

## **Transportation Student Tracking (ZPass) Liaison Guide**

**Transportation Student ID Cards (ZPass):** The Transportation Student ID (ZPass) cards are used to provide student ID on the school bus for students assigned transportation service. The cards are generic with only the student's ID and name. They are to be kept and used by the student each following year and from school to school. Only students that have never received a card before will be automatically issued a new card. Because the card will be kept and reused over the years, they are **not** to be considered a bus pass. The cards do not guarantee that the student is eligible to ride from year to year.

**Transportation Student Tracking (ZPass) Page:** After logging on to the Transportation website following the links [For Schools](#) and [Log in for Manifests, Rosters, TS Forms and Zpass Card Reordering](#), you will find another link to the Student Tracking page. On this page you will find links to the Student ID Roster App, Transportation Temporary ID slips and other documentation.

**Student ID Roster App:** The roster lists all students assigned transportation services at your school. You can use the roster to check the status of student's transportation service and ID cards as well as request replacement cards. The date their most recent card was created is also displayed.

Status falls into three categories:

<b>Active Card</b>	Students that have had a card created for them.
<b>New Student</b>	Students new to district transportation service who will have a card created for them automatically.
<b>Pending Replacement</b>	Students that you have indicated need a replacement card.

You may request replacement cards by marking the "Reissue" checkbox for each student needing one and then clicking on the "SUBMIT REISSUES" button at the bottom of the page. As cards are created for each student with a "New Student" or "Pending Replacement" status, their status will change to "Active Card" on the roster. You should contact your transportation scheduler regarding students not listed on the roster.

**Transportation Temporary ID slips:** A PDF file of Temporary Transportation Student ID slips that are to be printed, cut out and issued to students until they receive their permanent ID cards. The slip should be filled out with the student's name and bus route. Please indicate on the slip an expiration date that is two weeks from the date of issue and sign with your initials. Like the cards, these are student IDs and **not** bus passes.

**\*Students should not be automatically issued consecutive Temporary ID slips upon expiration.** (\*See *New and Replacement Cards*)

## **Transportation Student Tracking (ZPass) Liaison Guide - Continued**

**New and Replacement Cards:** Students new to district transportation service will automatically have cards created for them. Students new to your school but have had transportation service the previous year should continue use their existing cards. You may check the status of cards and students by accessing the Student ID Roster App. **\*Please issue a Transportation Temporary ID slip to students until permanent ID cards are received.** Cards should be delivered to your school within two weeks of when a new student is assigned transportation or a replacement is requested. Students should not be automatically issued consecutive temporary ID slips upon expiration. If cards are not received within the two week period, first check the card/student status on the Student ID Roster App. There may be circumstances where a student's Transportation eligibility is temporarily on hold. If a student is not on the list, please contact your scheduler. If the scheduler indicates that the student is eligible and will be assigned transportation, reissue a temporary ID slip. If the student is listed and the card status shows "Active Card", resubmit a request for replacement and reissue a temporary ID slip. When you receive a replacement card, retrieve the previously issued temporary ID slip (and any "found" cards) before issuing the new card. (*\*see Transportation Temporary ID slips*)

**Students may only have one active card at a time.** Please retrieve any additional cards in a student's possession before issuing a replacement card.

**Card replacement requests will be cancelled if a student uses an old card at any time after the request date. This usually happens when a student finds a "lost" card after reporting it. You can check on daily card usage by clicking on the student's ID on the Student ID Roster App.**

**Forgotten Cards:** **Do not request a replacement card for students that have forgotten their card.** Instead, issue a Temporary ID slip but put **today's date** for the expiration date. Please note that a referral may be issued if a card is forgotten excessively. (Three or more days)