

Palmyra Area School District

SECTION: OPERATIONS

TITLE: TRANSPORTATION

ADOPTED: November 9, 1995

REVISED January 11, 2007
June 18, 2015

<p>1. Purpose SC 1361</p> <p>2. Purpose Title 22 Sec. 23.4 SC 1361</p> <p>3. Authority</p>	<p style="text-align: center;">810. TRANSPORTATION</p> <p>It is the policy of the Board to provide transportation for eligible students.</p> <p>Transportation for students shall be provided in accordance with Public School Code and within the following guidelines:</p> <p>The Board shall contract school bus services for the transportation of students to and from school at regularly scheduled hours and for the transportation of students on field trips and athletic trips.</p> <p>Free transportation will be furnished to eligible students according to laws set forth in the current School Code, including any amendments, and Regulations of the State Board of Education (Chapter 23).</p> <p>As a basic requirement, public and non-public students educated in elementary schools must live 1.5 miles or more from their assigned school and students educated in secondary schools must live 2 miles or more from their assigned school in order to qualify for district transportation. These guidelines are designated by the Pennsylvania Department of Education (PDE). In the instance of non-public students, distance is measured from the public school building located within the district to which they would be assigned for pick-up or drop off.</p> <p>The Board will also provide transportation for students residing within the limits of this policy when the walking conditions to the school are found to be hazardous by the Department of Transportation.</p> <p>Qualified special needs students living in the district will be transported, regardless of location, provided transportation is indicated as needed in the IEP.</p> <p>The following policy shall apply to the transportation of school students:</p>
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1. Students may only ride the bus to which they have been assigned.
2. Students will only be assigned to one AM and one PM route (see exceptions below).
3. Students are not permitted to ride home with friends if they are not already assigned to that bus.
4. Students need to enter and exit the bus at their designated bus stop unless permission is received from the transportation department with at least 3 days notice.
5. 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.
6. In all cases, the district reserves the right to make the sole determination regarding the transportation of such students.

The School District offers school transportation accommodations in certain limited instances to assist parents of resident school-aged children as outlined in these guidelines.

The School District allows elementary student's parents/ guardians to request that school transportation services be provided to/from an alternate care site, in lieu of the student's residence(s) as long as the alternate care site is within the area that transportation is provided (1.5 miles from nearest school). An alternate care site is a babysitter's residence, a daycare center or other facility where parents drop off or pick up their child(ren) at this location each school day. The alternate care site must meet the following conditions:

1. The alternate care site must be located within the school district's boundaries; for elementary school students the alternate care stop must also be located within established bus routes for each building.
2. Parents may only identify one (1) alternative care site for each school bus run, and forego having their child transported to their residence for the school bus run.
3. We encourage that the alternative care transportation request should be a permanent request for the entire year. Mid-year changes are discouraged and may not be able to be granted if changes cannot reasonably be made to existing school bus routes.
4. Parents may select different alternate address locations for the AM

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and PM school bus runs, however, once those choices are made, we strongly encourage that those sites should not be changed, swapped, or altered in any way.

5. Divorced/separated parents should agree upon a single alternate site arrangement for their child; separate alternate care site accommodations will not be made for each parent.
6. The alternate care stop must be for an existing school bus route at one of its designated school bus stops, and the school bus must have the capacity to add the student as a passenger.
7. Alternative Care Sites will be carried over from year to year. The only exceptions would be kindergarten students going into 1st grade and 5th graders going into 6th grade. Kindergarten students will be placed on transportation from their home unless parent/guardian notifies transportation of an alternative address. All 6th graders will be on transportation to and from their home.
8. If compelling circumstances exist, and changes are being sought throughout the year, a new request form should be submitted to the Transportation Office for considerations. We must have a parent/guardian signature on record to approve any transportation changes. Changes of transportation should not be made over the phone if it is not an emergency situation.

Examples:

Parent requests that a child be picked up at home in the AM and dropped off at a sitter in the PM. This will be approved provided we have transportation established to the residence of the sitter and from the assigned school.

