Twin Cities German Immersion School
Busing Handbook
2018-19

The Twin Cities German Immersion School busing system is different from most traditional public schools. TCGIS contracts with JME Transportation 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 busing 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, JME Transit Inc., 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 Maja Reyes (mreyes@tcgis.org) if your family has a situation that requires exception to this expectation.

Important Contact Information

JME Transit Inc. (bus dispatch):
612-208-0237

If you have an immediate question about a bus's or student's location or stop time, contact JME 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 JME 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 JME, 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 busing needs.

Maja Reyes (primary on-site transportation coordinator):
651-492-7106
mreyes@tcgis.org

For non-immediate questions or concerns about internal transportation procedures or processes, please email Maja Reyes. You can expect a response to emails within two business days.

Gael Braddock (secondary on-site transportation coordinator) :
651-492-7106
gbraddock@tcgis.org

If you are not able to reach Maja Reyes with non-immediate questions or concerns about internal transportation procedures or processes, please contact Gael Braddock.

Route Map

Click here to view a map with the most up-to-date route and stop information.

PRELIMINARY 2018-19 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.

BLUE BUS (North Route)

AM	PM	ER	Stop Location
7:23am	4:08pm	1:33pm	N1: Colleen Avenue & James Avenue
7:33am	4:02pm	1:25pm	N2: Lincoln Drive & Byerly's parking lot
7:40am	3:54pm	1:18pm	N3: 29th Ave NE and McKinley St NE
7:51am	3:45pm	1:10pm	N4: Ione Street & Pleasant Street
8:03am	3:30pm	1:00pm	Twin Cities German Immersion

RED BUS (South Route)

AM	PM	ER	Stop Location
7:20am	4:04pm	1:33pm	S1: 28th Ave S & Minnehaha Pkwy E
7:30am	4:00pm	1:25pm	S2: Minnehaha Ave & 45th Street E
7:35am	3:53pm	1:20pm	S3: 36th Avenue S & 34th Street E
7:49am	3:43pm	1:10pm	S4: Fairview Ave N & Lafond Ave
7:59am	3:30pm	1:00pm	Twin Cities German Immersion

PURPLE BUS (New Route)

AM	PM	ER	Stop Location
7:08am	4:07pm	1:39pm	P1: McKinley St NE & Lowry Ave NE
7:33am	3:53pm	1:24pm	P2: 28th St E & 36th Ave
7:37am	3:49pm	1:18pm	P3: 31st Avenue S & 24th Street E
7:45am	3:45pm	1:13pm	P4: Franklin Ave SE & Seymour Ave SE
8:00am	3:28pm	1:00pm	Twin Cities German Immersion

YELLOW BUS (Central Route)

AM	PM	ER	Stop Location
7:16am	4:08pm	1:40pm	C1: Bidwell St & Stevens St W
7:24am	4:02pm	1:33pm	C2: Saint Clair Ave & Erie Street
7:28am	3:58pm	1:28pm	C3: Summit Avenue & Avon Street S
7:34am	3:54pm	1:25pm	C4: Portland Ave & Hamline Ave
7:41am	3:49pm	1:18pm	C5: Sargent Ave & Wheeler Street S
7:46am	3:46pm	1:15pm	C6: Portland Ave & Wheeler Street N
7:48am	3:45pm	1:12pm	C7: Dayton Ave & Wheeler Street N
8:01am	3:31pm	1:00pm	Twin Cities German Immersion School

GREEN BUS (East Route)

AM	PM	ER	Stop Location
7:05am	4:20pm	1:35pm	E1: McKnight Rd S & Burlington Rd
7:22am	4:05pm	1:22pm	E2: Hazelwood Street & Magnolia Avenue E
7:27am	4:01pm	1:19pm	E3: Rose Avenue E & Prosperity Avenue
7:36am	3:53pm	1:15pm	E4: 6th Street E & Earl Street
7:52am	3:40pm	1:10pm	E5: North Woodbridge St & Jessamine Ave W
8:02am	3:31pm	1:00pm	Twin Cities German Immersion School

Enrolling in Bus Service

Full Year Enrollment
Families interested in registering for bus service beginning on the first day of the 2018-19 school year can do so by taking the following steps:

- Complete the 2018-19 Kinderclub and Bussing 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 at *Back to School Night* on August 23rd, and thereafter in the Front Office.)

