

## **2022-2023 PUBLIC SCHOOL WELCOME LETTER**

Dear Parents and Guardians:

In preparation for the transportation of students in the 2022 – 2023 school year, we have a few reminders and some important information for your review.

The busing for students for the morning and afternoon pick up /drop off will be based on the student's primary address that the Millcreek Township School District has on file. We will be sending a one-time email during the week of August 26, 2022, with each student's initial bussing information. After the initial email, please access your child(ren) bussing information within your Infinite Campus account.

- Please reach out to Central Registration if you need to update your email or phone number within your Infinite Campus accounts. The contact number is 814-835-5312.
- This is very important because all our communications are done solely through email and the Stopfinder mobile parent bus tracking app.
- Also, if we need to call you directly, we must make sure we have the correct phone numbers within our system.
- Please have the changes made by 8-15-22 to make sure that you are sent your child/ren's initial bus schedule.

Please review the following pages for important information and forms to submit prior to the start of the 2022-2023 school year.

1. **WEATHER – RELATED SCHEDULE CHANGES**
2. **PARENTAL RELEASE FORM**
3. **CHANGE OF BUS STOP REQUESTS**
4. **CHILD CARE TRANSPORTATION FORM**
5. **DUAL CUSTODY**
6. **STOPFINDER PARENT BUS TRACKING APP (Replacing First View)**
7. **BUS PASSES**

## **WEATHER-RELATED SCHEDULE CHANGES**

Many factors are considered when deciding to close school buildings due to weather-related conditions. Please understand, in the event, Millcreek Township School District makes the decision to close schools, the safety of our students while traveling to and from any school building will be prioritized.

During any weather-related Millcreek school closure, First Student will halt ALL TRANSPORTATION services for students in Millcreek Township, including private/charter school transportation.

Inclement weather creates unsafe road and travel conditions and although the school closures/delays may vary across the four local school districts, we are committed to the safety of all students.

Please listen to your local radio and television stations for the latest updates on school closings or delays. Be aware that during a two-hour delay, the district may change to a full day closure. The two-hour delay allows for additional evaluation of conditions. Should conditions deteriorate during the two-hour delay period, school can be canceled.

## **BUS PARENTAL RELEASE FORM**

A parent/guardian must be at the bus stop to receive the kindergarten, first and second grade students at the end of the day. If a parent/guardian is not at the stop, the child(ren) will be brought back to First Student located on 3742 W 26th St, Erie, PA 16506.

Authorities will be notified after the third time a student is returned to First Student. *Habitual lateness will result in loss of transportation service.* Students may be released to other adults (must have photo ID on them) or by themselves with written permission from a parent/guardian.

Sign and complete the Bus Parental Release Form and submit to:  
Millcreek Township School District  
Attn: Transportation Office, 3740 West 26<sup>th</sup> Street,  
Erie, Pennsylvania 16506  
OR  
Email [transportation@mtsd.org](mailto:transportation@mtsd.org)

A new form must be filled out each school year.

Please find the link to the document below.

[Click Here to Access the 2022-2023 Parental Release Form](#)

Note: Please complete documents using a desktop or laptop device if possible. Forms may open on your desktop, save the file before entering your information.

## **CHANGE OF BUS STOP LOCATION FORM**

If you would like to request a change of bus stop location, due to distance or safety concerns, please click on the link below to access the Request Form. Please be aware that all responses are communicated through email and all requests will be reviewed in the order that they were received. Based on the number of requests we receive each year, please understand we are working as quickly as possible to serve you, your patience is appreciated.

[Click Here to Access the 2022-2023 Bus Stop Location Form](#)

## **CHILD CARE FORM**

If your child(ren) will be bused to and/or from a child care provider, a child care form must be submitted. Completed forms can be submitted to:

Millcreek Township School District  
Attn: Transportation Office, 3740 West 26<sup>th</sup> Street,  
Erie, Pennsylvania 16506  
OR  
Email [transportation@mtsd.org](mailto:transportation@mtsd.org)

**A new form must be filled out each school year. Also, the child care stops will only be granted within a student's home school boundaries.**

**If the form is received later than July 22, 2022, routing delays will occur.**

Please find the link to the document below.

