HANOVER PUBLIC SCHOOL DISTRICT

403

 Moul Avenue

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 Hanover PA 17331

 Telephone (717) 637-9000

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 www.hpsd.k12.pa.us

John A. Scola, Ed. D. Susan T. Seiple, Ed. D.

Superintendent Assistant to the Superintendent

# TRANSPORTATION REQUEST FORM

Hanover Public School District requires the following information from students living in the district who are enrolled in schools other than the public school district for the year 2022-2023.

Parents requesting transportation must use one form per child.

A post card will be sent in the middle of August with your child’s bus number, stop location, and approximate times.

 Any requests received after August 4th will not be completed until the middle/end of September. Please arrange a way to and from school for your child(ren) until you receive transportation information from your child’s school.

Student’s FULL Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Birth Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_St. Joseph School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ 2022-2023 Grade: \_\_\_\_\_ (K-12)

Race/Ethnicity: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Birth State and Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Primary Language: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Gender: Female Male

Parent(s) Names with whom student resides: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone Info Home: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Cell: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Sitter Name, Address, and Phone Number (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Health Concerns/Allergies:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SCHOOL USE ONLY: Please certify the above named child is enrolled in your school:

Name of School: \_\_\_St. Joseph School\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Telephone: \_\_717-632-0118\_\_\_\_\_\_\_\_\_

Principal or Designee’s Signature: \_\_\_\_\_Mr. David Staub\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_8/23/2022 Tentative End Date: 5/26/2023 Starting Time: \_8 AM\_ Dismissal Time: \_\_2:45 PM

 \*\*\*\*\*Be sure both sides of this form are complete. All incomplete forms will be mailed back.\*\*\*\*\*

BOARD POLICY/STUDENT TRANSPORTATION GUIDELINES

## Bus Stop Assignments

There is concern for the safety of students who split the pick-up and drop-off locations between several different bus stops and bus numbers. It is extremely difficult for the Transportation Office, the bus drivers, as well as the school to keep track of each individual’s schedule.

A policy adopted by HPSD School Board on June 15, 2015 states:

There is no pick-up or drop-off outside the borough. The legal residence of the parent/guardian and one alternate location, for a sitter address, will be the pick-up, drop-off location for a student.

## Discipline and Transportation

The principal/district may suspend a student from bus transportation for disciplinary reasons and the parent/guardian shall be responsible for the student’s transportation. Examples of behaviors that will be considered a violation include (but not limited to): refusal to obey requests by driver, failure to remain seated, throwing objects, hitting students and/or driver, use of profanity, and other behavior deemed inappropriate by district/building principal. This policy pertains to all transportation paid and provided for by HPSD.

If there are any questions about how this policy may apply to your child, please contact Kristin Graham, Director of Transportation and PIMS Coordinator, at (717) 637-9000 ext. 6017.

 Delays and Early Dismissals Due to Weather

Example #1

If the school your child attends is running on time and HPSD has a two hour delay, we will transport your child according to HPSD delay (2 hours late).

Example #2

If the school your child attends is in Gettysburg School District and Gettysburg SD decides to have a weather related two hour delay and HPSD is running on time, your child’s transportation will run on the two hour delay schedule for Gettysburg.

Example #3

In Service Days – If HPSD has an in-service day, but your child’s school does not have an inservice day, your child will be transported.

 Questions regarding this policy may be addressed by contacting Kristin Graham at (717) 637-9000 ext. 6017 or kgraham@hanoverpublic.org. Thank You.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Parent Signature of Acknowledgement Date

 Schools: Please return completed form to:

Hanover Public School District

Attn: Kristin Graham

403 Moul Avenue

Be sure both sides of this form are complete Hanover PA 17331 . All incomplete forms will be mailed back