

Palmyra Area School District
Establishment and Maintenance of Bus Stop Locations

In developing student bus stop locations a number of factors are considered:

- We route school buses in the most efficient manner consistent with State law and School Board guidelines regarding establishment of safe school bus stops.
- Realizing there are conflicting issues involved with school bus stop locations, the factors utilized in establishing a new stop or reviewing a current location involve:
 1. Examining potential safety issues at the waiting/loading zone.
 2. Student access to the bus stop.
 3. Visibility at the stop location for passing motorists. There should be 500 feet visibility in either direction for other vehicles.
 4. Maintaining State mandated distance for activation of the school bus 8-way warning lights and stop signs.
 5. Because of the danger inherent in the backing of school buses, bus routes and stop locations will be established to preclude the necessity of having buses back up.
 6. Routes will be designed to avoid having our buses travel into areas terminating at cul-de-sacs or dead ends.
 7. Buses will not be routed into developments where other vehicles or objects may block or hinder safe travel through the development.
 8. In recognizing each school bus stop, on the district's congested roads and highways , presents a hazard for students as well as the motoring public, the Transportation Department attempts to keep the number of stops to a minimum.

Additional Information: The Transportation Director has the responsibility and authority to develop all bus routes based on the guidelines established by the Board of School Directors. Changes will only be made following review and approval by the Director of Transportation or his/her designee. School Bus Drivers are not permitted to change stop locations without approval of the Director. Drivers who stop at locations other than those established by the Board of the Director are in violation of Board policy and the Pennsylvania Motor Vehicle Code. This violation subjects the driver to department disciplinary action as well as the issuance of a citation and fine for violating the Pennsylvania Motor Vehicle Code.

Procedure for Requesting Stop Location Change

- Complete Student Transportation Change Form indicating current stop location, bus number the requested stop location and the reason for the request.
- Indicate the requested stop location and the reason for the request.
- Send or Fax the completed form to: (717) 838-5105
- Upon receiving the form, the Director of Transportation will review the request using the above-mentioned criteria and respond in a timely manner.
- Responses to change requests are answered in the order received.
- Questions may be directed to Gary Zellner, Director of Transportation at (717) 838-3144 x4.