

**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.** Forms can also be found on the Warwick website: 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 child care provider on Wednesdays, Thursdays and Fridays. This schedule must be consistent. We cannot honor requests for transportation that will vary each week.
- Requests for a change in transportation will become effective only after adequate time has been given to properly notify all persons concerned and make the necessary changes.
- 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, 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, they will be permitted to get on or off the bus only at the stop to which they are assigned for safety reasons.
- **Special Note: Transportation Request Forms must be submitted BEFORE July 19 of each school year. Student bus stops revert back to the home location at the end of each school year. Parents must submit a new transportation request form annually.**

**Return to: Warwick School District
Jennifer Grove, Transportation Coordinator
301 W Orange Street
Lititz, PA 17543
Phone: (717) 626-3734 x3880
Fax: (717) 626-3850
Email: jgrove@warwicksd.org**

WARWICK SCHOOL DISTRICT TRANSPORTATION REQUEST FORM

School Year

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

Student(s) Name _____ Grade _____

Student(s) Name _____ Grade _____

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

Address _____

Phone Number _____

Bus Stop Location (home location) _____

Name of Child Care Provider _____

Address _____

Phone Number _____

Bus Stop Location (child care provider location) _____

Week Day	Transport TO SCHOOL FROM:	Transport FROM SCHOOL TO:
Monday	<input type="checkbox"/> home <input type="checkbox"/> care provider	<input type="checkbox"/> home <input type="checkbox"/> care provider
Tuesday	<input type="checkbox"/> home <input type="checkbox"/> care provider	<input type="checkbox"/> home <input type="checkbox"/> care provider
Wednesday	<input type="checkbox"/> home <input type="checkbox"/> care provider	<input type="checkbox"/> home <input type="checkbox"/> care provider
Thursday	<input type="checkbox"/> home <input type="checkbox"/> care provider	<input type="checkbox"/> home <input type="checkbox"/> care provider
Friday	<input type="checkbox"/> home <input type="checkbox"/> care provider	<input type="checkbox"/> home <input type="checkbox"/> care provider

Schedule must be consistent each week

Comments: _____

Printed Name of Parent: _____

Start Date: _____ Signature of parent or guardian: _____