

John Beck  JR Bonfield  Lititz El  Kissel Hill  MS  HS

## WARWICK SCHOOL DISTRICT TRANSPORTATION REQUEST FORM 2021-2022

*\* Please read important information on the reverse side before completing this form. \**

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Student Name \_\_\_\_\_ Grade \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*Family members can be placed on one form as long as their child care arrangements are the same.  
Otherwise, please complete separate forms.*

Please select one of the following:

**WALK** *Please stop here and sign below.*

OR

**BUS** *Please complete information below and sign. Schedule must be consistent each week.*

Week Day	AM (TO SCHOOL from):	PM (FROM SCHOOL to):
Monday	<input type="checkbox"/> Home <input type="checkbox"/> Care Provider/Other	<input type="checkbox"/> Home <input type="checkbox"/> Care Provider/Other
Tuesday	<input type="checkbox"/> Home <input type="checkbox"/> Care Provider/Other	<input type="checkbox"/> Home <input type="checkbox"/> Care Provider/Other
Wednesday	<input type="checkbox"/> Home <input type="checkbox"/> Care Provider/Other	<input type="checkbox"/> Home <input type="checkbox"/> Care Provider/Other
Thursday	<input type="checkbox"/> Home <input type="checkbox"/> Care Provider/Other	<input type="checkbox"/> Home <input type="checkbox"/> Care Provider/Other
Friday	<input type="checkbox"/> Home <input type="checkbox"/> Care Provider/Other	<input type="checkbox"/> Home <input type="checkbox"/> Care Provider/Other

**Information for Care Provider / Alternate Parent / Other:**

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Requested Start Date:** \_\_\_\_\_ *(Requests received after July 19 will be effective 1 week after school starts, NO exceptions. Requests received during the school year require 5 days for processing from when the transportation office receives this request. Please plan accordingly.)*

COMMENTS:

\_\_\_\_\_  
Name of Parent/Guardian (Printed)

\_\_\_\_\_  
Signature of Parent/Guardian

Each school year, your child's transportation schedule defaults to pick them up at home in the morning, and return them to your home address in the afternoon. **Transportation forms MUST be submitted EACH YEAR for any busing requests to and from care providers or alternate locations.** *All elementary students, regardless of busing arrangements, are asked to submit a transportation form each year in order to verify their busing schedule.*

### **KINDERGARTENERS ON THE BUS:**

To ensure the safety of our kindergarten students, Warwick School District requires our bus drivers to release kindergarteners to a trusted adult at their bus stop. If no adult is present, the kindergartener will not be allowed to get off the bus, and will be returned to his or her elementary school. Once a student reaches grade 1, no adult is required to meet them at the bus stop.

### **REQUESTING TRANSPORTATION TO OR FROM A CARE PROVIDER:**

- Transportation will only be provided to and from locations within the student's same school attendance area, and on an established bus route.
- Schedules must be consistent each week. For example: a student may ride a bus Monday, Wednesday and Friday to their home, and Tuesday and Thursday to a care provider. They must follow this same schedule each week.

### **EMERGENCY TRANSPORTATION CHANGES:**

- Building principals may grant exceptions to assigned transportation for such emergencies as an illness in the family or if a parent is out of town.
- All transportation changes of any kind must be arranged with your school office. Bus drivers are not permitted to directly accept any notes from parents asking for transportation changes.
- Notes sent to students' teachers regarding transportation changes will only be accepted for parent pick up requests for that day.
- **In all cases, students will only be permitted to ride the bus to which they are assigned,** and must get off at their assigned stop.

### **SUMMER TRANSPORTATION REQUEST DEADLINE: JULY 19**

*Any requests received after this deadline may not be effective until one week after school starts*

**School year transportation requests require five days for processing**

#### **Ms. Sarah Dombach**

Transportation Coordinator

Warwick School District

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