Mid-year Enrollment
Families who are interested in enrolling for bus service mid-year should contact Maja Reyes at 651-492-7106 or via email at mreyes@tcgis.org for information on enrollment. Students must be formally enrolled and added to the bus rider list before they can begin riding the bus on a regular basis.

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 JME Transit Inc. directly via telephone (612-208-0237) for up-to-date information on an estimated arrival time.

In the case that JME 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 Kinderclub if no parent or authorized adult picks them up in the vehicle pick up line.

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 Authorization Form and return to the Front Office.

If you are waiting longer than ten (10) minutes after the scheduled drop off time, contact JME Transit Inc. directly via telephone (612-208-0237) for up-to-date information on an estimated arrival time.
In the case that JME 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.

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 JME Transit Inc. immediately via telephone (612-208-0237), 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 immediately (651-492-7106; press "0" when prompted). 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, JME Transit Inc., 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.

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).

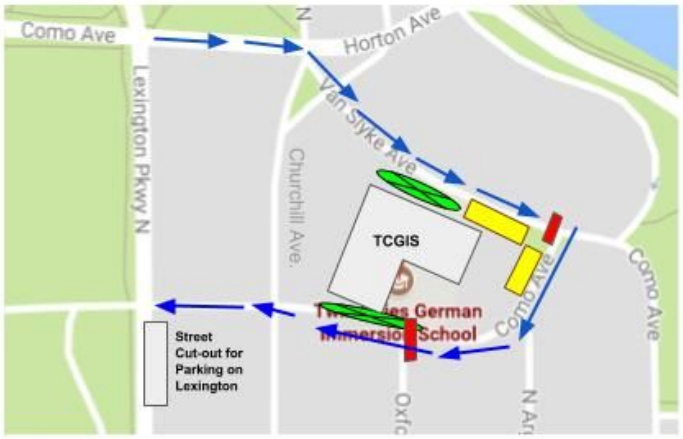
B. Permanent Changes
If you wish to cancel or permanently change the route/stop your student(s) uses, please email Maja Reyes (mreyes@tcgis.org).

Busing Concerns/Complaints

If you are dissatisfied with the busing service or wish to share a concern regarding transportation, please contact Maja Reyes by telephone (651-492-7106 ext. 203) or email (mreyes@tcgis.org), who can ensure your complaint or concern is delivered to the appropriate parties. Any voicemail or email you leave for Maja Reyes should receive a response within two business days.

Como Avenue Arrival & Dismissal: Grades 3-8

Together we can keep our students safe!



Legend
- Car route
- Loading Zone
- Bus Zone
- Designated Crossing

Loading Zone: from visitor parking lot to staff parking lot

1. Cars pull all the way up into Loading Zone
2. All students exit/enter cars in Loading Zone only
3. Loading Zone cars pull away
4. Next set of cars pulls all the way up; students exit/enter

While waiting to enter Loading Zone:

- students collect their belongings so they can hop out quickly
- say your goodbyes
- do not allow students to enter/exit the car outside the Loading Zone

