

**TRANSPORTATION PROCEDURE  
WARWICK SCHOOL DISTRICT**

- **If your child is to be transported to and/or from school at a location other than your designated home area bus stop, please complete the Transportation Request Form on the reverse side of this form.** If your child is being transported from home to home, you **DO NOT** need to fill out this form. Forms can also be found on the Warwick website: [www.warwicksd.org](http://www.warwicksd.org)
- 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.
- 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.
- After July 19 or during the school year, allow 5 days for processing Transportation Requests.
- Exceptions to the 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, etc.) **will NOT be accepted**. Telephone requests will be taken in case of emergency only. All other requests must be made by completing a "Transportation Request Form" and submitting it to the Transportation Office. Notes requesting transportation changes signed by parents will **NOT** be accepted by the bus drivers.
- 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.
- **Special Note: This form **MUST** be submitted annually. Transportation information reverts back to the home location at the end of each school year. This form **MUST** be submitted **BEFORE July 19** if you want this arrangement to be in place for the first day of school.**

**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](mailto:jgrove@warwicksd.org)**

