

## MAY 2010 Bus Instructions --- READ CAREFULLY!

Ladies and Gentlemen:

The Sunday arrival process and Tuesday departure process will be very different from the procedures used in previous years.

In order to safely deliver students on Sunday and pick them up on Tuesday the following points **MUST be noted and FOLLOWED by ALL PJAS Regions.**

- All vehicles (especially buses) transporting students must carry a sign in the window indicating the region number, school or schools it transports, and the name of the regional director. *Unidentified vehicles will not be processed in a timely fashion. It is the responsibility of the regional director to provide an example of the sign to be used for all participants attending the state meet.*
- **LOT 82N IS NO LONGER AVAILABLE FOR ARRIVAL AND DEPARTURE PROCEDURES**
- **PENN STATE GRADUATION EXERCISES WILL BE AT THE BRYCE JORDAN CENTER FROM 1:00 - 4:00 PM AS PJAS BUSES ARRIVE. PLEASE LET THE APPROPRIATE TRANSPORTATION PERSONNEL KNOW.**

***Absolutely no personal vehicles or cars will be tolerated during the arrival process on Sunday and the departure process on Tuesday. ALL PERSONAL VEHICLES, MINI-VANS, VANS AND PRIVATE TRANSPORTS MUST REPORT DIRECTLY TO THE PARKING DECK (EAST DECK) LOCATED ACROSS FROM THE EAST RESIDENCE HALL COMPLEX ON BIGLER ROAD.***

- Permits may be purchased at the registration table adjacent to the info desk at Findley-Johnston from 1:00 PM - 6:00 PM Sunday.
- It is recommended that all vehicles enter the campus by way of 322/220 Expressway. Drive west on Park Avenue, past Beaver Stadium.
  - Personal cars, minivans and vans must proceed directly to the parking ramp on Bigler Avenue opposite the East Residence Hall Complex.
  - All buses should proceed to designated staging area as described within these instructions as well as signs located on the approach to campus.
  - Buses can contact the parking team when approaching approximately 10 miles from campus. **Cell phone contact may be made to the following number: 814-440-1449.** Contact via CB radio may be made once the phone alert has been established.
  - **FOR SAFETY REASONS, ABSOLUTELY NO PARTICIPANTS MAY CROSS THE STREET BETWEEN THE STAGING AREA ALONG THE SERVICE ROAD AND THE EAST RESIDENCE HALL COMPLEX.**

ARRIVAL SUNDAY, MAY 16, 2010 --- 1:00 PM TO 5:00 PM

REGISTRATION PACKET PICK-UP WILL BE IN THE GLASS LOUNGE AREA OF THE FIRST FLOOR FINDLEY-JOHNSON COMMONS. Regional directors can sign out all keys and pick up packets for their region in the Bravo Bistro. *Once the buses have moved from the staging area along the service road to the drop drive along Curtain Road all passengers must unload, retrieve luggage and move to the East Residence Hall complex. DO NOT REMAIN ON BUSES!* Designated representatives from each bus can proceed to the Glass Lounge to pick up the keys and packets from the regional director once all passengers have been unloaded. Packets and keys can be distributed in the quad area of the East Halls. Please guide students directly to the quad area as quickly and as efficiently as possible. Visitor Guides supplied through PSU will be available to direct you to locations in the residence hall area.

Buses will depart from the drop off zone as soon as possible to facilitate incoming traffic. Buses may move only upon being told to do so by Parking and Traffic officer.

**Directions to service road staging area from Route 322 bypass**

- Drive west on Park Avenue past Beaver Stadium.
- Proceed to the intersection of Park and University Avenues.
- Turn right onto Service road as indicated on map. Travel the full length of the service road to Tower Road and down Big Hollow Road. Park along service road as indicated by coordinator/officer.
- *Buses will wait along service road area until called to drop off area on Curtain Road adjacent to East Residence Hall Complex.*
- When leaving for the drop off area, buses will be directed to travel straight through the intersection of University Drive and Park Avenue to the intersection of University Drive and Curtain Road. Turn right onto Curtain Road and proceed to the drop-off area designated.
- Passengers must disembark from the buses, retrieve all luggage and move directly into the East Hall area.
- Buses will depart immediately by way of right turn to Bigler Road. Proceed directly to the intersection of Bigler and Park Avenue. Turn right onto Park Avenue and proceed to the Route 322/220 interchange.

*Remember, there are additional buses waiting in the service road staging area. They cannot move to the drop off area until your buses clear the drop off/unloading area. Please be considerate of others.*

DEPARTURE, TUESDAY, MAY 18, 2010 --- 8:00 AM TO 11:00 AM

This process utilizes the same drop off area and Stadium West. Buses should schedule their arrival to the Stadium West lot to be "*just in time*" for the pick up of passengers. The accompanying timetable should be followed as closely as possible. It is the duty of the regional director to communicate this need with the bus companies involved to insure compliance with the timetable.

