

NORWIN SCHOOL DISTRICT
OPERATIONS PROCEDURES
812. TRANSPORTATION PROCEDURES

Eligibility for Transportation

All resident students of Norwin School District shall be eligible for transportation services.

Children, identified as exceptional, who require transportation services shall be provided such services as determined by their Individualized Education Plan (IEP).

Audio and Visual Recording on Buses

All buses serving Norwin School District transportation needs are subject to being both audio and video recorded in order to assist in ensuring that the students are transported in a manner that protects them, as well as the school bus operator from physical injury, verbal abuse, and threats. Such recordings, both audio and video, may be utilized in all disciplinary and security investigations of students and adult employees of Norwin School District and its contracted service providers.

Inclement Weather

During inclement weather, Norwin School District may call for a cancellation of school, a two-hour delay or in very rare circumstances, an early dismissal.

If Norwin School District cancels school, the Norwin bus garage will not operate any buses or vans for Norwin students, including those students that attend private schools and schools for special needs students.

If Norwin School District calls for a two-hour delay, the Norwin bus garage will operate all vehicles based on Norwin's modified schedule. The District cannot accommodate students that attend private schools and schools for special needs students that do not follow Norwin's schedule.

If Norwin School District calls for an early dismissal due to inclement weather, parents will be notified by School Messenger of the situation through telephone alerts so proper arrangements can be made. Norwin School District will only call for an early dismissal in very rare and severe conditions. Please discuss with your child arrangements you have made for these rare occurrences. As the District does on an everyday basis, no child in Grades K-1 will be dropped off at a stop without a responsible adult present; in those cases, the student will be taken to the bus garage and a parent will be contacted.

Walking Distance to Bus Stops

Elementary and secondary students may be required to walk to their bus stop a distance not to exceed one-half (1/2) miles. Driveways and private roads are not included in this distance.

The School District shall determine the walking distance to a bus stop for all students by using public roadways.

A student may be required to walk up to five hundred (500) feet on a roadway determined to be hazardous by the Pennsylvania Department of Transportation (PennDOT).

Exceptions to this procedure may be granted if it is determined that traffic, road, and/or weather conditions make walking unsafe.

Home Stops

Home stops are intended for students with medical needs and residences on hazardous roads. The final decision concerning home stops rests with the Coordinator of Student Transportation.

Hazardous roads are determined by the Pennsylvania Department of Transportation (PennDOT), not Norwin School District or the transportation contractor, First Student.

Establishing Bus Routes and Bus Stops

The establishment of bus stops and routes will be based on the following criteria:

- No bus stops will exist outside Norwin School District boundary lines.
- Road conditions must be suitable and safe for travel by buses and, where appropriate, the turnaround for the bus must be suitable and safe. The bus contractor, First Student, will have its drivers perform a three-point turn around only when absolutely necessary. The District and the bus contractor must both agree on new roadways and turnaround areas for buses to travel. Bus stops and routes will be re-evaluated and re-established annually using computerized software. Existing bus stops and routes that do not meet the guidelines established in this procedure may continue until the District determines them to be unsafe, unsuitable, or unnecessary.
- Buses transporting students on behalf of the District will not pick up or drop off students in a cul-de-sac or in a housing plan in which construction is not substantially complete. "Substantially complete" shall be determined on a case-by-case basis by the transportation contractor and the School District, and shall be defined as construction being 90 percent complete within a housing plan.
- Elementary and secondary bus stops will be eliminated or consolidated as needed, based on student numbers.
- Existence of a bus stop or route in a particular place does not guarantee or influence placement of future stops or routes.
- Parents are to arrange for a responsible adult to be physically present at the bus stop when their Kindergartener or 1st grader is being dropped off by the school bus. The bus driver will not allow any student to disembark from the bus if there is no adult present at the stop to assume responsibility over the student. Based on a written Letter

of Agreement between Norwin School District and First Student Bus Company, parents are to inform First Student to alert them if another designated and responsible adult will be picking up their kindergarten or first-grade child from the bus stop. The individual picking up the student will need to provide a valid photo ID to the bus driver. Any child who is not permitted to disembark will be taken back to the First Student bus garage for parent pick-up. The First Student phone numbers are 724-863-2262 and 724-864-0597.

- New stops may be established only if there is five hundred (500) feet visibility on a straight and level roadway or seven hundred (700) feet visibility on a hill or curve.
- New stops may not be established on a hill if there is concern that traffic or the bus itself would not be able to stop in adverse weather.
- Exceptions to the creation of stops may be granted for medical or other conditions with the joint approval of the Coordinator of Student Transportation and the bus contractor.
- Locations for secondary stops will be assigned to existing stops only. Exceptions will be made for students with special needs, medical conditions, or homes declared on hazardous roads.

Temporary Transportation Requests

Students are to ride the bus assigned and embark/disembark at the designated stop. The District will permit temporary arrangements to and/or from school under the following conditions:

Extenuating circumstances exist, e.g. family emergency, temporary medical needs of the student or parent/guardian, temporary babysitting problem, etc. Requests are not permitted for children to visit with friends, go to scout meetings, attend parties, etc. Detailed letters explaining reason, starting and ending dates for any temporary situation are required to be given to the Coordinator of Student Transportation a minimum of one week prior to the implementation of the change. The final decision concerning temporary transportation requests rests with the Coordinator of Student Transportation.

