



# HANOVER PUBLIC SCHOOL DISTRICT

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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 school district for the year 2024-25.

*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 request received after August 2nd 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: \_\_\_\_\_ 2024-2025 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: \_\_\_\_\_ Telephone: \_\_\_\_\_

Principal or Designee's Signature: \_\_\_\_\_

Start Date: \_\_\_\_\_ Tentative end date: \_\_\_\_\_ Starting Time: \_\_\_\_\_ Dismissal Time: \_\_\_\_\_

\*\*\*\*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 the 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 Kimberly Smith, Director of Transportation and Child Accounting, 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 in-service day, your child *will* be transported.

Questions regarding this policy may be addressed by contacting Kimberly Smith at (717) 637-9000 ext. 6017 or [Kasmith@hanoverpublic.org](mailto:Kasmith@hanoverpublic.org). Thank you.

\_\_\_\_\_  
**Parent Signature of Acknowledgement**

\_\_\_\_\_  
**Date**

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