

MANHEIM CENTRAL SCHOOL DISTRICT

Permanent Transportation Request Form

School Year

Please use this form to request a change in our school bus stop schedule. Fill in all applicable areas of this form and return to *Kristee Reichard, Assistant Business Manager at the Manheim Central School District Business Office; 101 S. Penn Street; Manheim, PA 17545*

Date of Request _____

Student(s) Name _____ School _____ Grade _____

Home Address _____ Phone # _____

Parent/Guardian's Name _____ Work Phone# _____

Signature of Parent/Guardian: _____

Current Bus Stop _____

Reason for Request (Continue on reverse if necessary): _____

If Request is for Daycare or Babysitter, please provide the following information:

Name _____ Address _____ Phone _____

INTENDED STOP:

TO SCHOOL: _____

FROM: Home _____ Day Care Provider _____ Other _____

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

FROM SCHOOL _____

TO: Home _____ Day Care Provider _____ Other _____

Monday _____ Tuesday _____ Wednesday _____ Thursday _____ Friday _____

Requests submitted prior to July 1 will be considered for the upcoming school year. Requests submitted after July 1 will be considered after the first 2 weeks of school.

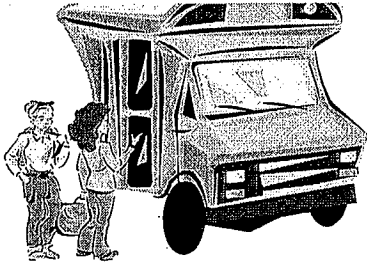
Office Use Only:

Approved _____ Not Approved

Transportation Director/Coordinator

Date

CC: Building Principal
Bus Contractor



**MANHEIM CENTRAL SCHOOL DISTRICT
TEMPORARY SCHOOL BUS PERMISSION SLIP**

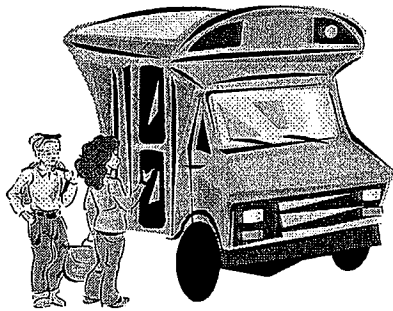
TO: Bus Driver: _____ may ride bus # _____ on _____

Sending Parent/Guardian: _____ Receiving Parent/Guardian: _____

Address destination/Phone #: _____

Principal Signature: _____ Date: _____

MANHEIM CENTRAL SCHOOL DISTRICT Board Policy states that *requests for special, temporary transportation must be submitted to the building principal 24 hours prior, and will be contingent upon the availability of bus seating.*



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MANHEIM CENTRAL SCHOOL DISTRICT

SCHOOL BUS SAFETY

CODE OF CONDUCT

This code reflects an emphasis on positive behaviors and universal values such as **responsibility, respect, and citizenship.**

1. Observe the same conduct as in the classroom.
2. Keep heads, arms, and hands inside bus and remain seated.
3. Do not stand or play on roadway while waiting for the bus.
4. Be at bus stop 5 minutes before scheduled pick up time.
5. Look both ways before crossing highway.
6. Wait for bus to stop and red warning lights before crossing.
7. To cross the street, pass 10 feet **IN FRONT OF** the bus.
8. No eating, drinking, spitting, or gum chewing. No littering.
9. Keep aisles clear of obstruction.
10. Students may talk in normal tone of voice.
11. No profanity or obscene language or gestures.
12. Never sit in driver's seat or tamper with controls.
13. Interaction with vehicle behind the bus is strictly prohibited.