





Welcome, Families!

West Chester Area School District  
Transportation Department





# NEW STUDENT AND KINDERGARTEN REGISTRATION:

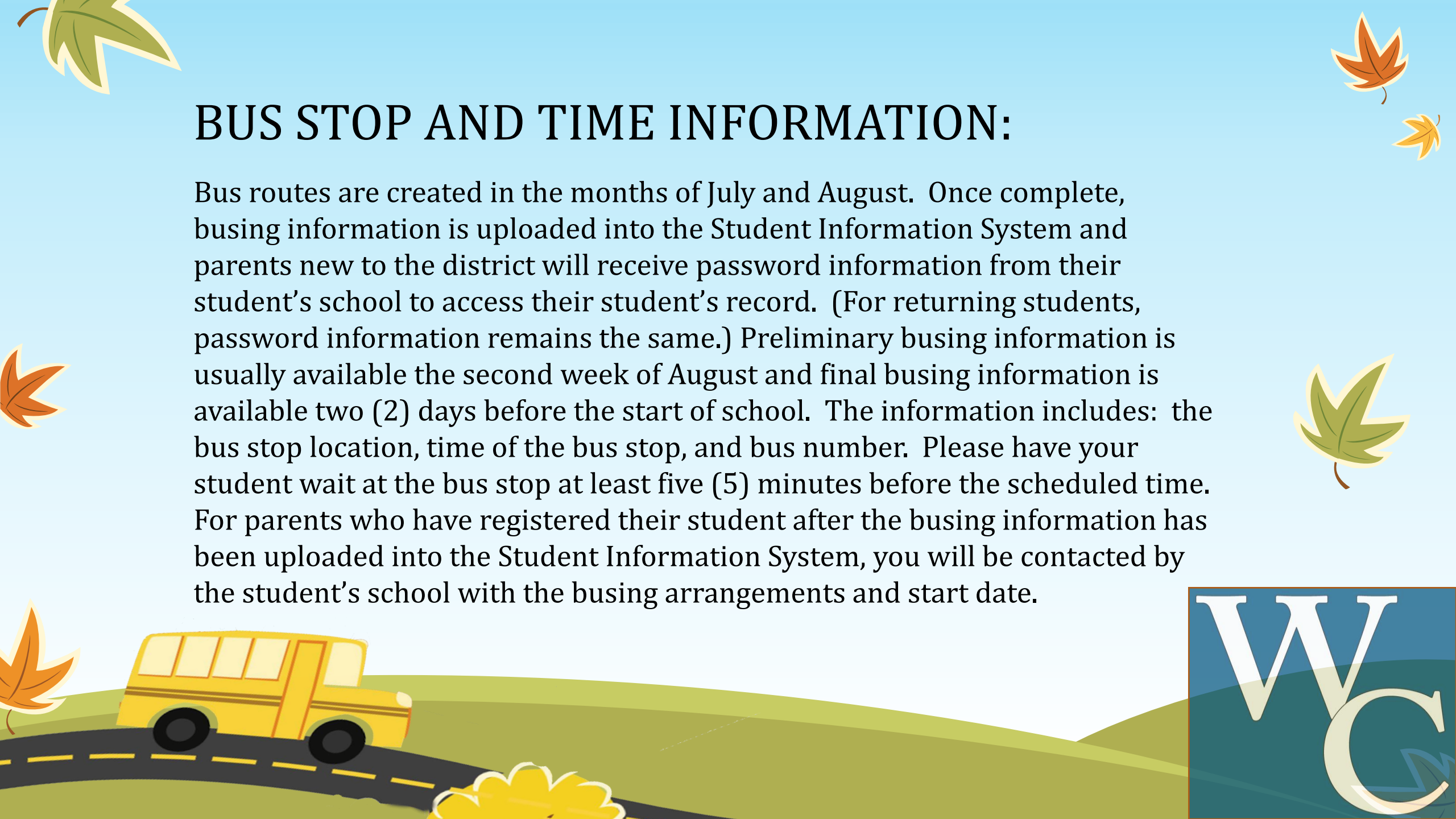


When registering your child for school, student and parent information is collected and entered in the district data base by the school staff. All new student information is downloaded to the transportation department in July along with all current grade levels of student information.



