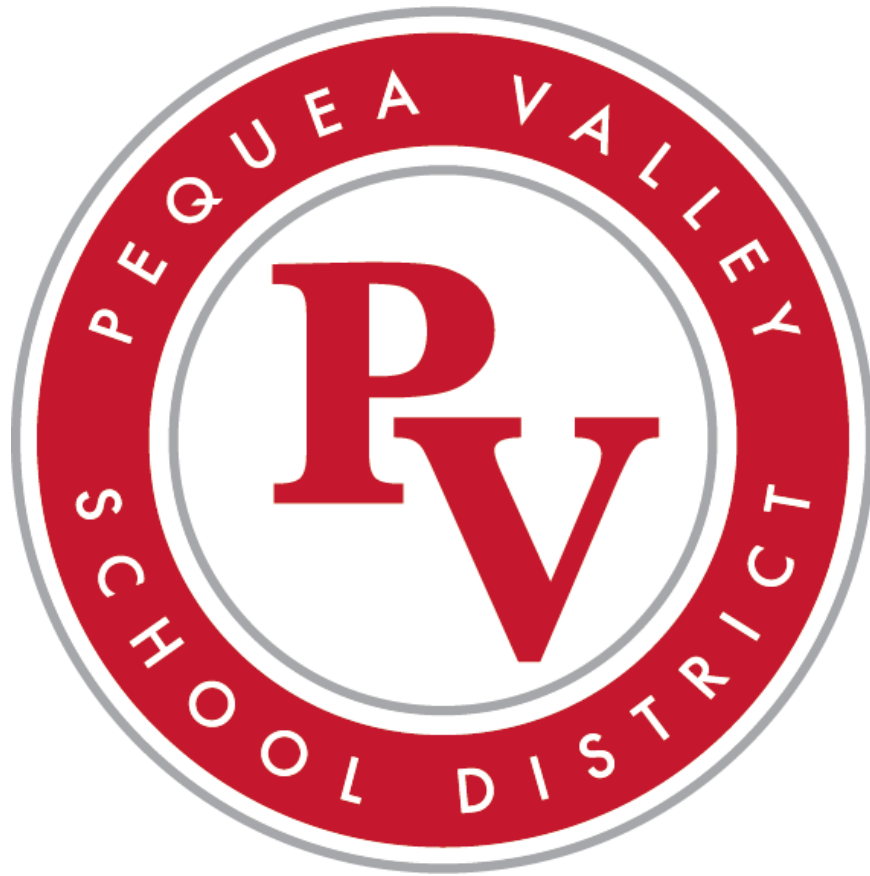




# Transportation Manual

# Transportation Manual

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## PEQUEA VALLEY SCHOOL DISTRICT

### Transportation Department

The Pequea Valley School District offers bus transportation for students living within the district borders. Students and parents need to be aware of the expectations and follow the bus rules provided. By complying with these rules we can maximize the potential for a safe, pleasant bus experience for everyone. This manual is presented to provide parents and students with necessary information and to create a better understanding of the transportation provided by the district. Please take the time to review it together and keep as a reference when questions arise. If you have any concerns or questions, please contact the Transportation Coordinator at (717) 768-5675.

### MISSION STATEMENT

*Our mission is to provide safe, reliable transportation for all students by following transportation policies and procedures in the most equitable and consistent manner possible.*

## **BUS GUIDE**

Each school year, students are assigned to a bus and a bus stop. Bus drivers will only stop at designated and authorized bus stops as mandated by PA School Code. Bus stops and bus numbers assigned to students may only be changed with the permission of the school. For **emergency changes**, students must secure a “bus pass” from the school office to be permitted to ride another bus or to get on or off their bus at another stop. Permission to receive a “bus pass” may be granted after the school office receives a note or telephone call from the parent/guardian of the student. If this emergency request involves another family, a note or phone call is required from both families. Otherwise, students will go home on their normally scheduled bus.

