

# School Transportation Information

Our goal is to provide a safe and efficient transportation service for your child. The following information will provide some background and information on the various regulations that we must follow in order to provide transportation services for the students of the Palmyra District.

## **Who determines the number of students permitted on a bus and the distance a Student must live from his/her school to be eligible for transportation?**

Bus capacity as well as walking distances is determined by the Pennsylvania Department of Education. The walking distance is 1.5 miles for elementary students and 2 miles for all other students. You must live beyond these limits to be provided transportation. State regulations allow up to 3 students per seat.

## **How do we provide transportation for children requiring care before and after school at day care centers?**

We provide transportation for students whose day care is officially licensed by the state of Pennsylvania as a center. We provide transportation for students whose day care is in the designated transportation area. Please make sure you check with your day care to find out if they provide their own transportation or if the district provides transportation.

Elementary students needing transportation to/from a sitter who also lives in the district need to check with the sitter or the transportation department to see if the bus that services the sitter's geographic area goes to the school your student attends. Not all buses go to all schools. Transportation is not available from every area of the district to every school.

## **Why can't we provide transportation to different pick-up or delivery locations on different busses on different days?**

According to State Law, each student eligible for transportation is permitted one seat on one bus. Providing transportation to and from different locations on different days would require the assignment of multiple seats on multiple buses for those students. Although we attempt to accommodate parents, it is extremely difficult for children to remember their transportation information when more than one route is assigned. *We do not recommend having your student on more than one bus to and from school. If this is something that must be done, we request no more than one stop other than their home. A consistent schedule is also requested ahead of time if possible.*

## **May my child ride on a bus he/she is not assigned to in order to go home with a friend?**

No! A student may not ride a bus that he or she is not assigned to, with or without a note from a parent. This is for safety reasons as well as to control overcrowding on the bus.

## **May my child get off at a different stop to visit with a friend?**

No! Students are only permitted to get on and off the bus at the assigned bus stop. They may not get off at a stop that is not assigned to them. If the stop that you are assigned is not appropriate for your child's home, please notify us and we will work with you to determine the most appropriate location for your child.

## **Bus Stop Conduct**

- Students should be at the bus stop five minutes before regular pick-up time.
- If your student must cross the street to board the bus, cross only in front of the bus.
- Make sure students never cross behind the bus. When being dropped off, students should not cross until they have been directed to do so by the bus driver. Remind your child of the Danger Zone daily. This is the area around the front and back of the bus where the driver cannot see people.
- Students should always walk and never run to the bus!
- Parents please do not address issues at the bus stop with the driver. Drivers have schedules and concerns are best addressed through District personnel.

***The Palmyra Area School District requires a parent/guardian or designee to meet their child at the assigned bus stop each and every day for kindergarten students or children that have special needs that require adult assistance. If a parent/guardian or designee fails to meet their child at the assigned bus stop the following steps will be taken:***

- Transportation will contact the school and report that no one is at home
- Transportation will return the child to school and the parent will be responsible in picking the child up.
- Repeated offenses – Parent/Guardian will receive a warning indication that additional offenses will result in termination of transportation.

## **Changes in Transportation**

The transportation department must approve all permanent changes in transportation. A Transportation Request Form is found on the website and can be obtained at any of the school's offices. Changes are only granted for moving and permanent childcare arrangements. We are unable to change transportation on a temporary basis. **Please provide a five-day advance notice for any changes.** The request form may be emailed, faxed, mailed or sent into school with your child.

## **Transfers/Shuttle Buses**

Some Kindergarten Students need to transfer to another bus at one of the schools. Make sure your child is familiar with the school building that they attend and are aware where to get off in the morning. Please Make the child aware of where they are to get off after school. It is highly suggested that you take your child on a trial run so they are familiar with where they depart/board the bus. Presently we give bus tags for kindergarten students only. Please make sure this information is correct and that your child wears the tag for several weeks if not the entire year.

## **Bus Rules and Guidelines**

Your bus driver has the responsibility to ensure every student's safety assigned to his or her bus. The driver can only perform this responsibility with your cooperation and assistance. Students are expected to follow all safety rules while waiting for buses and riding on buses. Unusual behavior is a distraction and a danger to the safety of everyone. If a student causes a distraction or an unsafe condition, a bus conduct report will be issued. The report informs the parents and the school of an infraction. Each division establishes their own consequences for bus infractions. Continuous problems will result in suspension of bus privileges. For disciplinary questions concerning your child please contact the building administrator where your child attends. For general transportation questions please call Megan Price at 838-3144 ext. 4.

**The following rules exist for students riding a bus:**

- At the discretion of the bus driver, students may be assigned seats on each bus
- While waiting for the bus, keep a safe distance from the highway
- Wait for the bus in a safe orderly manner
- Keep hands and head inside the bus
- Sit in your seat until the bus stops
- Sit facing the front of the bus
- Respect all riders
- Keep the bus clean
- No food or drink on the bus
- No pets or large objects on the bus
- Students are only permitted to get on and off the bus at assigned bus stops
- Parents please review all bus safety rules with your child and reinforce their importance. Your support of the safety rules will increase your child's respect for the bus driver

**Contact information**

Transportation office closes at 4:30 unless we are aware of any issues.

Megan Price, Transportation Department (717) 838-3144 Ext. 4

Stacey Houser (717) 838-3144 Ext. 3

**To contact the building principals, please call (717) 838-1331. Below are the extensions for each school:**

High School – option 1

Middle School – option 3

Forge Road Elementary School – option 4

Lingle Avenue Elementary School – option 5

Northside Elementary School – option 6

Pine Street Elementary School – option 7