All regions should review the following points to insure a smooth departure.

- Absolutely no cars, minivans or school vans are permitted in the drop off area. The drop-off area is intended for large tour buses ONLY!
- The regional director or a representative of the regional director must be in the pickup area to facilitate the speedy loading of the buses involved.
- Small buses and maxi-vans that cannot fit into the parking deck may use long term parking adjacent to East Residence Halls (Remaining section of Lot 82.)
- We **CANNOT** accommodate early arriving buses!
- **BUSES MUST SCHEDULE THEIR ARRIVAL "JUST IN TIME" FOR STUDENT PICK UP.**
- All buses should report to Stadium West as indicated on the map. Please check in with the lot coordinator. The arrival of the buses will be noted.
- Buses will be sent to the pick up area to retrieve passengers according to the departure schedule accompanying this letter. **NOTE: THERE ARE 3 DESIGNATED PICK UP AREAS---PLEASE WATCH FOR POLICE/SAFETY AND BUS COORDINATOR DIRECTIONS WHEN ENTERING CURTAIN ROAD. POLICE ARE STATIONED AT STAGING POINTS AND PICK-UP POINTS.**
- **ALL BUSES MUST CONTAIN A SIGN EASILY VISIBLE WITH THE FOLLOWING INFORMATION:**
  - Region Number
  - Bus Number with the region
  - School or schools onboard

The signs must be large enough to be seen from 25 feet away and located in the top right front windshield.

TIME	REGION	LOCATION
9:00 AM	7	PICK UP CURTAIN ROAD AREA
9:00 AM	9-LOADS	PICK UP AREA CURTAIN RD
9:15 AM	9-DEPARTS/2-LOADS	PICK UP AREA CURTAIN
9:30 AM	2-DEPARTS/3 & 4-LOADS	PICK UP AREA CURTAIN
9:45 AM	3 & 4-DEPARTS/8-LOADS	PICK UP AREA CURTAIN
10:00 AM	8-DEPARTS/1B & 1C LOADS	PICK UP AREA CURTAIN RD
10:15 AM	1B & 1C-DEPARTS/1A-LOADS	PICK UP AREA CURTAIN RD
10:30 AM	1A-DEPARTS/6-LOADS	PICK UP AREA CURTAIN
10:45 AM	6-DEPARTS/10 LOADS	PICK UP AREA CURTAIN
11:00 AM	10 DEPARTS	PICK UP AREA CURTAIN

**PLEASE CHECK ALL THREE LOADING AND UNLOADING POINTS ALONG CURTAIN ROAD AND BIGLER ROAD FOR LOCATION OF BUSES FOR YOUR SPECIFIC DISTRICT OR REGION.**

Remember, all regions using personal vehicles, minivans, and school vans **MUST** arrive and depart from the parking ramp/garage opposite East Residence Halls on Bigler Avenue. *Absolutely no personal vehicles, minivans, or school vans will be permitted in THE PICK UP AREA!*

## **BUSES**

- All buses will check in with a PJAS lot coordinator upon arrival.
- Approximately 15 minutes are allotted to each region for loading prior to departure on Tuesday, May 18, 2010. This time may vary with the change in procedures. Your patience is appreciated.
- All luggage is loaded from the right side of the bus. *No one should load luggage from the driver's side of the bus!*
- Buses delayed because of late students will be directed to leave the pick up area for an emergency lay over in Stadium West on Tuesday. We cannot delay the departure of the next region because one or two students are late on a number of buses.
- *The regional director or representative of the regional director will be responsible to locate and wait with the late or missing student(s).* When the missing individual is located, the regional director/representative will notify the lot coordinator who will recall the bus from the emergency lay over location.
- **PLEASE CHECK ALL THREE LOADING AND UNLOADING POINTS ALONG CURTAIN ROAD AND BIGLER ROAD FOR LOCATION OF BUSES FOR YOUR SPECIFIC DISTRICT OR REGION. We will move as many buses for a region as possible depending upon load area available. YOUR PATIENCE IS GREATLY APPRECIATED.**
- The bus will depart immediately by way of Curtain Road right onto Bigler Road and proceed to the intersection of Bigler and Park Avenue. Turn right onto Park Avenue and proceed to the route 322/220 interchange.

***PLEASE FOLLOW THE DIRECTIONS OF LOT COORDINATORS, OFFICERS AND AUTOMATED SIGNS. PENN STATE HAS GRADUATION ACTIVITIES SCHEDULED ON CAMPUS FOR SUNDAY, AND A REGULAR WORK DAY ON TUESDAY. PATIENCE IS GREATLY APPRECIATED!***