

810-AR TRANSPORTATION

I. Bus Routing

Buses will be routed to minimize trip times, overlap and mileage.

II. Altering Transportation

A. Transportation routes, stops and schedules are designed to move eligible children safely and expeditiously. All bus assignments are permanent and non-transferable. Exceptions may apply to alter transportation in cases involving residency changes; students placed by the District in outside placements, issues pertaining to the safety of students and short term emergency situations.

B. Bus drivers are not permitted to accept any requests for transportation changes.

C. All requests to alter transportation must be presented by the parent or legal guardian in writing and in person to the School Principal five (5) days prior to the effective date of the change, unless the request is an emergency, then three (3) days is sufficient.

1. The Home and School Visitor may be directed by a principal to provide transportation for one or two days under circumstances when three days advance notice is impossible.
2. Altering transportation for emergency purposes shall last no longer than five (5) school days unless approved by the School Principal.
3. Principals, in collaboration with the Coordinator of Buildings, Grounds and Transportation will make the final decisions regarding requests to alter transportation. The validity, fairness and reasonableness of the request will be considered.
4. The parent/guardian will be informed by the principal of the final decision regarding a request for changed transportation.
5. At the conclusion of the emergency, parents/guardians must contact the school principal in order for regular bus services to resume.

III. Day Care & Kindergarten Transportation

A. Students in Grades 1 through 6 only are eligible for drop off locations at day care. Requests for pick up and drop off at a day care must be made by the parent/guardian in writing and in person to the Transportation Office. The parent/guardian shall present a valid photo identification (e.g., driver's license) with the written request containing the following information:

1. Day care provider's name, address and phone number.
2. Student's name, home address and cell/work/home phone numbers of parent/guardian.

B. Approved transportation for a day care becomes the student's permanent and only stop to and from school. Procedures described in Section III of this policy will be used for emergency situations.

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- C. If parents elect the half day Kindergarten program, parents shall be responsible for the mid-day pick-up.

IV. Assigned Seats

All kindergarten, elementary and intermediate students will have assigned bus seating. The bus driver will assign seats. In cooperation with the principal or assistant principal, seat assignments will be changed only for reasons pertaining to students' safety.

V. Guardian/Parental Oversight at Bus Stops

- A. Parents are required to have their children at the stop ten minutes prior to the bus's assigned pick-up time. Every bus must adhere to their schedule. If a child is not present at his/her stop when the bus arrives, the bus will not wait beyond its scheduled pick-up time and will depart. Parents shall have the responsibility of transporting their child to school. There are no exceptions.
- B. The District strongly recommends parents/guardians of students in grades kindergarten through six (6) escort their children to and from bus stops at all times. Except for students who ride the special education vehicles, the District will allow **all** students to disembark from the bus with or without a parent/guardian present.
- C. If a parent permits their child to board and exit the bus without an adult escort, the District strongly recommends that the student practice walking the route and are adequately familiar with the route from home to the bus stop and from the bus stop back to home.
- D. If a parent/guardian feels their kindergarten student lacks the maturity or responsibility to walk home without an escort, they may request that their child not be permitted to disembark from the bus unless a designated escort is present. This can be accomplished by doing the following:
1. Submit a request in writing, addressed to the Principal of the Elementary Center stating: (a) your request, (b) child's name, (c) teacher's name, (d) bus number and (e) home address and phone number.
 2. After submitting this letter, call the Principal's Office to make an appointment to complete the *After School Hours Pick-up Form* and receive a set of *Meet the Bus Cards*.
 - a. *After School Hours Pick-up Form* includes:
 - i. Child's name, home address, home phone number, bus number and teacher's name
 - ii. Parent/guardian's name, contact numbers and a photocopied driver's license, matching school records.
 - iii. Listing of four additional individuals who are approved to pick up your child in the elementary center, with contact numbers for each.

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- b. *Meet the Bus Cards:*
- i. A set of three cards will be issued to the parent/guardian. A matching card given to the child's bus driver.
 - ii. The parent/guardian may designate other responsible individuals to meet their child at the bus stop by providing them with one of these cards.
 - iii. The parent/guardian/designee must show a matching card to the bus driver before your child will be permitted to disembark.
 - iv. If your child is not met by a person with a matching card, your child will not be permitted to disembark. He/she will remain on the bus for the duration of the bus route and will be returned to the Muhlenberg Elementary Center. The bus driver will contact the Transportation Office to inform them that an individual with a matching card was not present at the bus stop.
 - v. The Transportation Office and MEC Office Staff will contact the people specified on the *After School Hours Pick-up Form* informing them of the need to pick up your child at the Muhlenberg Elementary Center.
 - vi. Your child will only be released to individuals who are listed on this form and show identification to verify their identity.

VI. No Transportation Services will be provided for the following:

- A. Friends accompanying pupils to and from school on buses.
- B. Transportation to after school activities; i.e., dance or music lessons, Boy Scouts, Brownies, going to work, etc.

VII. Students with Individualized Education Plans (IEPs) and 504/Chapter 15 Service Agreements.

- A. Decisions pertaining to special transportation for children with disabilities who have
 1. IEPs or 504/Chapter 15 Service Agreements are made by the IEP team or the
 2. 504/Chapter 15 Service Agreement team. District procedures for notifying the
 3. Transportation Office within five (5) days of the needed change shall be followed.
- B. Children must be ready to board special busses five (5) minutes prior to the designated arrival time. The bus driver is not permitted to wait for students who are not at designated stops.
- C. Parents are to call the transportation office at 610-921-8000, extension 1240 and tell us when their child is not attending school.

