Carbon Lehigh Intermediate Unit #21

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Schnecksville, PA 18078-2580

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Welcome to CLIU Transportation!
Thank you for trusting the CLIU #21 Transportation Department to safely transport your child. To ensure that we provide the highest quality transportation, it is important that we communicate a few important protocols.

Notification of Pick-up and Drop-off Times
Parents or Guardians will receive a personal phone call from the assigned driver(s). During this call, the assigned driver(s) will introduce him/herself, confirm pick-up and drop-off location/address, and provide the approximate pick-up and drop-off times and the vehicle number. Please be patient on receiving this information as you may not receive this phone call until a few days, if not the day, before the start of school.

Most transportation systems operate on fixed schedules; however, the transportation of students with various exceptionalities requires more flexibility, and our drivers cannot be held to an absolute schedule when extenuating circumstances arise.

Pick-up and drop-off times may change throughout the year. We will communicate changes to pick-up and drop-off times by phone calls throughout the year. To ensure runs are established in the safest and most efficient manner, it is important to understand that pick-up and drop-off times cannot be established around the schedules of Parents and/or Guardians.

Transportation Protocols
Parents or Guardians are responsible for clearing entrance ways of ice and snow during inclement weather to ensure safe access to the pick-up or drop-off location. If a street or road is impassable, the Parent or Guardian must meet the driver at a convenient location that is accessible. Your cooperation with following the below procedures is greatly appreciated:

<u>Pick-up Protocol</u>

- Please have the student ready for pick-up at least five to ten (5-10) minutes before the scheduled time.
- For students with physical disabilities, we may require the Parent or Guardian to assist the driver in the loading and unloading of the student.

<u>Drop-off Protocol</u>

- Parents or Guardians must be available to accept the student at least ten (10) minutes prior to drop-off time.
- Parent, Guardian, or approved Designee who is listed on student's Emergency Contact form, must be present to accept a student.
- When a student is transported home at the designated time and a Parent, Guardian, or approved Designee is not available to accept the student, the CLIU #21 follows the below protocol:

The Carbon Lehigh Intermediate Unit is an equal opportunity employer and does not discriminate on the basis of race, color, age, creed, religion, sex, sexual orientation, ancestry, national origin, marital status, genetic information, pregnancy or handicap/disability in activities, programs or employment practices. For information regarding civil rights or grievance procedures, contact the Director of Special Programs and Services, Compliance Officer for Educational Programs and Services, or the Director of Human Resources, Compliance Officer for Employment Practices, at the Carbon Lehigh Intermediate Unit, 4210 Independence Drive, Schnecksville, PA 18078-2580, 800-223-4821.

- The CLIU #21 Transportation Department will contact the Parent/Guardian and/or other listed contacts using emergency phone numbers that have been provided by the Parent(s)/Guardian(s).
- If the Parent/Guardian or emergency contact cannot be reached, the Transportation Department will contact the appropriate Special Programs supervisor and advise them of the situation.
- If Special Programs supervisor is not able to reach Parent/Guardian and/or other listed contacts, the Transportation Office will instruct the driver to take the student to the nearest Police Department.

Canceling Transportation Requirements
If the student will not be utilizing transportation service, either to be transported to school or from school, please follow the below procedures and DO NOT call your driver or vehicle assistant directly:

- If between the hours of 7:00 a.m. and 5:00 p.m., please call 610-769-1282, then press option 2 and option 1 (Absence Reporting and General Questions) to report the cancellation to a Transportation Staff member.
- If between the hours of 5:00 p.m. and 7:00 a.m., please call 610-769-1282, then press option 3 and option 1 (Absence Reporting and General Questions) where you will leave a message. When leaving the message, please include the student's name, school attended, and dates the student will not be requiring transportation.

Transportation Services Closures, Delays or Early Dismissals
If the student's home district **or** the district where student's school is located is closed or delayed, the CLIU #21 Transportation will cancel or delay transportation accordingly. Details regarding school closings, delays, and early dismissals will be available by visiting district websites, turning to one of the stations below, or calling 610-769-1282; option 1 (Delays and Cancellations) for information.

CARBON COUNTY
WNEP – TV Channel 16; WYOU – TV Channel 22

LEHIGH COUNTY
WFMZ – TV Channel 69

Examples of transportation options for weather closures, delays, and/or dismissals.

Home District	District where School is located	Will my child be transported?
CLOSED	CLOSED	No
CLOSED	Open on time	No
CLOSED	2-hour delay	No
2-hour delay	2-hour delay	2-hour delay
2-hour delay	Open on time	2-hour delay
2-hour delay	Closed	No
Open on time	2-hour delay	2-hour delay
Open on time	Closed	No

Respectfully,

The CLIU Transportation Department