# BUS STOP AND TIME INFORMATION:

Bus routes are created in the months of July and August. Once complete, busing information is uploaded into the Student Information System and parents new to the district will receive password information from their student's school to access their student's record. (For returning students, password information remains the same.) Preliminary busing information is usually available the second week of August and final busing information is available two (2) days before the start of school. The information includes: the bus stop location, time of the bus stop, and bus number. Please have your student wait at the bus stop at least five (5) minutes before the scheduled time. For parents who have registered their student after the busing information has been uploaded into the Student Information System, you will be contacted by the student's school with the busing arrangements and start date.



# BUS STOP AND TIME INFORMATION:

- Due to the use of central pick up and drop off locations, children have to walk from their home to the school bus stops. This will be the practice for all bus trips.
- **Please be available at the bus stop at least five (5) minutes before the scheduled pick up time.**
- Afternoon bus times are estimates only. There are many variables, such as departure time from the school, and students opting to ride the bus – or not ride the bus – that play a part in determining when the bus actually arrives at the bus stop. During the first few weeks of school, it is possible that the school bus will run late.
- Please do not have a conversation with the bus driver at the bus stop. This makes it harder for the bus driver to keep to a schedule. Once a routine is established and the transportation office makes adjustments, the bus will run on time.
- Child Care Busing brochures are available at each school and are available on our District Web site at [www.wcasd.net](http://www.wcasd.net). Request for Child Care form should be given to your school in July so that busing information to or from the child care location can be included in the August mailing. **This form is for one year only.** Please complete a new form each year and send to your school. All busing will revert to the home address each summer if a new form is not completed and sent to your school.



# BUS STOP AND TIME INFORMATION:



- If you have received your bus stop information and you believe it is incorrect, you would need to request a change of bus stop (not for day care) in writing to the transportation office. A form is available on line at [www.wcasd.net](http://www.wcasd.net) under transportation and can be submitted electronically.
- Registering late or sending in day care provider information after the bus routes are set up causes many changes to be made the first few weeks of school and is very confusing for parents and students. Please provide your information to the school as early as possible to avoid many of these changes and disruptions.







## BUS STOP AND TIME INFORMATION:

Attach bus information, student name, address and phone number to your child's back pack. If you do not receive a bus tag from your school, please make one. **This is very helpful to the bus driver, especially the first few weeks of school.**





# SAFETY AT THE BUS STOP AND ON THE BUS:

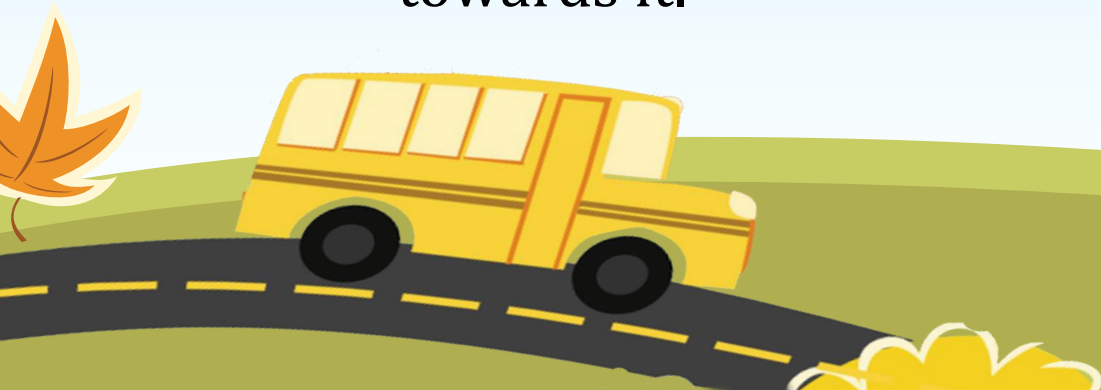


Teaching children safety practices while walking to the bus, waiting for the bus and riding on the bus begins in kindergarten. Starting with the walk to the bus stop, parents can help with this safety training. Very few of the developments in the West Chester Area School District have sidewalks so most of our students need to walk along the edge of a roadway. Parents can teach their children the proper place to walk each day going to and from the bus stop.



# SAFETY AT THE BUS STOP AND ON THE BUS:

- At the bus stop, all children and parents should stand on a grass area, sidewalk or the closest area to the side of the roadway about 10 – 20 feet back from the intersection. Students should wait in a line and be respectful of private property. No playing or horsing around, someone could get pushed into the street.
- When parents escort their child to the bus stop and bring younger siblings along, please be sure to keep and tight hold on the toddlers. Many are strongly attracted to the big, yellow school bus and may run towards it.





