



# Transportation Manual

2008-2009



# 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.*

**PEQUEA VALLEY SCHOOL DISTRICT**  
**School Calendar 2008-09**

			<u>Teacher Days</u>	<u>Student Days</u>
August	---	Room Set up - Staff Develop. Day #1	6	4
	20	Room Set up – Staff Develop. Day #2		
	25	First Student Day		
	29	Labor Day Vacation – No School		
September	1	Labor Day Vacation – No School	21	21
October	9	Early Dismissal – All Students *	22	21
	10	Staff Development Day #3		
	13	Columbus Day – No School		
	31	Early Dismissal – All Students		
November	21	Staff Development Day #4	18	17
	26	Early Dismissal – All Students		
	27, 28	Thanksgiving Vacation		
December	1	Thanksgiving Vacation		
	24-31	Holiday Vacation	16	16
January	1, 2	Holiday Vacation	19	17
	5, 6	Staff Development Day #5 & 6		
	19	Martin Luther King Day - No School		
February	13*	No School (Snow make-up day #1)	18	18
	16	President’s Day - No School		
	27	Early Dismissal – All Students		
March	10	Staff Development Day #7	22	20
	26	Early Dismissal – All Students *		
	27	Staff Development Day #8		
April	8-9*	No School (Snow make-up days #2 & #3)	18	18
	10-13	No School – Spring Break		
May	25	Memorial Day	20	20
June	10	Commencement (even if snow days occur)	8	8
	10	Last Student Day – Early Dismissal, all students		
	11*	Snow make-up day #4		
	12*	Snow make-up day #5		
<b>Total Days</b>			<b>188</b>	<b>180</b>

**Early Dismissals [ ]:**

10/9, 10/31, 11/26, 2/27, 3/26, 6/10

Dismissal Time: Secondary - 1:00 p.m.  
 Elementary – 2:00 p.m.

\*10/9 & 3/26 - Secondary - 1:00 p.m.  
 Elementary – 12:00 p.m.

**Staff Development Days**

11/21 & 3/10 will float so occur after 60<sup>th</sup> and 120<sup>th</sup> student day.

**Snow Make Up Days \*:**

2/13, 4/8, 4/9, 6/11, 6/12

## **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, the child will be taken back to the elementary school, and the secretary will contact the parents.

Each school bus is equipped with a video camera box that is capable of holding a video camera at any given time. Neither the school bus driver nor the students are able to determine if the video camera is in the box on their bus. The School District will be rotating the cameras throughout the bus fleet as necessary. 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.

## **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.

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.

## **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.

## **PARENT REQUEST FOR CHANGE IN TRANSPORTATION**

Students will be picked up and discharged at the same regular location every day. A variation may occur if the change meets **all** of the following criteria:

- Requests must be submitted in writing, at least one (1) week in advance, to the school office. Notes will not be accepted by bus drivers.
- Changes in bus stops may be made only to existing bus stops provided there is adequate seating available on the affected bus.
- Changes for **emergency situations**, such as the illness of a parent or caretaker, will be evaluated individually by the school principal. If approved, the student will receive "bus pass".

Any changes to a student's transportation schedule, such as change of address, custody, or baby-sitter arrangements, should be reported to the school office. The school secretary will notify the Transportation Office.

## **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.
- No eating, drinking, or gum chewing are permitted on the bus.
- 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.
- 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 must remain turned off.
- Walkmans, iPods, and other mini radios 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.
- 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 BUS 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.

