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## BUSING PROCEDURE FOR SCHOOL-TIME SERIES REVISED AS OF 2/13/2018

(See Accompanying Map)

- BEFORE ARRIVAL, PLEASE PLACE:
  - DRIVER'S NAME,
  - CELL PHONE NUMBER,
    - (If you do not wish to provide a way to contact the driver directly, please provide us a number of someone who is available on show days between 9:30AM and 2:30PM and can contact the driver.)
  - SCHOOL DISTRICT/ORGANIZATION,
  - BUS NUMBER, AND
  - NUMBER OF RIDERS ON THE BUS.

ON A '3 X 5' CARD AND HAVE THE DRIVER HAND TO A STAFF ATTENDANT. WE WILL TRY TO USE THESE TO LINE BUSES UP FOR PICKUP IN A "JUST IN TIME" MANNER.

- WE WILL TRY TO GIVE SCHOOLS FARTHEST FROM CLEMENS CENTER, AND THOSE WHO SPECIFY A CRITICAL NEED TO US, GREATER PRIORITY WHEN LOADING UP AFTER THE SHOW.
- ENTER RAILROAD AVE/CARL PROPER DRIVE FROM GRAY STREET **(#2 on Map)**
  - EXPERIENCE HAS SHOWN THAT IT IS EASIEST TO ENTER GRAY ST FROM CLEMENS CENTER PARKWAY AND THEN MAKE A LEFT FROM GRAY ONTO CARL PROPER DRIVE, JUST BEFORE THE RAILROAD VIADUCT. **(# 1 on Map)**
- RIDERS WILL BE DISCHARGED TO AND LOADED FROM UNDER THE RAILROAD VIADUCT, BUT SHOULD WAIT UNTIL DIRECTED BY CLEMENS CENTER STAFF. BE SURE TO ASK RIDERS TO FOLLOW THEIR INSTRUCTIONS.
  - ALWAYS PULL TO THE RIGHT, WITHIN 1 TO 2 FEET OF THE CONCRETE PILLARS UNDER THE VIADUCT, WHEN DISCHARGING AND LOADING RIDERS.
  - WE MUST TRY TO MAINTAIN 1 OPEN LANE AS MUCH AS POSSIBLE.
  - FOR SMOOTH LOADING AFTER THE SHOW, INSTRUCT RIDERS TO KNOW THEIR BUS NUMBER.
- **PLEASE USE PATIENCE IF CARL PROPER DRIVE BECOMES FULL, AS WE HAVE NOT BEEN GIVEN PERMISSION TO PARK OR STAND BUSES ANYWHERE ELSE.**
  - MANY DRIVERS LIKE TO HANG OUT AT WEGMANS ON CLEMENS CENTER PARKWAY AFTER UNLOADING AND WHILE WAITING TO LOAD UP AGAIN. AS LONG AS WEGMANS CAN ACCOMMODATE THIS, WE RECOMMEND IT AND WE WILL TRY TO HAVE ASSISTANTS DOWN THEIR TO DIRECT YOU WHEN YOU SHOULD RETURN TO PICK UP STUDENTS. WEIS MARKET ON MAIN STREET MAY ALSO MAKE A GOOD CHOICE.

SAFETY IS PARAMOUNT - YOUR FEEDBACK IS APPRECIATED!  
Andy Parker – Clemens Center Director of Facilities - (607) 733-5639 ext 224



1

2

Viaduct

Clemens Center Pkwy

E Gray St

W Gray St

Carl Proper Drive

Cross Here

Carl Proper Drive

Carl Proper Drive

Carl Proper Drive

WETM-TV

E Water St

Riverfront

Mark River

Google