A parent/guardian places the temporary request in writing to the child's building principal using the One Day Bus Pass Request form, located on the transportation page on the Norwin School District website. The request must include the child's name, reason for the change, the number of the bus being requested, and the existing stop at which the child is to be picked up and/or dropped off. The request cannot require the addition of a stop or change in the bus route. Space must also be available on requested the bus. If the request is approved, the Principal will issue a Bus Pass and communicate to the driver that this change is permitted.

Requests for a period exceeding one day will be made with the understanding that permission is granted contingent on available seating. Should a bus exceed its capacity, those students riding the bus with special permission will have that permission rescinded.

Procedure for Requesting a New Bus Stop, Route, or Assignment

Established bus stops, routes, and bus assignments are created through software by the bussing contractor, First Student. First Student uses software based on logistics and demographics to ensure the safest and most efficient stops and routes for the transportation of Norwin students.

A request for a different bus stop must be submitted in writing using the Bus Stop Change Request form, located on the transportation page on the Norwin School District website. The form is reviewed by the bus contractor, First Student and the Coordinator of Student Transportation.

If the request is approved or denied, the bus contractor, First Student will notify the parent. The bus contractor, First Student will alert the parent when the change will occur if the request has been approved.

If the request is denied, an appeal may be submitted within ten (10) days to the Coordinator of Student Transportation. The appeal will not be re-considered unless there are extenuating circumstances not previously presented.

School Bus Discipline

The school bus driver is in authority on the school bus at all times. Student transportation is a privilege, not a right. Students may be denied the privilege of riding the bus for misconduct. Any student who displays conduct on the bus that endangers the safety of students or interferes with safe driving, will forfeit his/her rights to bus transportation.

Any acts which are prohibited on school grounds or at school activities are also prohibited on a school bus or at a school bus stop.

Travel Time

Bus transportation is a service provided to all eligible students. It is the goal of the Norwin School District that students should not be on a bus for more than 50 minutes either to or from school. Regarding private schools, the District is responsible for transporting students within a 10-mile radius from District borders, by the nearest public roadway. The 50-minute guideline starts or stops at the District borders. For example, if it takes 25 minutes to get from a private school to the border of the District, then a commute of 75 minutes is acceptable. Parents can choose not to use the District transportation service and transport their children on their own or make other arrangements.

Private and Nonpublic School Transportation

Transportation will be provided for any resident pupil to and from a private, charter, nonpublic or nonprofit elementary or secondary school in which the pupil is lawfully enrolled provided that such school is located within the School District boundaries or not more than ten (10) miles outside the District boundaries by the nearest public roadway. Transportation for kindergarten students lawfully enrolled in a private, charter, nonpublic or nonprofit school, which meets the

location requirements above, will be transported in the same manner as kindergarten students attending the District's kindergarten program as provided in District Board Policy 810.

No new bus stops will be created in areas where both public and private school pupils are located. All students will be picked up and dropped off only at authorized bus stops along authorized bus routes. The exception to this guideline will be for locations in which the students are either handicapped, medically fragile (as verified in writing by the family's physician and the District's physician), or where no authorized bus stop or route previously existed.

It will be the responsibility of each private school and day care center to notify the Norwin School District Coordinator of Student Transportation of the names and addresses of students requiring transportation within five (5) school days of a new student's registration. It is also the responsibility of each private school to notify the Norwin Coordinator of Student Transportation of days of attendance when Norwin School District does not have school or when early dismissals are to take place at least ten (10) days prior to the scheduled day.

On any day the Norwin School District cancels or delays school due to adverse weather conditions or emergencies, transportation services will also be canceled or delayed for all private, charter, and special needs schools.

Day Care Facilities

For Norwin School District to ensure safe and accountable transportation to and from daycare facilities, the District has established the following guidelines

Norwin School District will continue to transport students to/from school to existing daycare facilities as the District has done in the past. Any new daycare facilities or additional transportation requests from existing daycare facilities must utilize existing bus routes. No new routes will be established for the needs of daycare facilities. Norwin School District will not transport students to/from home and daycare facilities.

Daycare facilities will fill out the Norwin Daycare Transportation Form and return it to the Coordinator of Student Transportation no later than three weeks prior to the start of school. The form will be provided by the District and sent to each daycare facility in May for the following school year.

The Norwin Daycare Transportation Form must be updated by the daycare facility upon the admittance of any new students to the daycare facility that need transportation services provided by the Norwin School District. The form must then be forwarded to the Coordinator of Student Transportation within 48 hours prior to any new student being transported.

Daycares must monitor the departure and arrival of all students and notify the bus driver of any discrepancies.

It is the responsibility of the parents/guardian to communicate any daily or special need circumstances to the daycare facility and the school their child attends in order to ensure the child is placed on the correct bus.

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