

# **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 loads as well as walking distances are determined by the Pennsylvania Department of Education. The walking distance is 1.5 miles for elementary students and 2 miles for all other students.**

**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.**

**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 a bus. Providing transportation to and from different locations on different days would require the assignment of multiple seats 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 highly recommend that this is not done.**

**What if my child is a designated walker but is assigned to a school on the other side of town?**

**Shuttle busses are used to transport students between buildings.**

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

**No! Riding on a bus that your child is not assigned to is not permitted even with a note from a parent.**

**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.**

### **Bus stop information.**

**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.

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!

### **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 child care arrangements. We are unable to change transportation on a temporary basis. Please provide a five day advance notice for any changes.

### **Transfers/Shuttle Buses**

Conditions frequently warrant that buses stop at the three elementary schools. Students need to be alert to their particular school stop. The condition also exists where some students need to transfer to another bus at one of the schools. This is needed to more effectively utilize buses in terms of school assignments, time on the bus, and the capacity of the bus. 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. If you have an older child that may not be certain of the bus information, it would be advised to place a tag on the bookbag that he/she could refer to if they become confused.

## **Bus Rules and Guidelines**

Your bus driver has the responsibility to ensure every student's safety assigned to their 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 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 Department (717) 838-3144 Ext. 4  
Gary Zellner, Director of Administrative Services  
Emergency After Hours 717-821-6618 (until 4:45 PM)

### **Building Principals**

Northside (717) 838-2447  
Forge Rd. (717) 838-1843  
Pine St. Elem (717) 838-2616  
Middle School (717) 838-2119  
High School (717) 838-1331