

Memorandum

To: Parents/Guardians of PCSD
From: Wilkinson Bus Lines, Inc.
Date: June 18, 2020
Re: Transportation Guidelines

With the end of the current school year and the anticipation of next, Wilkinson Bus Lines sends this reminder to help you in planning for the 2020- 2021 school year.

1. Students will only be assigned **one** bus stop in the AM and **one** bus stop in the PM.
2. Students are only allowed to ride their assigned bus.
3. Transportation arrangements must remain the **SAME** (Monday through Friday). 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.
4. A Special Transportation Request Form needs to be filled out and returned for any stop other than home. **It can be found in the "Transportation Page" on the PC website.**
5. Families with split custody arrangements will need to fill out and return a Special Transportation Request Form for approval.
6. No student will be permitted to use the School Bus to ride home with a friend without prior written approval by the Principal.
7. 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.
8. An adult or older sibling must be present at the afternoon bus stop for Pre-K through 4th grade students to be dropped off. Parents may waive this requirement by completing the Drop Off Waiver Form.

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 23, 2020. A new form must be filled out for approval every school year.

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 23, 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 call us at 886-4600 Monday through Thursday from 9:00 AM to 3:00 PM.