

Memorandum

To: Parents/Guardians of PCSD
From: Wilkinson Bus Lines, Inc.
Date: May 9, 2017
Re: Transportation Guidelines

With the end of the current school year quickly approaching, Wilkinson Bus Lines sends this reminder to help you in planning for the upcoming school year.

1. Students will only be assigned one bus stop.
2. Students that will be enrolled into daycare will be assigned by a weekly schedule. Even if your child will be attending daycare less than a full week, the daycare will be your child's assigned stop every day of the week. A Special Transportation Request form needs to be filled out and returned for any stop other than home.
3. Families with split custody arrangements will need to fill out and return a Special Transportation Request form for approval.
4. No student will be permitted to use the School Bus to ride home with a friend, unless prior approval is received or granted by the Principal.
5. If a parent plans to pick up their child as a walker on a specific day, the notice must be in writing. During the school year, **no daily changes will be accepted by phone** unless it is an emergency.

Deadline for Special Transportation Request Forms and any regular bus changes for the upcoming school year must be turned into Wilkinson Bus Lines on or before July 27, 2017. Every year a new form needs to be filled out for approval.

Requests will be reviewed and either approved or denied. Denials will be notified. Approved changes will be updated in our system and the new stop information printed on the parent/guardian letters (Pre-K through Grade 5) for orientation.

In order to finalize bus routes any Special transportation or change requests received after July 27, will not be accommodated until after the first two weeks of school. All changes require approval by the Penn Cambria School District. Wilkinson Bus Lines is open during the summer, and available to help with any questions or changes that need to be made to your child's school bus schedule.

(Please see next page)

Wilkinson Bus Lines summer hours are Monday – Thursday, 9 AM – 2 PM.

Phone: (814)886-4600. Mailing address: PO Box 95, Cresson, PA 16630

In order to assist us with our transportation planning, please complete the Student Information Form below and return it to your child's school by May 19, 2017.

2017-2018 Student Information

Student Name _____ **2017-2018 Grade** _____

Student's Address _____ **Phone #** _____

Current Bus Number _____

_____ **YES, I will need a Special Transportation Form for next year.**

_____ **My child rides to and from their home address.**

Parent Signature _____ **Date** _____