

Transportation Forms and Documents

Bus stop request form

<https://henricoschools.us/wp-content/uploads/Request-for-Transportation.pdf>

HCPS Hub Transportation

Transportation is arranged from the neighborhood bus stop, using the student's home address, and provided to each center or school. New students will complete a transportation registration form (provided by Specialty Center chair or JROTC instructor). Returning students will need to complete the [Pupil Transportation Registration Form](#).

Specialty center and JROTC students who reside outside of the school's attendance zone will be transported as follows:

Morning Transportation

Students are picked up from neighborhood bus stops and transported to one of the four regional transfer hubs. These hubs are located at Highland Springs, Hermitage, Deep Run and Douglas Freeman high schools. Students will then board a bus identified to transport students from the hub to their school.

Families that choose to drop students off at the hub in the morning must arrive no later than 7:40 a.m.

Transportation personnel from the HCPS Department of Pupil Transportation will be stationed at the hubs to help direct students. Students must follow the direction of the transfer-hub coordinator. The school building at the transfer hub is not open for student access.

Afternoon Transportation

Students board a shuttle bus identified to return to the assigned hub. Students then board their assigned buses to go home to their neighborhood bus stop.

Maggie Walker Governor's School students board a shuttle bus identified to return to the student's home high school. Students then board their assigned bus to go home to their neighborhood bus stop.

Other Facts

The hub system is the most efficient way that we can provide transportation to students attending schools out of their home attendance zones. Some of the students have very lengthy travel times, especially those that live farthest from a regional hub. The high school morning bell rings at 8:55 a.m., but some students have neighborhood stop times earlier than 7 a.m. in the morning. In the afternoon, buses depart high schools by 4:05 p.m., but some students have neighborhood stop times later than 5:15 p.m. The hubs have to release all buses at the same time (morning and afternoon), so students with the shortest shuttles between the hub and school may (1) arrive at school quite early in the morning, and (2) have a delay at their afternoon hub waiting for all buses to arrive.