## NON-PUBLIC SCHOOL INFORMATION

### SNOW OR OTHER WEATHER RELATED CIRCUMSTANCES

CIRCUMSTANCE:	TRANSPORTATION:
Pequea Valley has early dismissal but non-public school does not	PV will pick up early according to our early dismissal
Non-public school has early dismissal but Pequea Valley does not	PV will not transport in the afternoon
Pequea Valley has a late start but non-public schools do not	PV will transport according to our schedule. If students choose to use our transportation, they will arrive late
Non-public school has late start but Pequea Valley does not	PV will not transport
Pequea Valley is cancelled but non-public is not	PV will not transport

### SCHEDULED EARLY DISMISSALS

CIRCUMSTANCE:	TRANSPORTATION:
Pequea Valley has a scheduled early dismissal	All Non-public schedules will remain the same as a normal day
Non-public school has a scheduled early dismissal	PV will not transport

## PUBLIC & NON-PUBLIC UNSCHEDULED CHANGE

The following stations will broadcast any changes in the normal operation of schools:

WJTL FM 90.3	WSBA AM 910	WARM FM 103	WGAL-TV Channel 8
WDAC FM 94.5	WLPA AM 1490	WROZ FM 101.3	WHTM-TV Channel 27
WLAN FM 97			WPMT-TV Fox 43

## SECONDARY LATE BUS SCHEDULE

The school district has three buses to provide transportation for secondary students who stay beyond their regular dismissal to attend school-sponsored functions. These buses depart at 5:00 PM or two hours after dismissal times. In the event of an unscheduled early dismissal, no late bus will be provided. If you are picking up your child from an after-school activity, please do not park in front of PVIS or between PVHS and the stadium, as this is where the buses pick up. The following is a estimated description of the routes available.

### Gap Area

PVIS/PVHS  
Amish Rd  
Slaymaker Hill Rd  
N Kinzer Rd @ Church St  
12 N Kinzer Rd.  
S Vintage Rd  
S Kinzer Rd  
Hoover Rd  
Strasburg Rd @ Mine Rd  
Hillcrest Dr @ Mine Rd  
Hidden Hollow Dr  
Pequea Ave  
Bellevue Ave  
Sunset Ave  
Chestnut St  
Timberline Dr  
Hoffmeier Rd  
Umbletown Rd  
Doutrich Dr  
Simmontown Rd  
Mount Vernon Rd  
Longview Ln  
Burkey Rd  
County Line Rd  
Lime Quarry Rd  
Denlinger Rd

### Narvon Area

PVIS/PVHS  
Rt 340 @ Cattail Rd  
Rt 340 @ Hershey Church Rd  
Rt 340 @ Spring Garden Rd  
Rt 340 @ Robinson's Garage  
Rt 340 @ School Lane Rd  
Rt 340 @ Luncheonette  
Rt 340 @ Cambridge Rd  
Rt 340 @ Springhead Rd  
Rt 340 @ Mount Vernon  
Rt 340 @ Plank Rd  
Rt 340 @ Blank Rd  
Rt 340 @ Baldwin's Garage  
Churchtown @ Beaver Dam  
Churchtown Rd @ Jacobs Rd  
Churchtown Rd @ Ross Rd  
Cambridge Rd  
Buchland Rd  
Main St @ Cambridge Rd  
Meadville @ Churchtown Rd  
Mast Rd  
Wertztown Rd  
Mount Zion Rd  
Michele Dr  
Money Rocks Park  
Narvon Rd  
Gault Rd  
Glen Oaks Development  
Rose Hill Development  
Meeting House Rd  
Rt 897  
Rt 897 @ Lynch Rd  
Paes Rd

### Paradise Area

PVIS/PVHS  
Ridge Rd  
Zimmerman's Store  
Newport Rd  
Harvest Dr  
Harristown Rd  
Vintage Rd  
Rt 30 @ Christmas Ctr  
Rt 30 @ Sweets for Sweeties  
Rt 30 @ Keim Chevrolet  
Rt 30 @ Christ's Home  
Rt 30 @ Blackhorse Rd  
Rt 30 @ Leacock Rd  
Leacock Rd @ Fox's Corner  
Singer Ave  
Cherry Hill Rd  
Esbensshade Rd  
Iva Rd  
Rohrer Mill Rd  
Keneagy Hill Rd  
White Oak Rd  
Belmont Rd

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 Coordinator

#### Brightbill Transportation

Dianne Hogan – Driver Supervisor

Patty Weaver - Assistant