



HANOVER PUBLIC SCHOOL DISTRICT

403 Moul Avenue • Hanover PA 17331
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Superintendent

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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 schools for the year 2018-2019.

Parents requesting transportation must use one form per child.

Parents: Please sign back for acknowledged School Board Policy and give to your student's school for completion.

A post card will be sent in August with your child's bus number, stop location, and approximate times.
PARENTS: Please disregard this post card once the bus route is well established; these initial times vary at the onset of every new school year.

Changes will *not* be made until after the second week of school. We always do our best to accommodate changes, but please arrange a way to and from school if the route has to be altered because of your changes.

Transportation will send updated information to your school to be given to the student.

Please contact me with changes or concerns you may have at kjohnson@hanoverpublic.org.

Student's Name: _____ Birth Date: _____

School: _____ 2018-2019 Grade: _____ K-12 Only

Race: _____ Place of Birth: _____

Primary Language: _____ Gender: Female Male

Parent(s) 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: _____ Telephone: _____

Principal or Designee's Signature: _____

Start Date: _____ Tentative End Date: _____ Starting Time: _____ Dismissal Time: _____

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 the Director of Transportation and PIMS Coordinator, Kristin Johnson at (717) 637-9000 ext. 217.

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, your child *will* be transported.

Questions regarding this policy may be addressed by contacting Kristin Johnson at (717) 637-9000 ext. 217 or kjohnson@hanoverpublic.org. Thank You.

Parent Signature of Acknowledgement

Date

Schools: Please return form to Hanover Public School District Office to the attention of Kristin Johnson, Director of Transportation, by April 13, 2018. (403 Moul Avenue, Hanover PA 17331)