Pre-kindergarten, kindergarten, and first graders **MUST** have a parent, a designated responsible adult, or a sibling in fourth grade or higher, visible to the bus driver when exiting the bus. If the parent or other designated responsible adult is not present and visible to the driver, all children of the household will be taken back to the District Office, and the secretary will contact the parents.

Each school bus is equipped with an audio/video camera. Students and their parents agree that the students’ use of the school bus constitutes consent to the school administration to monitor the videos for disciplinary problems as well as safety-related concerns.

Motorists must obey all school bus safety laws on the road **and on school property.**

## **EMERGENCY MANAGEMENT PLAN**

In the event of an accident, extended delay, or other emergency, school officials will make every attempt to notify all parents/guardians of students on affected buses. Be sure to keep a current contact number on file at your child’s school and the transportation office.

If a situation occurs due to a weather emergency, accident, or road construction, which prevents a bus from reaching the students assigned stops, every attempt will be made to drop students off at the closest possible alternate location. Parents will be notified of these changes.

The safety of our students will receive the highest consideration in all decisions.

If a student does not return home within 15 minutes of the scheduled time, please call the school office.

# PARENT REQUEST FOR CHANGE IN TRANSPORTATION

No. 413

## PEQUEA VALLEY SCHOOL DISTRICT

### Administrative Guidelines

SECTION: STUDENTS

TITLE: STUDENT TRANSPORTATION

ADOPTED: DECEMBER 20, 2005

REVISED: 6/22/15

Providing a safe environment for the transportation of students can best be accomplished by maintaining a system where students get on and off the bus in a consistent pattern, and when exceptions are kept to a minimum.

To achieve this objective, students will be picked up and discharged at the same bus stop each day. However, if one of the following situations exists, and if the arrangement is expected to continue indefinitely, the parent or legal guardian may request an exception by submitting a request in writing to the District's Transportation Department at least one week in advance:

**Child care arrangements** - Parents may request that the afternoon bus and/or stop assignment be different from the morning assignment to accommodate child care arrangements. However, the morning and afternoon bus and stop assignment must be consistent each week. Example: Every Monday morning the student boards bus #1 at stop #12; each Monday afternoon the student boards bus #6 and departs at stop #2.

**Custody agreements** – Students may be assigned to a different bus and/or stop when custody agreements require that the child's residence is split between parents. However, the assignment must follow a consistent pattern. Example: student rides bus #1 each Monday, Wednesday, Friday, and bus #6 each Tuesday and Thursday – or – bus #1 one week and bus #6 the next.

**Early dismissals** – Parents may request that a different bus and/or stop be assigned for both regularly-scheduled and emergency early dismissals. This request must apply consistently to all types of early dismissals and a Bus Pass will be issued (see below for description)

Emergencies and/or extenuating circumstances may occasionally require that a temporary exception (5 days or less) be made to insure the safety of a student. Temporary changes will only be made if there is adequate seating on the bus and if the requested stop currently exists. If one of the following situations occurs, a request for exception may be submitted by the parent or legal guardian to the building principal for review:

**Emergency early dismissals** – When students are dismissed early due to weather or other unforeseen conditions, and the regular early dismissal stop address above is not an option, the parent or guardian may request that their child be assigned to a different bus and/or stop.

**Emergency situations** – The principal will evaluate such situations on a case-by-case basis and approve or disapproved based on the circumstances.

If the temporary request is approved by the principal, the student shall be issued a "bus pass" by the building principal that lists the student's name, emergency contact information, temporary bus and/or stop, and date. The student shall present this pass to the driver upon entering the bus. Upon the completion of the bus run, the driver shall turn in all bus passes to the contractor who will forward them to the Transportation Office of the district. The building principal, or designee, is also responsible to immediately notify the transportation office via e-mail that a pass has been issued and to keep a log of bus passes issued throughout the year.

