

TO: Transportation Departments of Schools served by NASD  
FROM: Peter Matticola, Transportation Route Coordinator  
DATE: May 11, 2016  
RE: Student Transportation

The present school year is rapidly coming to a conclusion and it is time to think ahead to the 2016 – 2017 school year. In order to accurately and efficiently schedule transportation, we are in need of the following school and student information:

School Information: \_\_\_\_\_ Hours of School: \_\_\_\_\_  
Name: \_\_\_\_\_ Starting time: \_\_\_\_\_  
Address: \_\_\_\_\_ Dismissal time: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Fax number: \_\_\_\_\_  
Name of Contact Person: \_\_\_\_\_ TODAYS DATE: \_\_\_\_\_  
E-mail Address of contact person: \_\_\_\_\_  
After Hours Contact Person: \_\_\_\_\_  
After Hours Telephone Number: \_\_\_\_\_

Please attach your School Calendar for the 2016 – 2017 school year.

All of the above information is **required** along with pupil information in accordance with the attached format.

Please forward this information to the Transportation Office by June 15, 2016. If this information is not returned by June 15th, we **cannot guarantee** transportation will be set up for the beginning of the new school year. **NASD will honor five (5) early dismissal days this coming school year. Please clearly indicate which days you will/will not need transportation.**

If you have any questions, please do not hesitate to contact the Norristown Area School District Transportation Office at 610-630-5022, 610-630-5051 or 610-630-5020.

Norristown Area School District  
**TRANSPORTATION PROCEDURES, NEW ADMISSIONS AND  
INFORMATION UPDATES FOR STUDENT DATA**

In preparation for the upcoming school year and to avoid any confusion, **please sign where noted and return to NASD along with all required school/student information. Failure to return this document signed by a school official may result in transportation not being provided for the beginning of the new school year.**

**PUBLIC AND NON-PUBLIC SCHOOLS:**

- 1) Schools must submit a school calendar designating first and last day of school, start times and dismissal times and all days the school is closed. Please forward any changes to your calendar immediately to the NASD Transportation Department, in writing to [pmatticola@nasd.k12.pa.us](mailto:pmatticola@nasd.k12.pa.us).
- 2) NASD will honor five (5) early dismissal days this coming school year. Please clearly indicate which days you will/will not need transportation. If you exceed the five (5) day limit, we will not transport the excess days.
- 3) **During inclement weather, Norristown Area School District will provide transportation according to our schedule only. i.e.**
  - if Norristown Area School District is running on time, all schools will run on time
  - if Norristown Area School District is running 2 hours late, we will pick up your students 2 hours late.
  - if Norristown Area School District is closed, we will not be providing transportation.

All schools must call NASD Transportation at 484-390-1333 or email [pmatticola@nasd.k12.pa.us](mailto:pmatticola@nasd.k12.pa.us) to report school closings or late openings by 6:00 am on the day of the change.

- 4) In case of early dismissals due to inclement weather, the NASD Transportation Department will provide as much notice as possible to all schools via e-mail. We will attempt to provide your school with transportation as soon as possible.
- 5) Permission slips/notes allowing Norristown Area School District students to ride a bus other than his/her normally scheduled bus are not valid without permission from the NASD Transportation Department. No outside district students are permitted on NASD buses. All request of this nature are to be forwarded directly to [pmatticola@nasd.k12.pa.us](mailto:pmatticola@nasd.k12.pa.us) for approval 24 hours in advance. Exceptions for emergencies are permissible. This policy will be strictly enforced.

- 6) Schools with a non-standard pickup, (i.e. Special Needs students, students involved in MCIU programs, or schools with one or just a few students) are to notify the NASD Transportation Department in the event that the bus is not needed on any given day.
- 7) Each school must forward a completed Transportation Request Form for any/all qualified students residing in the Norristown Area School District for the upcoming year by June 15th. Any school unable to meet this deadline needs to notify this office in writing to [pmatticola@nasd.k12.pa.us](mailto:pmatticola@nasd.k12.pa.us) at least two (2) weeks prior to June 15th. NASD cannot guarantee transportation for the opening of school for student information received after the June 15th deadline. List should include students whose current home location information has changed or will be changing during the summer. The list should also include any students who have indicated that they will not be returning for the upcoming school year. Schools must submit a list of all new students, whether or not making a request for transportation, as soon as the student is registered. As students leave your school, please notify transportation immediately to let them know and if possible, where the student(s) will be attending school.
- 8) Bus letters for Norristown Area School District students are mailed during the second week of August each year. Requests received after the bus letters have been mailed may not be processed for transportation for the first week of school. Although every effort will be made to accommodate these requests, rerouting of buses may be necessary which would cause a delay in the commencement of transportation.
- 9) Submissions for new students or changes made after August 1<sup>st</sup> will be arranged with respect to transportation assignments for each school, and any submissions received after August 1<sup>st</sup> may not be processed for up to three (3) weeks. All requests **must** be in writing.
- 10) Requests received in the Transportation Department after the second week of school will be treated as a standard request and processed within five (5) business days after receipt of the request.
- 11) New Student Registrations Transportation notices for students registering after school has started will be sent to the school to be shared with parent and student. If parent/guardian e-mail information is provided, it will be shared directly.
- 12) Schedule Modifications Any schedule changes will be sent to the school to be shared with parent and student.

**TRANSPORTATION REQUESTS RECEIVED BY E-MAIL:**

A completed copy of the student Transportation Request Form (attached) should be e-mailed to [pmatticola@nasd.k12.pa.us](mailto:pmatticola@nasd.k12.pa.us) at the Transportation Office by July 1, 2016. This will provide an official date and time-stamped record for the office should any questions arise with respect to the timeliness of the assignment, or data verification.

**By signing below I acknowledge that I have reviewed this document provided by Norristown Area School District. Failure to return this document signed by a school official may result in transportation not being provided for the beginning of the school year.**

Signed : \_\_\_\_\_ Dated:\_\_\_\_\_

School: \_\_\_\_\_

**CHARTER/NON-PUBLIC TRANSPORTATION FORM**

**SCHOOL CALENDAR 2016- 2017**

School Name: \_\_\_\_\_ Starting time: \_\_\_\_\_

Address: \_\_\_\_\_ Dismissal time: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax number: \_\_\_\_\_

Name of Contact Person: \_\_\_\_\_ TODAYS DATE: \_\_\_\_\_

E-mail Address of contact person: \_\_\_\_\_

**NASD USES E-MAIL FOR ALL COMMUNICATIONS. SNOW CLOSINGS, ETC.  
PLEASE PROVIDE AN E-MAIL ADDRESS TO RECEIVE NOTICES**

After Hours Contact Person: \_\_\_\_\_

After Hours Telephone Number: \_\_\_\_\_

**REMINDER: NASD will honor five (5) early dismissal days this coming school year. Please clearly indicate which days you will/will not need transportation.**

FIRST DAY \_\_\_\_\_ LAST DAY \_\_\_\_\_

MONTH	DATES SCHOOL IS CLOSED	EARLY DISMISSAL DAYS	COMMENTS
AUGUST			
SEPTEMBER			
OCTOBER			
NOVEMBER			
DECEMBER			
JANUARY			
FEBRUARY			
MARCH			
APRIL			
MAY			
JUNE			



