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BUS ARRIVAL PROCEDURE FOR SCHOOL-TIME SERIES

REVISED AS OF 10/8/2020
(See Accompanying Map)

- Before arrival, please write the following information on a 3 x 5 Card:
 - 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.

Have the driver present this card to Clemens Center Personnel prior to discharging passengers.

- 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.
- FOLLOW INSTRUCTIONS FROM TRAFFIC CONTROL PERSONNEL
- 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**)
- ON ARRIVAL, A CLEMENS CENTER REPRESENTATIVE WILL SPEAK WITH THE DRIVER ASAP AND RELAY ANY NECESSARY INFORMATION, SUCH AS THEIR ASSIGNED RETURN TIME . WAIT FOR THIS EXCHANGE BEFORE DISCHARGING PASSENGERS.
- RIDERS WILL BE DISCHARGED TO AND LOADED FROM UNDER THE RAILROAD VIADUCT, BUT MUST WAIT UNTIL DIRECTED BY CLEMENS CENTER STAFF. BE SURE TO INSTRUCT RIDERS TO FOLLOW ALL 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 PARK 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. WEIS MARKET ON MAIN STREET MAY ALSO MAKE A GOOD CHOICE.RETURN TO THE CLEMENS CENTER AS YOU HAVE BEEN INSTRUCTED

SAFETY IS PARAMOUNT - YOUR FEEDBACK IS APPRECIATED!
Andy Parker – Clemens Center Director of Facilities - (607) 735-2779



1

2

Viaduct

Clemens Center Pkwy

Clemens Center Pkwy

Carl Proper Drive

Carl Proper Drive

Carl Proper Drive

Cross Here

W Gray St

E Water St

Riverford

Google

E Gray St

WETM-TV