

Tunkhannock Area Transportation Procedures

24 PS 13-1361 When provided

The board of school directors in any school district may, out of the funds of the district, provide for the free transportation of any resident pupil to and from the school in which he/she is enrolled.

Please note that the school district has no obligation to provide transportation services to childcare providers. State reimbursement for transportation is based on the parent's place of residence.

For the safety and well-being of Tunkhannock Area students, it is best that Drivers know your child and are familiar with your child's pick up and drop off location. This provides for a norm of daily operation and a scenario for which the driver and student are familiar.

Random changes to pick up and drop off locations put students at risk. **Therefore, Tunkhannock Area will no longer support bus passes or changes.**

Parents are permitted to have one (1) pick up location and one (1) drop off location for the transportation of their child. The two (2) locations do not need to be the same. Locations do need to be the same daily throughout the school year.

Examples:

- 1) Pick up and drop off – both at home address (*must be daily*)

	M	T	W	Th	F
AM Pick Up	Home	Home	Home	Home	Home
PM Drop Off	Home	Home	Home	Home	Home

- 2) Pick up location at home – Drop off location at day care (*must be daily, cannot be M,W,F home, T,Th day care*)

	M	T	W	Th	F
AM Pick Up	Home	Home	Home	Home	Home
PM Drop Off	Day Care	Day Care	Day Care	Day Care	Day Care

- 3) Pick up and drop off locations – both at the day care (*must be daily*)

	M	T	W	Th	F
AM Pick Up	Day Care	Day Care	Day Care	Day Care	Day Care
PM Drop Off	Day Care	Day Care	Day Care	Day Care	Day Care

****NOTE**** *Tunkhannock Area will no longer accept transportation passes for dropping students off at friend's homes, dance classes, horse riding lessons, piano lessons, church activities, work, etc. unless your drop off is 5 days per week for the entire school year.*

Transportation to/from a Child Care Provider, must meet the following criteria:

- 1) Students are permitted to have one (1) pick up location and one (1) drop off location.
- 2) Child Care Provider must be within district boundaries
- 3) No new bus routes will be established for transporting pupils to/from a Child Care Provider
- 4) The addition of stops must not increase the cost to the district
- 5) Seats must be available on the bus
- 6) An adult from the Day Care must be at the bus stop.

The only exception, to this procedure, is split custody families. Students can go to/from both parents addresses, but **must** be consistent and a schedule **must** be in place.

Example #1: Split Custody – must be consistent daily week after week

	M	T	W	Th	F
AM Pick Up	Dad	Mom	Mom	Mom	Dad
PM Drop Off	Mom	Mom	Mom	Dad	Dad

Example #2: Split Custody – must be consistent daily week after week

	M	T	W	Th	F
AM Pick Up	Mom	Mom	Mom	Mom	Dad
PM Drop Off	Mom	Mom	Mom	Dad	Dad

Example #3: Split Custody – must be consistent week after week

Week 1	M	T	W	Th	F
AM Pick Up	Mom	Mom	Mom	Mom	Mom
PM Drop Off	Mom	Mom	Mom	Mom	Mom
Week 2	M	T	W	Th	F
AM Pick Up	Dad	Dad	Dad	Dad	Dad
PM Drop Off	Dad	Dad	Dad	Dad	Dad

Requests for permanent bus changes must be submitted, in writing, to the Transportation Director at least three (3) days prior to the bus change.

Example of permanent changes:

- 1) Family relocated
- 2) Change in Child Care Provider
- 3) Split Custody Families

In an emergency (such as medical emergencies that prevent an adult from being home to receive a student at the bus stop), parents must notify the school prior to 12:00 (noon) and arrange for the child to be picked up at the school. It is preferable that the parent/guardian prepare for emergency in advance, by having back-up plans for proper adult supervision at the bus stop.

Walkers are not assigned to a bus, therefore are not eligible for transportation services other than class or sport related activities.

Additional Transportation Information:

- 1) Having this procedure in place is vital in case of an emergency.
- 2) The procedure will help in our effort to keep bus runs under the 1 hour mark.
- 3) Students must be at the bus stop at minimum of 5 minutes ahead of time and stand in orderly, safe groups keeping a safe distance from the roadway.
- 4) Students **MUST** ride **ONLY** their assigned bus.
- 5) A Driver is in complete charge of his/her vehicle and shall see that students are seated and conduct themselves in a manner that will not interfere with his/her driving.
- 6) Students will be assigned seats
- 7) Rules of Conduct that are in effect in a classroom shall be applied to students while on a school vehicle.
- 8) Video and Audio Surveillance is installed on all daily run vehicles.

Riding on a school-related vehicle is a privilege and like any privilege can be taken away for violation of rules. Students referred to the office for misconduct on any school related vehicle may face a loss of this privilege.



TUNKHANNOCK AREA SCHOOL DISTRICT

Alternate Stop Form for Daycare or Split Custody (Only 1 form per family needed)

T
I
G
E
R
S

Student Name(s)	Grade	Student Name(s)	Grade
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Day Care - student(s) listed above will be picked up and/or dropped off **daily** at the address listed below:

AM - Pick Up

Name: _____

Address: _____

Phone: _____

PM - Drop Off

Name: _____

Address: _____

Phone: _____

Split Custody - student(s) listed above will be picked up and/or dropped off **per Court Order**:

Mom's Name: _____

Address: _____

Phone: _____

Dad's Name: _____

Address: _____

Phone: _____

Schedule for going to / from Mom's
(circle days)

Morning: M T W Th F

Afternoon: M T W Th F

Schedule for going to / from Dad's
(circle days)

Morning: M T W Th F

Afternoon: M T W Th F

I transport student(s) listed above: _____ Both AM / PM - remove from Bus Roster
 _____ Only AM - keep student on PM Roster
 _____ Only PM - keep student on AM Roster

The student(s) listed above drives _____ Remove from Bus Roster

Parent Signature

Date