

SUSQUEHANNA TOWNSHIP SCHOOL DISTRICT  
Harrisburg, Pennsylvania 17110

**STUDENT TRANSPORTATION FORM**

A. **Student's Name** \_\_\_\_\_  
School \_\_\_\_\_ Current Grade \_\_\_\_\_  
Parent's Name \_\_\_\_\_ Phone \_\_\_\_\_  
Home Address \_\_\_\_\_

**B. Transportation Request:**

\_\_\_\_ New student to the district  
\_\_\_\_ Change in current transportation assignment, effective \_\_\_\_\_

**To insure the safety of our students there could be a up to a five day waiting period. during the school year. for your change request to be completed.**  
**Requests/assignments can only be made within district boundaries. They cannot vary day to day. See policy reverse side. Any change requires the completion of another form**

School Hours: Grades Kdg-5: 8:45-3:30; M.S. 7:40-2:37; H.S. 7:40-2:37

\_\_\_\_ I would like my child transported daily to and from our home address, which is noted above.

\_\_\_\_ I **do not** want my child transported **to and from** our home address. Please pick up my child

AM daily at \_\_\_\_\_  
(Address)

PM return to \_\_\_\_\_  
(Address)

The person responsible for my child is \_\_\_\_\_

Their phone is \_\_\_\_\_.

Note: If your child is in the YMCA After-School Care Program, this section should be used.

**C. If your child is currently enrolled in Susquehanna Township schools, please complete present transportation information:**

AM Bus Stop (Address) \_\_\_\_\_ AM Bus # \_\_\_\_\_

PM Bus Stop (Address) \_\_\_\_\_ PM Bus # \_\_\_\_\_

**To insure the efficient operation of our transportation department we ask that summer changes be submitted no later than two weeks prior to the start of the school year. Changes received in that two week period may not be effective until after Labor Day.**

D. \_\_\_\_\_  
Parent/Guardian Signature Date

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**POLICY**

**PUPIL TRANSPORTATION**

The Susquehanna Township School District shall provide transportation for resident students, in grades kindergarten through twelve, to the district public schools and those non-public schools, located within a ten (10) mile road distance of the school district boundaries (as required by the Law of the Commonwealth of Pennsylvania).

School bus service is available to all students who reside more than a mile-and-a-half from the school they attend. Bus service is additionally provided in a closer area if the students must cross roads that have been determined as being hazardous by the Department of Transportation. Students may walk from one-tenth to one-quarter of a mile to a bus stop as determined by the school district. Transportation shall be furnished between the district determined bus stops and the schools to which the students are assigned.

**PROCEDURES**

Eligibility for bus transportation shall be determined at the time of registration. Transportation shall be furnished only to and from the assigned stop. \* Written requests from a parent or guardian to change a student's pick-up or drop-off point must be filed with the Business Manager, who shall be responsible for making a final determination relative to the parental and/or guardian request.

Kindergarten through fifth grade students may be transported to and/or from babysitters and/or day care centers provided the stops are located within the boundaries of the school district. Arrangements for transportation to and/or from babysitters and/or day care locations must be made on a permanent basis. These arrangements will not vary day to day or week to week, i.e., requests for alternate days to different locations will not be honored. The district is not authorized to provide transportation to and/or from locations outside of its respective boundaries.

In the interest of safety, elementary students are not permitted to use bus transportation for any other purpose than to be transported to their assigned bus stops based on their place of residency or previously approved child care facilities. Only in the case of an emergency will exceptions to this policy be considered by the building principal and then only in accordance with the individual school procedures.

Secondary building principals will honor written requests for a bus change for specific reasons. The change will be subject to availability of space on the bus involved. No requests will be approved if it is a convenience request, i.e., transportation to a job site.

The law prohibits a bus driver from changing stop locations without the approval of the school district administration.

A change in transportation assignment, for reason(s) other than a residence change, if approved by the Business Manager, shall be subject to seating space availability and shall be permanent.

\*Transportation to and from district buildings may also be provided in relation to the YMCA School Age Child Care Program.

Approved by the School Board - May 8, 1989 Amended by  
the School Board - January 8, 1990 Amended by the School  
Board - October 28, 1996