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VIII. Carrying of Objects on Buses

The state guidelines for transportation forbid the carrying of any objects on the bus, such as projects and band instruments, unless they can be held on the pupil's lap safely. If large items, such as instruments, projects, or pets are to be brought to school, the parent/guardian will be responsible for transporting that item on the day involved.

IX. Transportation Video/Audio Monitoring

A. Authority

The Pennsylvania State Board of Education regulations grant school boards the authority to make reasonable and necessary rules governing the conduct of students in school as found in 22 PA Code Sec. 12.3.

The responsibility for maintaining reasonable discipline on board our school buses begins with the individual driver. Bus Conduct Reports will continue to be the primary tool for use by the driver to report misconduct he/she observes that cannot be corrected by less formal means, such as assigning of seats, redirection or verbal warnings. These reports are forwarded to the appropriate building principal for corrective disciplinary action as per existing District Policy. If patterns develop or if persistent serious misconduct or safety-related violations occur, the building Principal and/or designee may recommend use of video/audio monitoring to the Transportation Coordinator. Additionally, cameras may be placed on buses at random selection of the Transportation Coordinator. The video/audio recording may also be used in situations of alleged driver misconduct.

B. Delegation of Responsibility

Upon approval by the Transportation Coordinator or authorized designee, the video/audio monitoring device will be installed, operated, and maintained by the Transportation Department. The device will be installed on an as needed basis. A warning (via a posted decal in buses and publication in school handbooks) will inform riders that a video/audio monitoring system may be used at any time. Access to the camera and tapes will be limited to the Transportation Coordinator or designee. Tapes will be erased and re-recorded if no incidents occur over a two-week schedule. Taped documenting incidents will be made available to the appropriate school administrators after review by the Transportation Coordinator.

X. Additional Procedures

A. Use of Recorded Documentation

Review of video/audio tapes will be limited to the school administration and the Transportation Coordinator.

B. Destruction of Records

Video/audio taped documentation of misbehavior will be preserved only until the disciplinary action/disposition is reached. Thereafter, all recorded evidence of the misbehavior will be erased.

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C. Care and Security of Equipment and Recordings

Cameras and recordings will be removed from each bus and secured in the Transportation Department at the end of each school day.

D. Parent Screening

A request for viewing a video/audio tape may be made by a student's parents or guardians, if the student has been videotaped and recommended for disciplinary action. All requests, in writing, should be addressed to the school administration of the student's school. Parents may only view the portion of the tape that documents the involvement of their child on the bus.

E. Driver Screening Rights

A request for viewing a video/audio tape may be made by a bus driver or assistant if the bus driver or assistant has been videotaped and recommended for disciplinary action. All requests, in writing, should be addressed to the Transportation Coordinator. The bus driver or assistant may only view the portion of the tape that documents the alleged misbehavior.

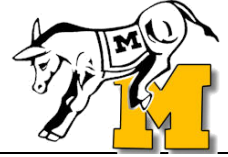
X. Policy Distribution

A. Student Handbook

B. Parent/Student Handbook

Established: June 15, 2011

AFTER SCHOOL HOURS PICK-UP FORM



Student Information

STUDENT'S NAME: _____ (LAST) (FIRST) (MI)		DATE: _____
ADDRESS: _____		
ADDRESS: _____		
CITY: _____	STATE: _____	ZIP: _____
HOME PHONE: _____	TEACHER: _____	BUS #: _____

Parent/Guardian Information

NAME: _____ (LAST) (FIRST) (MI)
1 ST CONTACT NO. : (REQUIRED)
2 ND CONTACT NO. : (REQUIRED)
3 RD CONTACT NO. : (OPTIONAL)

(OFFICE USE ONLY)

PHOTOCOPY VALID
PARENT/GUARDIAN DRIVER'S
LICENSE HERE

ADDRESS MUST MATCH STUDENT
ADDRESS PROVIDED ABOVE

OTHER INDIVIDUALS APPROVED FOR STUDENT PICK-UP

NAME: _____ (LAST) (FIRST) (MI)	RELATIONSHIP	CONTACT NUMBER
NAME: _____ (LAST) (FIRST) (MI)	RELATIONSHIP	CONTACT NUMBER
NAME: _____ (LAST) (FIRST) (MI)	RELATIONSHIP	CONTACT NUMBER
NAME: _____ (LAST) (FIRST) (MI)	RELATIONSHIP	CONTACT NUMBER

I understand that by participating in the Muhlenberg School District Bus Pick-Up procedure, my child will not be permitted to disembark from the bus for any person that does not display the appropriate matching pick-up card. This includes parents/guardians, relatives, etc. I further understand and agree that if my child is not met by a person with the matching pick-up card, he/she will be taken back to Muhlenberg Elementary Center and alternative transportation home will commence. Any individual picking a child up at the school must display identification.

PARENT/GUARDIAN SIGNATURE: _____

DATE: _____

RELEASE INFORMATION

As noted by my signature and information below, I am identified on the front of this form as being authorized to pick up the designated student from Muhlenberg Elementary Center and am hereby taking responsibility for the student's safe departure from Muhlenberg Elementary Center and safe arrival to his/her parent/guardian:

First Occurrence:

PRINTED NAME	SIGNATURE	DATE	TIME

Second Occurrence:

PRINTED NAME	SIGNATURE	DATE	TIME

Third Occurrence:

PRINTED NAME	SIGNATURE	DATE	TIME

Fourth Occurrence:

PRINTED NAME	SIGNATURE	DATE	TIME

Fifth Occurrence:

PRINTED NAME	SIGNATURE	DATE	TIME