Parent requests that a child be picked up at home in the AM and dropped off at daycare Mon./Wed./ and every other Friday. This would be denied. We would recommend that the PM stop be consistent at the daycare and the parent could pick the child up at the daycare if the child does not attend Daycare on Tuesday, Thursday and every other Friday. This would provide a consistency for the child in knowing what bus they take and would eliminate any confusion.

Dual Custody Transportation

Divorced/Separated parents may request school transportation services for their school-aged child to be provided from each parent's residences in certain limited instances. Both parents may only request transportation within the School District and comply with all of the following conditions listed below:

1. Parents may only request school bus stops at their respective homes within the district. If either parent wishes to have their child

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dropped off or picked up at an alternate care site, we ask that both parents need to agree to this assignment.

2. Parents must live at least 1.5 miles apart from one another in order to submit a request.
3. Parents must request school transportation to and from their respective homes on a consistent schedule especially for elementary age students.
4. For elementary school students, if a parent lives outside of the attendance area for their child's assigned elementary school, the School District cannot guarantee direct school-to home (or vice versa) transportation services. In those instances, students may need to be transported to another school or other location in order to transfer onto an existing school bus route that regularly serves that parent's neighborhood. There are some locations that transfer buses are not possible and transportation requests may need to be denied.
5. The dual custody transportation must be a permanent request for the entire school year. Mid-year changes are strongly discouraged, and may not be approved if mid-year changes cannot reasonably be made to existing school bus routes.
6. If compelling circumstances exist, and mid-year changes are being sought, a new request from should be submitted to the Transportation Office for consideration.

Examples:

Parents request that on Monday, Tuesday, and Wednesday, the student is picked up and dropped off at the mother's address and on Thursday and Friday the student is pick up and dropped off at Father's address. This would be approved provided each parent lived in the district, lived at least 1.5 miles away from each other, and busing was available to both addresses.

The above parent requests that during the week of March XX they want the student transported to mother's residence the entire week. This would be denied. This is a temporary request. Mother may pick the child up at school or at the father's assigned bus stop.

Mother requests that her son be picked up at her residence and dropped off at Day Care XYZ on Monday, Wednesday, and Friday. Father requests that on Tuesday and Thursday his son be pick up at his residence and dropped off at a Sitter's residence on Tuesday and his residence on Friday. This would be denied. Parents would need to agree on one alternate care site.

The school bus driver shall be responsible for reporting student misbehavior to

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building principals.

A student may be suspended from bus transportation by the principal for disciplinary reasons, in which case the parents are responsible for the student's transportation.

The following rules apply to pupils who ride school buses:

1. At the discretion of the bus driver, students may be assigned seats.
2. While waiting for the bus, remain at a safe distance from the road.
3. Board the bus only when it has come to a complete stop.
4. When riding the bus, obey the rules. The driver, with the exception of when a professional educator is present, is responsible for the order on his/her bus.
5. All body parts are to remain inside the bus at all times.
6. Remain in the seat until the bus comes to a complete stop.
7. Students shall not litter buses with papers, particles of food, etc. Students shall not consume any food or drink on the buses.
8. When crossing the road, look both ways to ensure that no vehicles are coming. Cross the street while in full view of the bus.
9. Pupils who continually display inappropriate behavior will be denied the privilege of riding the bus.
10. Bus drivers are supplied with conduct violation cards to be issued when rules are violated.

For safety reasons large objects such as bowling balls and drums, French horns, tubas, string basses, etc... may not be allowed on the bus. All objects must be secured in the seat on the student's lap. Instruments are not permissible in the aisle or under the seat. Most of our buses do not have empty seats that could be used to transport these instruments. For that reason, students may be turned away from transportation if they attempt to board a bus with a large object or a large instrument that cannot be held on the student's lap. These regulations are dictated to the school district by the Department of Transportation as well as regulations from the transportation company's insurance policy.

In accordance with the regulations of the State Board of Education, the Board authorizes that school bus drivers may be accompanied by their minor children over the age of 2. All minor children ages 2-5 must abide by car seat regulations.