[Click Here to Access the 2022-2023 Child Care Form](#)

Note: Please complete documents using a desktop or laptop device if possible. Forms may open on your desktop, save the file before entering your information.

## **DUAL CUSTODY FORM**

For parents/guardians with shared custody, an annual Dual Custody Form must be filled out, signed by both parents/guardians, and submitted.

Completed forms can be submitted to:

Millcreek Township School District  
Attn: Central Registration, 3740 West 26<sup>th</sup> Street,  
Erie, Pennsylvania 16506  
OR  
Email [transportation@mtsd.org](mailto:transportation@mtsd.org).

**A new form must be filled out each school year. Also, Dual Custody stops will only be granted to those parents who reside within the Millcreek Township School District boundaries.**

**If the form is received later than July 22, 2022, routing delays will occur.**

**[Click Here for the Dual Custody Transportation Form](#)**

Note: Please complete documents using a desktop or laptop device if possible. Forms may open on your desktop, save the file before entering your information.

## **STOPFINDER REAL TIME TRACKING APPLICATION**

For the 2022-23 school year, the district upgraded the FirstView app to Stopfinder. The Stopfinder application allows parents to always track where their child(s) bus location and provide a method of communicating with parents. This new application allows for improved details of a bus location daily. The Stopfinder real time tracking application will be available for the Millcreek Township Public School Students.

**Busing delays will be communicated through the Stopfinder application, we will no longer email or telephone parents/guardians with delays.**

Please go to the following links to view the Stopfinder App Information

### **Stopfinder Parent Quick Start Guide**

[Click Here for the Stopfinder Quick Start Guide](#)

### **Stopfinder Fact Sheet**

[Click Here for the Stopfinder Parent App Fact Sheet](#)

### **Stopfinder Parent User APP Video**

[Click Here for the Parent User App Video](#)

## **BUS PASSES**

The purpose of the bus pass is to help our students with transportation when there is an emergency within their family. All bus passes must be approved by the Transportation Office and are intended for family emergencies only.

## **HOW TO HELP US ALL HAVE A SMOOTH FIRST DAY TO THE 2022-2023 SCHOOL YEAR**

- Please have students ready to board promptly on the first day of school. Pick-up times are a rough estimate.
- We recommend that students be at the bus stop 10 minutes early for the first few weeks.
- After schedules have normalized, please be at the stop five (5) minutes before the bus arrives.
- Per district policy, the bus will wait at your designated stop for (7) seven seconds. Continued and regular tardiness will result in loss of transportation service.
- For the safety and security for all students, parents/guardians are not permitted to enter the bus at any time.
- Per district policy, students are not permitted to video/record other students.
- Drivers are not permitted to change routes or stops.
- Please do not make requests of the bus drivers or ask too many questions while at the bus stop. Please be courteous to the other families along the bus route waiting for the bus to arrive on time for their children.
- Students are only permitted to use the bus stop listed in their Infinite Campus account.
- Bus routes typically run late on the afternoon runs during the first couple weeks, until schools and students become familiar with the procedures for the new school year.

- For kindergarten students, please label their belongings with name, address, bus number and stop for the first two (2) weeks of school.
- Recording cameras for video and audio are in use on each bus to aid behavior management.
- Students who do not use the bus for 30 days will be removed.
- Reinstatement of a scheduled stop will take 5 – 7 Business days.
- We go to every stop in the AM (unless there have not been students at the stop for 30 days), however in the afternoon we go point to point (only to the stops that match the students on the bus).
- Point to Point will cause fluctuations in drop-off times (early and later than the scheduled time).
- Stopfinder is highly encouraged to track the bus location.
- All forms that are received after the start of the school year will take 3- 5 business days to complete.

If you have questions regarding your child's transportation

- Call First Student at 838-1602
- Call the MTSD Transportation Office at 835-5323.



## **ADDITIONAL INFORMATION**

- If a problem with transportation arises, please remain calm. Most problems are solved after the first few days of school. Please wait a few days before calling First Student.
- Most afternoon routes will run late on the first few days of school. Please be patient. The staff are helping and assisting our youngest students and new MTSD students to ensure they are getting on their assigned bus.
- For the most current transportation information, please visit the Transportation section of the District website. Answers to many questions you may have can be found there.

**Sincerely,**

**Robert Lee  
Transportation Coordinator  
Millcreek Township School District**