Requests for any of the exceptions noted above may be denied if the administration determines that the request would be disruptive to normal operations, that the safety of students would be compromised, that the circumstances do not warrant an exception, that the request was received too late to insure proper communication, or that adequate seating is not available. When a request is denied, the student will be picked up and/or dismissed at the stop currently assigned.

## STUDENT CONDUCT

The school bus is an extension of the school itself. Transportation in a district vehicle is a **privilege**, and not a right, granted to students by board policy. Students shall be responsible for their behavior on the school bus. Misbehavior can result in the bus driver being distracted and such distraction could endanger the lives of all students being transported. Therefore, inappropriate behavior shall be reported, and disciplinary action shall be taken. Parents are requested to explain the importance of proper behavior on the bus to their child(ren). They also are expected to support disciplinary actions that are necessary to help their child change any inappropriate behavior.

The primary responsibility of the bus driver is to transport students safely. While transporting students, the bus driver also has the responsibility of maintaining discipline on the bus. The driver shall follow approved procedures for dealing with inappropriate behavior by students riding the bus.

## BUS RULES

- Obey the bus driver's instructions immediately and respectfully. Only 1 warning will be given.
- No eating, drinking, or gum chewing are permitted on the bus. Water to be permitted.
- Remain seated in your assigned seat and keep feet, arms, and all objects clear of the aisle at all times.
- Keep voices at a conversational level.
- Animals, large musical instruments, skateboards, glass containers, etc. are not permitted on the bus.
- Bus windows shall be opened only with the driver's permission, and students shall keep all body parts and objects inside the vehicle at all times.
- Smoking materials and all tobacco products are prohibited on school buses.
- Inappropriate or foul language will not be tolerated.
- Students shall respect the property, rights, and safety of others.
- Bullying will NOT be tolerated
- Perfume, Cologne, hand sanitizer, or scents of any kind are not permitted to be used on the bus.
- A signed "bus pass" must be shown to the bus driver in order for a student to change buses, or get on/off at a different stop.
- Students should refrain from bringing personal items of value on the bus. The District/Contractor will not be responsible for their loss or damage.
- Cell phones should remain turned off. Absolutely no picture taking, video, audio recording or disruptions. ONLY the District reserves the right to record on school property.

- iPods, and other music devices are permitted to be used with headsets set at a volume that only the person wearing them can hear. Drivers may suspend this privilege at their discretion.
- Both driver and students will be held accountable for their actions.

### **BUS STOP RULES**

- Students should arrive at their bus stop 10 minutes prior to the designated stop time. It is the responsibility of the parent and the student for the student to arrive at the bus stop on time.
- The bus stop is an extension of school property; therefore, smoking is prohibited.
- Students living on the opposite side of the roadway from where the bus discharges shall cross 10 feet in front of the bus to be visible to the driver. They should wait until the bus comes to a complete stop, the red lights are activated, and all traffic has stopped before crossing.
- Students are to board and exit from their assigned bus only at their assigned stop.
- Pre-kindergarten, kindergarten, and first grade students will not be let off the bus unless an adult or sibling in fourth grade or higher is present.

### **VIOLATIONS OF RULES**

Violations of the above rules may result in suspension of bus riding privileges. The following procedure will be followed with violators:

- Drivers shall complete and submit a **Bus Conduct Report** to the principal for serious or repeat violations. The principal will take the appropriate disciplinary action and inform the parent/guardian of the incident.
- Repeat violations will result in a limited suspension of bus riding privileges.
- Serious and/or repeated violations may result in permanent suspension of bus riding privileges for the balance of the school year.
- Each incident will be evaluated on its own merit relative to previous offenses.

### **BUS EVACUATION DRILLS**

Two emergency drills will be conducted on school grounds during each school year. Each drill shall include the practice and instruction concerning the location, the use and operation of emergency exit doors and fire extinguishers, and the proper evacuation of buses in the event of fire or accident. Every student on the school bus must participate unless a doctor's note is presented and approved by the school office.

