

2022-2023 Parochial/Private 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 the primary address that the District has on file.

BUS & SCHOOL INFORMATION

Busing information for all Millcreek students attending a Parochial/Private school, will be tentatively emailed to you by August 19th, 2022. All transportation questions should be directed to transportation@mtsd.org.

Non-Public-School Transportation Form

For parents/guardians with a child(ren) within Millcreek Township that do not attend a public school, a Non-Public Transportation Form must be completed and submitted to the Millcreek Township School District, Attn: Transportation Office, 3740 West 26th Street, Erie, Pennsylvania 16506, or email to transportation@mtsd.org. **A new form must be filled out each school year. Also, Non-Public school stops will only be granted to those parents who reside within the Millcreek Township School District boundaries.** All Millcreek Township School District student receives only 1 - AM and 1 - PM stop unless there is a dual-custody situation. If the form is not received by July 22, 2022, delays in routing will occur. Please find the link to the document below.

<https://www.mtsd.org/parents/transportation1>

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 26th Street,
Erie, Pennsylvania 16506
OR
Email 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 childcare provider, a child care form must be completed. Once completed you can submit it to the Millcreek Township School District, Attn: Transportation Office, 3740 West 26th Street, Erie, Pennsylvania 16506, or email to transportation@mtsd.org. **A new form must be filled out each school year. Also, the child care stops will only be granted to those parents which reside within the Millcreek Township School District boundaries.** All Millcreek Township School District students receive only 1 - AM and 1 - PM stop unless there is a dual-custody situation. If the form is received later than July 22nd, 2022, delays in routing will occur. Please find the link to the document below.

<https://www.mtsd.org/parents/transportation1>

Note: When the document opens on your desktop, you will want to save it before starting to enter 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 to the Millcreek Township School District, Attn: Central Registration ,3740 West 26th Street, Erie, Pennsylvania 16506, or email to 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 22nd, 2022, delays in routing will occur.

Please find the link to the document below.

<https://www.mtsd.org/parents/transportation1>

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](#)

Request For A Change Of Bus Location

If you would like to request a bus stop change due to a distance or safety concern, please click on the link below. Please remember that an elementary student can walk up to .25 of a mile to a bus stop and secondary students can walk up to .50 of a mile. We receive large amounts of requests at the beginning of the school year so it could take up to four to five weeks for you to receive a response. All requests will be responded in the order they were received, and all responses will be done through email.

[Click Here for the Request for Change Of Stop Location](#)

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.

Sincerely,
Robert Lee
Transportation Coordinator
Millcreek Township School District