

**HEMPFIELD SCHOOL DISTRICT**  
**Transportation Office**  
**HUB Pick up Transportation Request 2022-23**

*Students may only be picked up from the Hub if this form is completed, approved by the Transportation Office, and an authorized person shows ID to pick up the student.*

**Please complete and return the entire form below.**

Student (s) Name (s) \_\_\_\_\_

Home address \_\_\_\_\_ Zip Code \_\_\_\_\_

Grade \_\_\_\_\_ School (s) \_\_\_\_\_ Requested Effective Date \_\_\_\_\_

Parent 1 Name \_\_\_\_\_ Signature \_\_\_\_\_

Parent 1 Email \_\_\_\_\_ Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Parent 2 Name \_\_\_\_\_ Signature \_\_\_\_\_

Parent 2 Email \_\_\_\_\_ Home Phone # \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**List Authorized Persons other than parents to pick up your student**

Name \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Name \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Name \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Name \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

Name \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Cell Phone # \_\_\_\_\_

**HUB Procedures:**

1. This form covers the current school year and must be resubmitted for each subsequent school year.
2. Pick up of the student is to occur between the times of 3:25 and 3:45. It is important to pick students up on time to provide for their safety. If the parents or an authorized person is not present by 3:45 to pick up the student, the student will be taken to the Centerville Middle School office where decisions will need to be made to ensure the safety of your student. If an authorized adult does **not** pick the student up on time more than three times in a year, **the authorization to pick up the student at the HUB will be forfeited** and the student will ride the bus to the home stop for the rest of the current year. If extenuating emergency circumstances exist, please contact the Transportation Office as soon as possible.
3. If approved, 865 Centerville Rd, Lancaster PA 17601 will become the student's 5 day a week PM stop location. No alternating days will be permitted.

4. Daily Process:

- a. The student is to exit their shuttle bus, walk on the sidewalk to under Centerville Middle School's overhang at its main entrance.
- b. The Parent or Authorized persons picking up the student are to park in the designated parking area and walk to the main entrance using the crosswalk.
- c. ***At no time*** may a parent, authorized person, or student walk to the parking lot without being released by School Staff and without using the crosswalk.
- d. Please refer to the picture of the school below:



Return to: Transportation Office, Hempfield School District  
200 Church Street, Landisville, PA 17538  
FAX (717) 459-5119 or email to: [transportation@hempfieldsd.org](mailto:transportation@hempfieldsd.org)