## SECONDARY LATE BUS SCHEDULE

Below you will find Pequea Valley's late bus schedule. **Late buses run Monday thru Thursday and select Fridays.** Students using the Late Bus must present the driver with a completed Late Bus Pass and signed by an authorized School District employee or be on a sports list given to driver by the school. The designated stops for drop-off are at locations where the parents can easily pick up their child. The schedule was designed to help give parents a more accurate time that their child should arrive from after-school activities and to provide the bus drivers with a designated route.

Stop times are approximate. If student load permits, some stops may be skipped making times for other stops earlier. Students will be permitted to use their cell phones to call parents with an approximate drop off time. Please discuss with your child which stop he/she will use. **If your child is walking, it is strongly suggested that no one cross Route 30. There are stops on both sides of the highway.**

**5:05 Depart PVS**

**5:10 Depart Old PVHS**

### **Narvon**

5:16 – 5:18 Spring Garden Church, Old Philadelphia Pk at Snake Lane  
5:18 – 5:20 Millwood Rd at Old Philadelphia Pk  
5:19 – 5:21 White Horse Luncheonette, 5560 Old Philadelphia Pike  
5:23 – 5:25 First Baptist Church of Pequea, 6062 Old Philadelphia Pike  
5:29 – 5:31 Ross Road at Churchtown Road  
5:30 – 5:32 Feed Mill on Churchtown Road, 671 Churchtown Road  
5:33 – 5:35 Wertztown Road at Mount Zion Road  
5:38 – 5:40 Money Rocks parking lot, 940 Narvon Road  
5:41 – 5:43 Entrance to Glen Oaks Development, 615 Gault Road  
5:43 – 5:45 Welsh Mountain Christian Fellowship, 5726 Meadville Road  
5:44 – 5:47 Meadville Road at Meetinghouse Road  
5:45 – 5:47 Sandmine Road at Springville Road (Rt 897)  
5:47 – 5:50 Springville Rd (Rt 897) at Southview Dr

### **Paradise**

5:16 – 5:18 The Factory Ministries, 3293 Lincoln Highway  
5:22 – 5:24 CJ Automotive & Towing, 190 Blackhorse Road  
5:26 – 5:28 Schafco Packaging, 730 Georgetown Road  
5:28 – 5:30 Calamus Estates, 652 Georgetown Road  
5:37 – 5:39 Shivery Funeral Home, Ambassador Drive at Acorn Drive  
5:39 – 5:41 Paradise Fire Company, 5 Hershey Avenue  
5:41 – 5:43 Grace Point Church, 10 South Singer Avenue  
5:44 – 5:46 Old Leacock Road at Mill Lane  
5:46 – 5:48 Gordonville Fire Company, 3204 Vigilant Street  
5:49 – 5:51 Queen Road at Holly Drive  
5:52 – 5:54 Intercourse Fire Company, 10 North Hollander Road

### **Gap**

5:16 – 5:18 Roamers Retreat, 5005 Lincoln Highway  
5:18 – 5:20 Kinzers Post Office, 3583 Lincoln Highway East  
5:20 – 5:22 Zook's Homemade Chicken Pies, 3427 Lincoln Highway East  
5:22 – 5:24 Vintage Commons, 3412 Lincoln Highway East  
5:25 – 5:27 Advanced Trim, 4966 Lincoln Highway  
5:28 – 5:30 Bellevue Presbyterian Church, 810 Newport Ave  
5:29 – 5:31 Gap Auction, 5336 Mine Road  
5:35 – 5:37 Valley View Rd at Lincoln Hwy (Rt 30)  
5:37 – 5:39 Crestwood Estates, 5572 Crestwood Drive

These guidelines have been developed to help us accomplish our mission of *"providing safe, reliable transportation...in the most equitable and consistent manner possible,"* while providing flexibility to meet the needs of families.

### **Transportation Personnel**

#### Pequea Valley School District

Dawn Dixon – Transportation Director

#### Brightbill Transportation

Dana Riehl – Driver Supervisor

Tracy Wettig - Assistant