# SAFETY AT THE BUS STOP AND ON THE BUS:

- When the school bus arrives at the stop, students should wait until the bus has come to a complete stop before walking to the bus. **TEACH YOUR CHILDREN TO WATCH FOR TRAFFIC AT ALL TIMES.** Many lights are on the school bus to stop traffic, but not all drivers pay attention. Parents and students always need to be aware to look both ways to make sure all traffic has stopped and the drivers can see you. When crossing the road to get on or off the school bus: **use eyes and ears before the feet.**
- File on and off the bus one at a time, do not push and shove. Stay seated while on the bus and talk quietly with your friends. If it is dark when your child is getting on or off the bus, have them wear light colored clothing to make sure he or she is visible.
- Remember: **NEVER, NEVER retrieve anything that has fallen next to, in front of or under the school bus.**





# SAFETY AT THE BUS STOP AND ON THE BUS:





- Assigned seating should be established on all elementary school buses. Kindergarten students should sit in the front of the school bus at all times. It is easier for the bus driver to see the students in the front and keep track of who is on the bus. School bus seats are designed to accommodate 3 students in each seat.
- Bus drivers have a lot to pay attention too, especially on the first few days of school. **Make sure your child knows to only get off at his or her assigned stop or at school.**







# STUDENT BEHAVIOR AFFECTS BUS SAFETY:

**Student behavior on the bus directly affects the safety of others. The bus driver will report incidents of poor behavior on the bus in writing to the school principal. Depending on the seriousness of the incident, the principal may issue a warning to the student, speak to the parents, suspend bus privileges, or take other disciplinary action. Refer to the student handbook for more information.**





# WHAT TO EXPECT ON THE DAYS WHEN THE SCHOOL'S TIME SCHEDULE IS DIFFERENT:

- If you have special day care arrangements for your kindergarten/elementary student, you may need to transport the student yourself on these days. Please contact the school office if you have a question about that.
  - When there is an unscheduled early dismissal of school, normally because of bad weather, you will be contacted by the school office. **Please keep all emergency phone numbers up to date with the school secretaries.**
  - Just as a reminder, if the district has a 2 hour delay and your normal bus time is at 8:10, then the bus should arrive around 10:10. In the afternoon, if the district dismisses 2 hours early and your bus normally arrives to the bus stop at 4:10, the bus should arrive around 2:10. Remember the roads could be bad and the buses take their time to be safe. **Be patient during bad weather, the buses may be running later than usual.**
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# HAVE A BACKUP PLAN:

- You are responsible for your children before they step on the bus and once they step off the bus, be prepared for the unexpected.
- District policy allows for afternoon drop off of all grade levels without an adult present. If a parent requests that their student be required to have an adult present, the parent may let the regular bus driver know – however, the student also needs to know that they may not get off the bus without an adult present. The student can remind the bus driver, especially a substitute bus driver, that there is no one there to meet them, and they may not get off the bus. The bus driver will contact the supervisor and the supervisor will facilitate a resolution. The bus driver may not be able to wait at a particular bus stop awaiting a resolution and might continue on the route before returning to the bus stop or returning the student to school.
- If your elementary (K – 5<sup>th</sup> grade) student is not being met by a parent, guardian or sibling at the afternoon bus stop, make sure the student knows to go to a neighbor if he or she cannot get in the house or no one is home. Emergencies happen, be prepared.



# SPECIAL NOTE TO NONPUBLIC PARENTS:

- Fewer students normally ride the bus from non public and parochial schools over a much greater distance. If one student is not riding, the bus may be coming very early to other bus stops. Please make arrangements with your school to contact you if your child will be arriving home early for this reason. If the bus arrives and no one is there to receive the student, the driver may continue on the route after contacting their supervisor. The bus driver may return to the bus stop or will be instructed to return the child to their school.
- Kindergarten students can ride on the school bus with all other grade level of students.



# How to find Transportation Information:

- You can find more information about school bus transportation in the West Chester Area School District by visiting our district web page at [www.wcasd.net](http://www.wcasd.net) and look for the transportation link under the Departments tab.
- Be sure to watch the video, [Introduction to the School Bus Ride](#), with your children!

