



**Building Foundations For Life**

### **MTSD Parents and Guardians:**

The following letter details important information regarding student transportation for the upcoming school year. Please read it thoroughly!

Bussing will be based on the student's primary guardian's address that MTSD has on file. A one-time email will be sent to the primary guardian with each student's bussing information a week before your school's start date. After that date, you should access your student's bussing information within your Infinite Campus account and Stopfinder Parent application.

### **For Public School Students Only:**

- To update your address, email or phone number, immediately contact Central Registration at (814) 835-5312 and leave a message.
  - If your information is outdated in our system, you will not be able to receive important transportation communication throughout the year
  - These changes should be made before 8/09/2024

### **For Non-Public School Students Only:**

- 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](mailto: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 26, 2024, delays in routing will occur. Please find the link to the document below.
- Access the Non-Public Transportation Form:
  - <https://resources.finalsite.net/images/v1655302565/mtsdorg/csxqv04mngxcdu1xrrzs/Non-Public-School-Transportation-Request-Version-171-Fillable1.pdf>



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Please review and submit the following forms using the links on the next few pages before 8/09/2024 as well:

- Stopfinder Parent Bus Tracking App
- Change of Bus Stop Request
- Bus Passes
- BusPatrol Camera System
- Childcare Transportation Form
- Parental Release
- Dual Custody
- Additional Information

The beginning of the school year typically has some adjustments being made throughout the first few days. Most afternoon routes will run late during this time due to our staff helping ensure students are on their correct busses. Please wait a few days before calling First Student to allow time to make those adjustments. Please visit <https://www.mtsd.org/parents/transportation> for the latest information.

**Thank you!**

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

**INFORMATION CONTINUES ON NEXT PAGE**



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## **STOPFINDER PARENT BUS TRACKING APP**

Stopfinder will be your main source of information regarding your student's transportation. **We will no longer communicate delays via email or phone calls** but rather solely through the app. Parents/guardians who are new to MTSD Transportation should look for a welcome email from Stopfinder in their primary email, which is the same email given to Central Registration for public school students. **You must use the download link in that email in order for your account to be connected to your student(s).**

For more information on Stopfinder using the links below or by visiting our website:

- [Access the Parent Quick Start Guide](#)
- [Watch the Parent User App Video](#)
- [Read the Stopfinder FAQ \(Frequently Asked Questions\)](#)

This application gives parents access to track their students' buses in real-time and provide you with any important updates regarding transportation throughout the year!

## **CHANGE OF BUS STOP REQUEST**

If for any reason you would like to change the location of your student's bus stop, please fill out and submit the Change of Bus Stop Request Form on our website or by using the link below. All responses for change of bus stop requests will be communicated through email and will be reviewed in the order they are received. We appreciate your patience as we work through all requests!

- [Access the Change of Bus Stop Request Form](#)

## **BUS PASSES**

Bus passes are only given for family emergencies and must be approved by the Transportation Office. Please contact the Transportation Office directly for more information.



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## **BUSPATROL CAMERA SYSTEM**

BusPatrol is a new partnership between MTSD, First Student, Millcreek Police, and BusPatrol to increase bus safety. Exterior cameras have been installed on MTSD busses to capture traffic violations during bus stops. The cameras automatically start recording traffic when the bus is stopped with warning lights flashing to pick up or drop off students. Violators are sent a citation, and the associated fine is allocated appropriately between Millcreek Police and BusPatrol.

For more information, read the related news articles and visit the BusPatrol website using the links below:

- [Visit the BusPatrol website](#)
- [WJET/WFXP article](#)
- [Erie Times News article](#)

## **CHILDCARE TRANSPORTATION FORM**

If your student(s) will be bussed to and from a childcare provider, the childcare transportation form must be submitted. Childcare stops are only granted within the student's home school boundaries. Completed forms should be emailed to [transportation@mtsd.org](mailto:transportation@mtsd.org) or mailed to:

Millcreek Township School District  
ATTN: Transportation Coordinator  
3740 W. 26<sup>th</sup> Street  
Erie, PA 16506

A new form must be filled out each school year and returned before July 29, 2024. If received later, routing delays will occur.

- [Access the Childcare Transportation Form](#)



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## **PARENTAL RELEASE & DUAL CUSTODY**

For Kindergarten, 1<sup>st</sup>, and 2<sup>nd</sup> grade students, a parent or guardian must be waiting at the bus stop for drop-off. If a guardian is not present, the student will be brought back to First Student:

First Student  
3742 W. 26<sup>th</sup> Street  
Erie, PA 16506

**Authorities will be notified after the 3<sup>rd</sup> time a student is returned to First Student.** Habitual lateness will result in the loss of transportation services. Students may be released to other adults who can verify their identity with a photo ID or may be released on their own with written permission from a guardian.

For students with shared custody, the Dual Custody Form must be completed and signed by both parents or guardians. Dual custody stops will only be granted for households within Millcreek Township School District boundaries.

Completed forms should be emailed to [transportation@mtsd.org](mailto:transportation@mtsd.org) or mailed to:

Millcreek Township School District  
ATTN: Transportation Coordinator  
3740 W. 26<sup>th</sup> Street  
Erie, PA 16506

A new form must be filled out for both Parental Release and Dual Custody each school year and returned before July 29, 2024. If received later, routing delays will occur.

- [Access the Parental Release Form](#)
- [Access the Dual Custody Form](#)



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## **ADDITIONAL INFORMATION**

### **Weather-Related Schedule Changes:**

MTSD prioritizes the safety of our students and may determine to cancel or delay school due to weather if determined travel to and from our school buildings could pose a significant risk to our students. First Student will halt all transportation services during a MTSD closure, **including private/charter school transportation** for students within Millcreek Township.

Ongoing evaluation of conditions occurs during delays. If determined that conditions have worsened during the delay, school may be cancelled.

Weather-related delays and cancellations will be communicated to our local TV and Radio stations, posted on the MTSD Facebook page, and through Infinite Campus.

### **How to Help Have a Smooth 1<sup>st</sup> Day of School:**

1. Have students at their bus stop 10 minutes before their pick-up time.
  - a. After routes have stabilized in the first few weeks of school, this time may be shortened to 5 minutes. Buses will not wait longer than 7 seconds if students are not at their stop upon arrival.
2. Parents/Guardians are not permitted to enter buses at any time.
3. Do not make requests of drivers at the bus stop. All questions and requests should be made directly to the Transportation Office.
  - a. Drivers cannot wait to answer questions at stops as it delays the rest of their route and disrupts times for other families.
4. Make sure you have Stopfinder correctly downloaded and use it!
5. Have all your forms in well before the school year starts.
6. Kindergarten students should have their belongings labeled with their name, address, bus number, and bus stop.
7. Review bus etiquette and behavior expectations with your student.



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8. Students may only be picked up and dropped off at the stop designated in their Infinite Campus account or Stopfinder app.
9. Understand afternoon routes typically run late during the first few weeks.
10. Understand video/audio recording is in use on every bus to aid in behavior management.
11. Students are not permitted to record or photograph other students on the bus.
12. Students who do not use the bus for 15 days will be removed.
  - a. Reinstatement of a stop may take 5-7 business days.
13. Buses go to every stop in the mornings, but skip stops in the afternoons if there is no student(s) being dropped off at a stop.
  - a. This may cause fluctuations in drop off times.

If you have questions regarding your student's transportation:

- Call First Student at 814-838-1602
- Call MTSD Transportation Office at 814-835-5323