distribution amongst eligible recipients. An OPT Code represents an organization in a specific location; it is possible to have more than one OPT Code associated with the same location, but there are no instances of a single OPT Code being in multiple locations. In this table, OPT Code is not unique if the transportation site is served by more than one route. |

# Transportation Sites

OPT provides transportation service to many different kinds of locations. Many of these locations are schools but they also include offices or other sites that may be part of certain students’ educational plans. The schools may be public, private or religious. OPT provides busing to some Pre-K sites for students who have an IEP for curb-to-curb busing because of a medical condition. Included in the Pre-K service are a small number of sites serving children in the Early Intervention (EI) program administered by NYC Department of Health and Mental Hygiene.

Transportation service is not limited to school bus service; it includes distribution of MetroCards and approved reimbursement services. Bus service can be conducted on a yellow school bus, an ambulance, or even a coach bus. Yellow school buses are available in a number of sizes and seating configurations. This dataset includes schools, offices or Pre-K/EI sites that currently receive any transportation services from OPT. These sites may be within the New York City limits or up to fifty miles from the city limits in the states of New York, New Jersey or Connecticut. This dataset does not include field trip destinations.

Update schedule: Monthly (Except July, August and September) (Delivery at the end of the first week of the following month)

| **Field Name** | **Description** |
| --- | --- |
| Field Name: School\_Year  Data Type: varchar  Width: 9 | Indicates the school year the record refers to. The DOE school year starts in September every year. |
| OPT\_Code  Data Type: varchar  Width: 5 | The unique ID for a location receiving any transportation service from OPT. Transportation service may include busing, ambulance, or MetroCard shipments for distribution amongst eligible recipients. An OPT Code represents an organization in a specific location; it is possible to have more than one OPT Code associated with the same location, but there are no instances of a single OPT Code being in multiple locations. |
| Name  Data Type: char  Width: 30 | Name of the location associated with the OPT Code. |
| Affiliation  Data Type: char  Width: 12 | These are categories used by OPT to designate the general religious (or lack of religious) affiliation of the site. OPT provides transportation service to many non-public schools in the tristate region. The affiliation code assists OPT in providing appropriate service to different kinds of sites. The categories are:   * Public * Non-NYC Public * Charter * Christian * Parochial * Yeshiva * Other Religion * Nonsectarian |
| Site\_Type | Indicates a site as either school, office or Pre-K/EI site. |
| Street\_Address  Data Type: char  Width: 35 | The address (house number and street name) of the transportation site. |
| City  Data Type: varchar  Width: 15 | The city that the transportation site is located in. |
| State  Data Type: char  Width: 2 | The state that the transportation site is located in. |
| ZIP  Data Type: char  Width: 10 | The ZIP Code that the transportation site is located in. |
| Longitude:  Data Type: numeric  Width: 50 | Spatial coordinate to be used to represent the location of the transportation site. Coordinate system used is: Geographic Coordinate System North American 1983. |
| Latitude:  Data Type: numeric  Width: 50 | Spatial coordinate to be used to represent the location of the transportation site Coordinate system used is: Geographic Coordinate System North American 1983. |
| Door\_To\_Door\_Service  Data Type: char  Width: 3 | Indicates whether this transportation site receives curb-to-curb bus service. This service is assigned to students with an IEP specifically indicating curb-to-curb bus service, from residence to school in the morning and school to residence, or to an alternative address, in the afternoon, or to other students as an exception to general education transportation rules. This service is sometimes referred to as ‘special education busing’ or ‘door-to-door’ service. |
| Stop\_To\_School\_Service  Data Type: char  Width: 3 | Indicates whether this transportation site receives stop-to-school busing service. This service is provided to students who are eligible for transportation based on grade and distance from school for schools that have requested the service, or to other students as an exception to general education transportation rules. This service is only generally available to grades K through 6 (and grades 7 and 8 in a number of other approved schools). Bus stops may be requested by schools to serve individual or multiple students. Schools have to follow certain rules regarding bus stop requests so that bus route lengths remain reasonable. This service is sometimes referred to as “general education busing”. |
| Common\_Carrier\_Svc\_Metrocards  Data Type: char  Width: 3 | Indicates whether this transportation site receives MetroCards to distribute to students for transportation. OPT receives special MetroCards from the Metropolitan Transportation Authority (MTA) that can only be used by students. In addition, OPT ships student MetroCards to offices for distribution to students for educational use. |
| Site\_Reimbursement  Data Type: char  Width: 3 | Indicates whether this transportation site receives reimbursement for providing their own busing to students above the kindergarten grade level who are eligible for transportation by grade and distance. A small number of schools contract with a bus company or operate their own buses. OPT does not provide busing service to these schools directly, but may reimburse the site for their busing costs. |
| Mid\_Day\_Service  Data Type: char  Width: 3 | Indicates whether this transportation site receives mid-day service, either in the form of field trips or as regularly scheduled mid-day transportation to sites that are part of a student’s educational program. This field does not indicate the location of the mid-day destination, only that this site has students participating in this mid-day service. |
| D2D\_Late\_Day\_Programs  Data Type: char  Width: 3 | Indicates whether this transportation site receives curb-to-curb busing for special education students enrolled in late day programs. As a rule, bus service is only available to schools or sites that dismiss students before 4:30 PM. There are a small number of approved programs that dismiss students after 4:30 PM. |
| S2S\_Late\_Day\_Programs  Data Type: char  Width: 3 | Indicates whether this transportation site receives stop-to-school busing for general education students for late day dismissals. As a rule, bus service is only available to schools or sites that dismiss students before 4 PM. There are a small number of approved schools that dismiss students after 4 PM. |

