

# Penn Manor School District

## Transportation Facts, Figures and Policy

Updated December 14, 2000

## General Data

### **Transportation Coordinator:**

Susan C. Kelshaw

(717) 872-9500 ext. 236

### **Office Location:**

2950 Charlestown Road

Lancaster, PA 17603

### **Office Hours:**

Monday through Friday

7:30 a.m. until 4:00 p.m.

## Contractors

- ➔ Eschbach Bus Service
- ➔ 102 Martic Heights Drive, Holtwood, PA  
17532
- ➔ (717) 284-4162 or (717) 394-8571
- ➔ Shultz Transportation
- ➔ 8 Beaver Valley Pike, Willow Street, PA  
17584
- ➔ (717) 464-5800
- \* Penn Manor School District also works with neighboring districts, such as Lancaster City, Lampeter Strasburg, Hempfield and Solanco, to

## Penn Manor District Schools

- Penn Manor High School
- Manor Middle School
- Marticville Middle School
- Central Manor Elementary School
- Conestoga Elementary School
- Eshleman Elementary School
- Hambright Elementary School
- Letort Elementary School
- Martic Elementary School
- Pequea Elementary School

## Non-Public Schools Served

- Calvary Christian School
- Calvary Baptist Christian School
- Dayspring Christian Academy
- Janus School
- Kraybill Mennonite School
- Lancaster Catholic High School
- Lancaster Christian School
- Lancaster Country Day
- Lancaster Mennonite High School
- Lancaster Preparatory School
- Linden Hall
- Living Word Academy
- Locust Grove Mennonite School
- Montessori Academy
- New Danville Mennonite School
- Our Lady of the Angels School
- The New School of Lancaster
- Resurrection Catholic School
- Sacred Heart of Jesus
- St. Anne Catholic School
- St. Leo the Great School
- Susquehanna Waldorf School
- Veritas Academy

## Pupil Transportation Data

**Penn Manor School**

**District transports:**

- ➡ **5,330 Public Students**
- ➡ **418 Non-Public Students**
- ➡ **100 Career Technology Center Students**



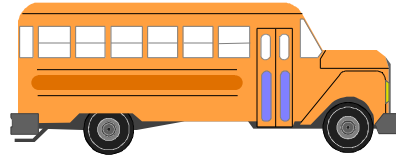
## Vehicles, Miles and Stops

- ➔ 54          72-Passenger Buses
- ➔ 1          16-Passenger Bus
- ➔ 2          Wheel Chair Buses
- ➔ 5          9 Passenger Vans

Miles per Day          4,902

Miles per Year          882,270

4,011 Bus Stops in the District



## Transportation Statement

Penn Manor School District provides transportation for students free of charge as a service paid for by the taxpayers of the district. However, inappropriate behavior, misconduct or violation of district policy while using this service may result in the loss of bus privileges.

## Bus Rules

- Students must ride their assigned bus and sit in their assigned seat.
- Students must obey the bus driver's instructions at all times
- Any conduct that would endanger the safety of the bus driver, another student or could result in damage to the bus is prohibited.
- Excessive noise, loud talking or loud laughter is prohibited.
- Spitting or throwing any object from the bus is prohibited.
- Smoking, eating, drinking or littering on the bus is prohibited.
- Profane language is prohibited.
- No unauthorized passengers are permitted.

## Bus Discipline

Drivers are permitted to issue seat assignments to all students and to move a child's seat to correct a behavior problem. All other bus discipline is handled by your child's principal. If you have any questions concerning bus behavior and/or discipline procedures do not contact the driver on the bus. Any questions concerning discipline should be directed to your student's school principal. Any questions concerning the school bus driver should be directed to the Penn Manor School District Transportation Coordinator.

## Alternate Bus Assignment

Penn Manor School District policy states that students are assigned to one bus and one bus only. There are few exceptions. An alternate bus may be assigned after being approved by school district administration as per the following guidelines:

- Parents will be out of town for a specific period of time and the student will be staying with a relative or another family within the district and within the attendance area of the student's school
- Parent is unexpectedly called away from the home due to an emergency and will not be home at the time the student will be picked up or dropped off. Student will be picked up or dropped off with another student living within the attendance area of his school
- Students will be assigned to two different buses due to daycare on a space available basis only

*All bus change requests must be approved by transportation office*

## Stop Assignment

- Drivers will pick up and drop off students only at the student's assigned stop unless the transportation office has given prior approval.
- Students may use one stop for pick-up and a second stop for drop-off if the same bus services both stops and if the transportation office has given prior approval.
- Any request to move the location of your child's stop or for your child to use another stop for a short period of time must be submitted in writing to the transportation office. Only changes that occur due to emergencies will be handled over the telephone.
- **By Law: Your driver is not permitted to change your child's stop without approval from the transportation office. Do not request a stop change from your driver.**

## Stop Procedures

All children are to be waiting at their bus stop in a visible location 5 minutes prior to the bus pick-up time. Drivers are not required to wait for children who are not at their stop at the scheduled pick up time.