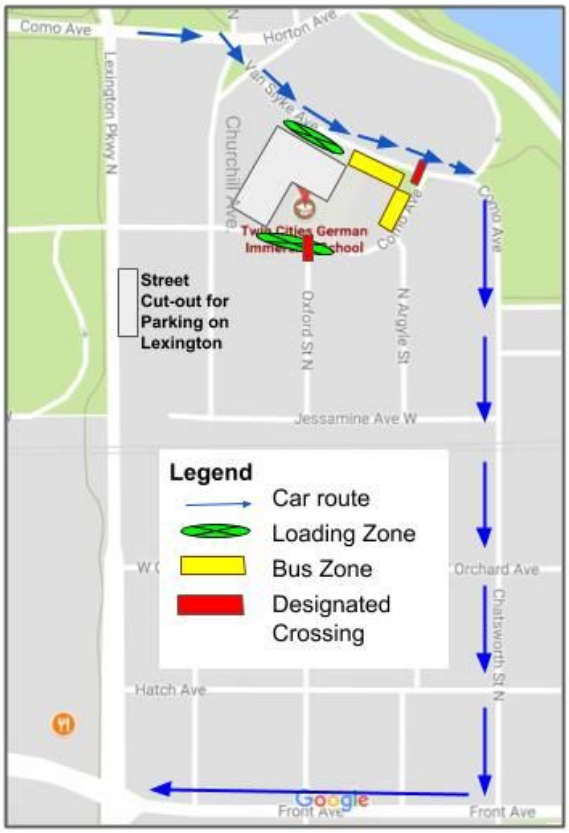
Watch out for walkers at two designated "Safe Crossings"

- Como + Van Slyke
- Como + Oxford

Walking Pick-up/Drop-off

- Avoid parking on Como; instead park on Churchill, Oxford, Argyle, Jessamine, and Lexington
- Please cross only at designated crossing areas: Como + Oxford and Como + Van Slyke

Thank you! Vielen Dank!



Van Slyke Arrival & Dismissal: Grades K-2

Together we can keep our students safe!

Loading Zone: from north school entrance to the playground gate

1. Cars pull all the way up into Loading Zone
2. All students exit/enter cars in Loading Zone only
3. Loading Zone cars pull away
4. Next set of cars pulls all the way up; students exit/enter

While waiting to enter Loading Zone:

- students collect their belongings so they can hop out quickly
- say your goodbyes
- do not allow students to enter/exit the car outside the Loading Zone

Exit route for all Van Slyke drop-off/pick-up vehicles:

- Avoid congestion with buses, walkers and more cars on Como Ave.
- Drive straight to Chatsworth, turn right (south) to Front. Ave.

Walking Pick-up/Drop-off

- Avoid parking on Como; instead park on Churchill, Oxford, Argyle, Jessamine, and Lexington
- Please cross only at designated crossing areas: Como + Oxford and Como + Van Slyke

Thank you! Vielen Dank!

Twin Cities German Immersion School – Student and Staff Transportation Summary

Student Location Mix

Students by Geography		
Area	# Students	% of Pop.
District 10 Neighborhood	54	9%
Greater St Paul (not D10)	210	36%
Minneapolis	125	22%
Roseville/Falcon Heights	67	12%
Other	124	21%
Total Students	580	100%

Student Transportation Mode

Student Pick-up by Mode – Counts from 1/7/19		
Transportation Mode	# Students	% of Pop.
After School Activity	115	20%
School Bus *	141	25%
Walk/Bike**	121	21%
Car Pick-Up Como ***	80	14%
Car Pick-Up Van Slyke ***	115	20%
Total Students Observed	572	100%

* 193 students (34%) are registered to use the bus.

** Includes students with an adult who parked and walked into school for pick-up.

*** 195 students were picked-up in 63 cars, at an average of 3.1 students per vehicle. Actual carpooling data is not currently tracked.

Staff Transportation Mode

Staff Transportation Modes		
Transportation Mode	# FTE	% of Pop.
Transit	3	4%
Walk	6	8%
Bike	7	9%
Off-Street Parking	29	36%
Shared Parking	15	19%
On-Street Parking	20	25%
Total Staff	80	100%

Twin Cities German Immersion School – Student and Staff Transportation Summary

2018 – 2019 TCGIS 5 Metro School Bus Routes