# Vehicles

OPT maintains an inventory of all the vehicles used by contracted bus vendors in service to the Department of Education. The vehicles inventory can include school buses, ambulances or coach buses. This dataset details the active vehicle inventory for each bus vendor.

There are a variety of different vehicles used to serve students requiring curb-to-curb service because an Individualized Education Plan (IEP) indicates specific transportation needs. The standard bus is the only vehicle used for general education students eligible for bus service but who do not have an IEP.

Update schedule: (Except July, August and September) (Delivery at the end of the first week of the following month)

| **Field Name** | **Description** |
| --- | --- |
| Field Name: School\_Year  Data Type: varchar  Width: 9 | Indicates the school year the record refers to. The DOE school year starts in September every year. |
| Vendor\_Name  Data Type: char  Width: 50 | Company name of the bus vendor |
| Vehicle\_TypeDescription  Data Type: char  Width: 26 | Type of vehicle each bus vendor has under contract with DOE. The categories are:   * Type A or B Flex Vehicle - A school bus with hydraulic lift and a minimum seating capacity of six wheelchair positions. Some or all of these wheelchair positions can be outfitted with seats for non-wheelchair passengers. Each vehicle is designed so that the driver and attendant can assist a student in a wheelchair in and out of the vehicle using the hydraulic lift. Each vehicle must be equipped with tie-down passive restraint devices to anchor each wheelchair securely to the vehicle. * Ambulance Transportation Service - A vehicle with a maximum capacity of one passenger to and from school requiring either advanced life support (ALS) or basic life support (BLS). Services require a minimum two Emergency Medical Technicians (EMT) for BLS or a Paramedic and an EMT for ALS. * Non-Wheelchair Accessible Alternative (NWC) - A vehicle with a maximum passenger seating capacity of three passengers, excluding the driver and attendant. Each passenger is capable of entering and exiting the vehicle on their own. * Wheelchair Accessible Alternative (WC) - A vehicle with capacity for two non-ambulatory and two ambulatory passengers. Each vehicle is designed so that the driver and attendant can assist a student in a wheelchair in and out of the vehicle, using a hydraulic lift. Each vehicle must be equipped with tie-down passive restraint devices to anchor each wheelchair securely to the vehicle. * Motor Coach Bus - A vehicle with a capacity of 49-55 passengers. Each vehicle must be equipped with a restroom. These vehicles are typically used for school trips only. * Type C or D Flex -A school bus with minimum capacity of ten wheelchair positions and a maximum capacity of thirty-five seated passengers. Each vehicle is designed so that the driver and attendant can assist a student in a wheelchair in and out of the vehicle using a hydraulic lift. Each vehicle must be equipped with tie-down passive restraint devices to anchor each wheelchair securely to the vehicle. * Hydraulic Lift - A school bus with a seating capacity of eight students with wheelchairs and eight ambulatory passengers (excluding the driver and attendant). Each vehicle is designed so that the driver and attendant can assist a student in a wheelchair in and out of the vehicle, using a hydraulic lift. Each vehicle must be equipped with tie-down passive restraint devices to anchor each wheelchair securely to the vehicle. * Mini-Wagon - A school bus with a minimum total seating capacity of fifteen passengers excluding the driver and attendant. Each passenger is capable of entering and exiting the vehicle on their own. * Ramp-Wagon - A school bus with a registered, minimum total seating capacity of four non-ambulatory students with wheelchairs and four ambulatory passengers (excluding the driver and attendant). Each vehicle is designed so that a driver and attendant can assist a student in a wheelchair in and out of the vehicle using the ramp. Each vehicle must be equipped with tie-down passive restraint devices to anchor each wheelchair securely to the vehicle. * Standard Bus (SE) - A school bus with a minimum seating capacity of thirty-six special education students. These buses are equipped with entrance and exit doors on both sides of the vehicles for easy sidewalk access. * Standard Bus (GE) - A school bus with a minimum seating capacity of sixty students excluding the driver. Each passenger is capable of entering and exiting the vehicle on their own. This is the vehicle used to transport general education students and there is no attendant accompanying the driver on these buses. |
| Active\_Vehicles  Data Type: integer  Width: - | The total number of active vehicles for each vendor and vehicle type category. This number includes spare and substitute buses. |

