

**LAMPETER-STRASBURG SCHOOL DISTRICT**  
**Administration Office**

**School Transportation Guidelines for Alternate Care and Daily Bus Changes**

The Lampeter-Strasburg School District provides school transportation services to its school-aged residents in compliance with the Public School Code, the regulations of the State Board of Education, and the Policies of the Board of School Directors of the Lampeter-Strasburg School District. Unless permitted otherwise pursuant to this Administrative Guideline, the School District will provide students transportation services to and from their primary residence or the bus stop serving their primary residence, as established annually by the School District.

Although not required to do so, The School District permits exceptions to its general transportation protocol (i.e., a “transportation accommodation”) in certain limited instances to assist parents of resident school-aged children as outlined in these guidelines. The School District retains discretion, however, to grant, deny or modify a transportation accommodation, and to modify these Administrative Guidelines, at any time and as deemed necessary or prudent by the School District. The School District may, upon appropriate prior notice, discontinue such transportation accommodations.

Parents seeking school transportation accommodations for their children should carefully review these guidelines in order to determine if they are eligible for a deviation from the general transportation protocol. The appropriate request form should be completed and submitted to the School District’s Transportation Office for consideration by no later than **July 1 prior to** the start of the school year. Transportation accommodation requests submitted after the start of the school year will be considered on a case-by-case basis; however, their approval will depend upon the feasibility of making changes to the School District’s already established school bus routes.

**A. Alternate Care Transportation**

The School District allows parents to request that school transportation services be provided to/from an alternate care site in lieu of the general transportation protocol to and from the student’s primary residence(s). Alternate care sites include, but are not limited to, a babysitter’s residence, a daycare center, or other facility where parents drop off or pick up their child (ren) each school day.

If parents wish to request alternate care transportation accommodation for their child, they must complete the Alternate Care Transportation Request form and comply with all of the following conditions listed below:

1. Parents may only identify one (1) alternative care site for each school bus route (one AM, one PM), and forego having their child transported on their regular route to their primary residence.
2. The alternate care transportation request must be a permanent request for the entire school year. Mid-year changes are strongly discouraged and will not be granted if mid-year changes cannot reasonably be made to existing school bus routes.
3. The alternate care site must be located within the School District’s boundaries.
4. Parents may select different alternate care transportation locations for AM and PM school bus routes, however, once those choices are made, those sites cannot be changed, swapped, or altered in any way.
5. The alternate care stop must be for an existing school bus route at a designated school bus stops, and the school bus must have the capacity to add the student as a passenger.
6. Bus routes will change from year to year, therefore, request forms must be completed each school year. Approved requests will not carry over from one school year to the next.

7. If extenuating circumstances exist and mid-year changes are sought, a new request form must be submitted to the Transportation Office for consideration.

**B. Dual Custody Transportation**

The School District allows parents with equally shared physical custody of School District students to request school transportation services for their school-aged child (ren) from the primary residence of each parent, consistent with the general transportation protocol and only so long as each residence is within the School District's boundaries. If such parents wish to request dual custody transportation, they must complete a Dual Custody Transportation Request form and comply with all of the following conditions listed below:

1. Parents may only request school bus stops at their respective primary residences. If either parent wishes to have their child dropped off or picked up at an alternate care site, an Alternate Care Transportation Request form must be completed and both parents must agree to this assignment. Consistent with Section A of these Administrative Guidelines, only one Alternate Care Transportation location will be permitted for a student for AM and PM transportation; as such, parents with shared physical custody must agree to the designation of any Alternate Care Transportation location.
2. Parents who do not have equally shared custody may request an alternate care transportation under Section A of these Guidelines.
3. Parents must request school transportation to and from their respective primary residences or an agreed upon Alternative Care Transportation location for specific days of the week and locations that correspond with the custody terms outlined in an approved custody agreement or order. The School District will not allow for schedule changes that are not reflected in the custody agreement or order.
4. 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 changes cannot reasonably be made to existing school bus routes.
5. Bus routes will change from year to year, therefore, request forms must be completed each school year; approved requests will not carry over from one school year to the next.
6. If extenuating circumstances exist, and mid-year changes are sought, a new request form must be submitted to the Transportation Office for consideration.

**C. Daily Bus Notes**

To ensure the safety of all students, daily bus notes for alternative transportation cannot be accepted. If an emergency exists in which a parent is requesting a student not ride his/her scheduled bus route, then the parent will be required to pick up their child (ren) at parent pick-up. The school office will need to be notified of such changes prior to 2:30 p.m.

Special consideration will be provided in emergency situations. Special consideration for emergencies must be approved by building administration.

**D. School Age Child Care (SACC)**

Students attending the Lampeter-Strasburg School District School Age Child Care (SACC) program will have the option of attending the SACC program, riding home on their designated bus, or being picked up at parent pick-up. A SACC student's designated bus route will either be the route assigned by the District or approved by the Alternate Care Transportation procedures above. Requests for parent pick-up must be received by 2:30 p.m.