In the case of a bus delay a child is expected to wait for 30 minutes (weather permitting) for their bus to arrive. If the bus arrives before the schedule pick up time it will wait until the scheduled time to leave.

Weather and traffic conditions may cause time variances.

## Before/After School Daycare

Requests for Penn Manor School District bus transportation from locations other than the student's home will be considered if:

- Alternate address is located in the school attendance area to which the student is assigned
- Childcare provider is on an established route. No new routes will be created
- Childcare schedule is consistent. We cannot honor requests for transportation that will vary each week.
- There is available seating on the bus. If new students move into the assigned area and need bus seating that is currently being used under a special transportation arrangement, the special transportation student must relinquish his/her seating to the new student.
- Students will be assigned to **one bus only**. Requests for exceptions must be made in writing and mailed to the Transportation Office. The Transportation Coordinator will review each request and a decision will be made based on space availability and consistency in schedule.
- Before/After School Child Care forms must be submitted Before July 1st of each year. **Requests for transportation to childcare providers must be made annually.** Forms are available in school offices, transportation office or at [www.pennmanor.net](http://www.pennmanor.net).

## Request for Non-Public Transportation

Penn Manor School District will transport students living within the district to and from non-public schools located within a 10-mile radius extending outward from Penn Manor School District's boundary. The 10 miles will be measured on main roads in good condition.

Any parent requesting transportation for their non-public student must submit a "Non-Public Enrollment/Request for Transportation" form to the Penn Manor transportation office. The forms are available through your student's school, Penn Manor's transportation office or at [www.pennmanor.net](http://www.pennmanor.net) and must be submitted to the Penn Manor transportation office each and every year that you are requesting transportation for your student. Students will not be scheduled for busing unless a form is received. Routing for the next school year is done in the month of July. Accommodations for transportation may not be possible for the first 2 weeks of school for any requests received after August 1st.

**Penn Manor School District will transport only those students living within our own district boundaries**

## Non-Public Transportation Schedule

Penn Manor will transport non-public school students on the following schedule:

- Penn Manor School District will begin non-public transportation on the opening day of Penn Manor School District's school year
- The last day of non-public transportation will be on the day prior to Penn Manor School District's last day of school
- There will be no non-public transportation on days when Penn Manor School District is not in session
- There will be no afternoon non-public transportation provided to accommodate non-public early dismissals
- With the exception of Sacred Heart and New Danville Mennonite schools Penn Manor will provide afternoon transportation to non-public schools when Penn Manor has an early dismissal

## Kindergarten Drop-Off Policy

When a morning kindergarten student is taken home at mid day there must be a parent or other responsible adult present, and visible, before the student is dropped off. If there is no one visible the driver will return the child to school and the parent will be called.

Afternoon kindergarten students are permitted to get off with other children and/or older siblings at the end of the day without an adult present. However, if a kindergarten student is the only child at the afternoon stop a parent or other responsible person must be present and visible. If no one is present the student will be taken back to the school.

## Penn Manor Weather Delay/Cancellation Announcements

Penn Manor School District Weather-Related Delays and Cancellations will be Announced on the Following Stations:

- WARM/WSBA
- WROZ
- WJTL
- WDAC
- WLAN
- WLYH TV
- WIOV
- WQXA/WRKZ
- WGAL TV
- WHTM TV

## Kindergarten Weather Delay Schedule

If we should have delays in the start of school due to inclement weather we will follow the following schedule:

If we have a one (1) hour delay:

- Morning kindergarten students will be picked up one (1) hour later than usual and will go home at the regular time.
- Afternoon kindergarten will operate on a normal schedule.

If we have a two (2) hour delay:

- Morning kindergarten students will be picked up two (2) hours later than usual. They will be dismissed at 12:45 p.m. for the bus ride home.
- Afternoon kindergarten students will be picked up 50 minutes later than usual. School will start at 1:45 p.m. They will be dismissed at 3:30 p.m. as usual.

## Non-Public School Weather Delays, Cancellations and Early Dismissals

Non-Public Schools will follow Penn Manor School District's announced weather delays, cancellations and early dismissals

- If Penn Manor announces a 1-hour delay students should be at their stops 1 hour later than normal.
- If Penn Manor announces a 2-hour delay students should be at their stops 2 hours later than normal.
- If Penn Manor announces that it is closed there will be no non-public transportation for the day
- If Penn Manor announces an early dismissal we will transport the non-public students home early as well