# Pre-K/EI Riders by Transportation Site

OPT provides busing to some Pre-K sites for students who have an IEP for curb-to-curb busing because of a medical condition. Included in the Pre-K service are a small number of sites serving children in the Early Intervention (EI) program administered by NYC Department of Health and Mental Hygiene (DOHMH).

When OPT transports children to Pre-K or Early Intervention programs, we refer to the children as riders and not students because the EI programs are technically not schools; riders is a more inclusive term that includes Pre-K students.

OPT defines a rider as a child authorized for bus service and certified as requiring the service by the Transportation Site. Authorization for bus service is provided by either the DOE’s IEP (for Pre-K students) or DOHMH’s Early Intervention enrollment process. Since not all children authorized for bus service actually require or use the service, OPT asks Transportation Sites to actively indicate children who need the service by verifying data and providing arrival and dismissal times for each individual child. A child who is authorized for bus service and certified by the Transportation site is considered a rider and including in Number of Riders field.

Update schedule: (Except July, August and September) (Delivery at the end of the first week of the following month)

| **Field Name** | **Description** |
| --- | --- |
| Field Name: School\_Year  Data Type: varchar  Width: 9 | Indicates the school year the record refers to. The DOE school year starts in September every year. |
| Field Name: OPT\_Code  Data Type: varchar  Width: 5 | The unique ID for a location receiving any transportation service from OPT. An OPT Code represents an organization in a specific location; it is possible to have more than one OPT Code associated with the same location, but there are no instances of a single OPT Code being in multiple locations. OPT Codes for EI sites always begin with an E. Pre-K sites can start with any letter but E (most commonly with a C or S) |
| Field Name: Site\_Name  Data Type: varchar  Width: 50 | Name of the location associated with the OPT Code. The Site\_Name is most commonly specific to a location. |
| Field Name: School\_Name  Data Type: varchar  Width: 50 | Alternate Name of the location associated with the OPT Code. A Pre-K school may operate programs at different sites. |
| Field Name: Number\_of\_Riders  Data Type: integer  Width: - | Total number of children authorized for bus service and indicated by the site as requiring bus service. |

# Pre-K/EI Bus Vendors by Transportation Site

OPT provides busing to some Pre-K sites for students who have an IEP for curb-to-curb busing because of a medical condition. Included in the Pre-K service are a small number of sites serving children in the Early Intervention (EI) program administered by NYC Department of Health and Mental Hygiene (DOHMH).

The table indicates the school bus company, also known as a bus vendor or just vendor, which services each Transportation Site. In OPT’s Pre-K/EI service (except in rare occasions), a single bus vendor transports all riders to an individual site, regardless of where the riders' residences are.

Update schedule: (Except July, August and September) (Delivery at the end of the first week of the following month)

| **Field Name** | **Description** |
| --- | --- |
| Field Name: School\_Year  Data Type: varchar  Width: 9 | Indicates the school year the record refers to. The DOE school year starts in September every year. |
| Field Name: OPT\_Code  Data Type: varchar  Width: 5 | The unique ID for a location receiving any transportation service from OPT. An OPT Code represents an organization in a specific location; it is possible to have more than one OPT Code associated with the same location, but there are no instances of a single OPT Code being in multiple locations. OPT Codes for EI sites always begin with an E. Pre-K sites can start with any letter but E (most commonly with a C or S) |
| Field Name: Site\_Name  Data Type: varchar  Width: 50 | Name of the location associated with the OPT Code. The Site\_Name is most commonly specific to a location. |
| Field Name: School\_Name  Data Type: varchar  Width: 50 | Alternate Name of the location associated with the OPT Code. A Pre-K school may operate programs at different sites. |
| Vendor\_Name  Data Type: char  Width: 50 | Company name of the bus vendor |