

**TRANSPORTATION PROCEDURE
WARWICK SCHOOL DISTRICT**

- Transportation request forms can be found at each elementary building, the district office as well as on the Warwick School District website: www.warwicksd.org under the transportation section.
- Requests for Warwick School District bus transportation from locations other than the student's home will be **considered** only if the location is in the same school attendance area as the student's home and is on an established bus route. New stops will not be added for a transportation request form.
- Students will be assigned to bus stops only on a **consistent basis**. For example: parent works Wednesdays, Thursdays and Fridays. Student will be brought home on Mondays and Tuesdays and taken to the additional parent and/or child care provider on Wednesdays, Thursdays and Fridays. This schedule **MUST** be consistent. We cannot honor requests for transportation that will vary each week.
- Exceptions to assigned transportation may be granted by building principals for emergencies such as illness in the family, parents out of town, etc. Requests for transportation changes for non-emergency reasons (working on school projects, staying overnight with a friend, scout meetings, parent going shopping, student working, parent working, etc.) **will NOT be accepted**. Telephone requests will be taken in case of emergency only. Notes requesting transportation changes signed by parents will **NOT** be accepted by the bus drivers. Please do not give any documentation to bus drivers.
- Notes sent to student's teachers regarding transportation changes will only be accepted for parent pick up requests for that day. Notes will not be accepted for riding a bus home that is not part of the student's regular weekly schedule, or riding a different bus home with another student. Please abide by your student's schedule you are submitting on the front of this form. Please know these policies are set forth for safety reasons.
- Students will be permitted to ride only the bus to which they are assigned. In addition, for safety reasons, they will be permitted to get on or off the bus only at the stop to which they are assigned.
- **Requests received after July 19 will be effective 1 week after school starts, September 12, no exceptions. Requests received during the school year require 5 days for processing from when the transportation office received this request. Please plan accordingly.**

**Return to: Transportation Office
Warwick School District
301 W Orange Street
Lititz, PA 17543
Phone: (717) 626-3734 ext. 3880
Fax: (717) 626-3850
Email: jgrove@warwicksd.org**

