

# **Transportation**



# *San Benito Consolidated Independent School District*

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## **Transportation Department**

2001 UTEX Road · San Benito, TX 78586 · Phone (956) 361-6350 · Email - [transdept@sbcisd.net](mailto:transdept@sbcisd.net)

## **Greetings and Welcome Back to a New School Year**

### **Situations Which May Cause Transportation Delays:**

- **Construction** (No Current Construction Projects in the Township)
  - Please factor construction issues into your transportation and field trip requests
  - Within the City Limits, the expressway **will not be used by our buses.**
- **Weather Delays**
- **Routine Mechanical Failures and Traffic Related Delays**
- **Emergency Situations “As Directed by the Superintendent”**

### **Recent Changes and Changes Coming in the Immediate Future:**

- **Change in Transportation Staff Numbers**

### **Campus Issues:**

- **Campus Staff can assist our department by answering routine questions instead of referring all inquiries to Transportation**
  - Routine Delays and/or Mechanical Failures
  - Weather Delays
  - Campus Related Delays (Regular and/or Programs After the School Day)
  - USE OF e-Link Software
  - Etc.
- **Home Campus to Host Campus Transfers**
  - Voluntary vs. School Mandated Transfers
  - Who should be transferred?
- **Students Missing the Bus**
  - Campus Staff must be present at the Bus Stop until all students have dispatched
  - Once the Bus has been cleared to leave your campus and departs, it should not return
  - Students left behind are the responsibility of the campus and arrangement must be made for their safe Notesdelivery home

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*It is the policy of the San Benito CISD not to discriminate on the basis of race, color, national origin, gender or disability in its educational and Career and Technology programs, services or activities as required by Title VI of the Civil Rights Act of 1964*

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**•Administrative Assistance:**

- Report /Update any and all changes in Campus Administrative changes to our department so that our records might be updated to insure successful and timely use of the Student Conduct software ( Campus Name, Administrator's Name, Administrator's Email Address: [jdoe@sbcisd.net](mailto:jdoe@sbcisd.net))
- **Pre-K Lists**  
It is imperative that we receive PK lists (sorted AM/PM) as the information is received and developed. The lists should be transmitted by EMAIL, in electronic format (MS Word). It is far easier to edit the information that to attempt to sort at the 13<sup>th</sup> hour on the Friday before First Day of Service.
- As many new students are brought to school by parents or guardians the first days of school, Bus Rider ID is crucial. A Card Template is attached for your use. Please feel free to use ID cards that that have been developed by your campuses...HOWEVER, the information on them MUST include at a minimum the information fields on the template.

(PLEASE NOTE: A student registered as *Juan Garcia Gomez* should not be listed as *Juan Gomez*)

**Principal Web Address:**        <http://transportation.sbcisd.net/>

**Principal Email Address:**    [transdept@sbcisd.net](mailto:transdept@sbcisd.net)

**Department Main Phone:**    (956)361-6350

**Mechanic On-Call:**            (956)893-3592 (Nights and Weekends)

**Night Security:**                (956)241-2033

**Questions and Answers / Discussion**

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## Transportation Department Resource List

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The following is a list of Resources (Contacts), of individuals at Transportation that you and your staff may use to determine as whom best to contact in the event you may require assistance on matters pertaining to Transportation:

**Main Office Number: (956)361-6350**  
**Gracie Carpio** – Mondays - Friday (9:00-6:00)

The system is set to auto-rotation...should the first Number be occupied (busy) ... the system will rotate to the next available line.

*(Quiz: If No One Answers?)*

**Other Main Numbers: (956)361-6356**  
**Elizabeth Vega** – Monday-Friday (5:30 to 2:30)

**(956)361-6491**  
**Catherine Becerra** – Monday –Friday (7:30 to 4:30)

Programs and Services:

·*Pre-K Lists:* [apadilla@sbcisd.net](mailto:apadilla@sbcisd.net)

·*Special Needs:* [apadilla@sbcisd.net](mailto:apadilla@sbcisd.net)

·*Field Trip Requests:* [evega@sbcisd.net](mailto:evega@sbcisd.net)

·*Wednesday Counts:*

·*VersaTrans & eLink:* [apadilla@sbcisd.net](mailto:apadilla@sbcisd.net)

·EZ Bus [evega@sbcisd.net](mailto:evega@sbcisd.net)

·Student Conduct: [rmonsevalles@sbcisd.net](mailto:rmonsevalles@sbcisd.net)

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# Notes

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