Ladies and Gentlemen:

The Sunday arrival process and Tuesday departure process are entirely different from any previous directions provided. **FOLLOW ONLY THESE DIRECTIONS FOR 2019!**

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. Failure to comply may result in penalties to the region, schools, or individuals for the next meeting.**

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 permitted. 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.**

There is a single staging area, Medlar Field, accessible from Porter Road, and a single load/unload location for Pollock/South Halls. **ALL BUSES MUST REPORT TO THE STAGING AREA**

Absolutely no personal vehicles or cars will be tolerated during the arrival process on Sunday and departure process on Tuesday. All personal vehicles should park in the Stadium West Area or Bryce Jordan. Parking lots available on campus are intended for PSU use and those attending with parking permits.

It is recommended that all vehicles enter the campus by way of 322/220 Expressway. Drive west on Park Avenue, to Porter Road to access the Medlar Field Staging area.

- Personal cars, minivans and vans must proceed directly to the East parking ramp on Bigler Avenue opposite the East Residence Hall Complex for loading and unloading.
- **Buses can contact the parking team when approaching approximately 10 miles from campus.** Cell phone contact may be made to the following number: **814-790-8722**
- **BUSES ARE NOT PERMITTED TO THE LOAD/UNLOAD SITE WITHOUT CHECKING IN AT STAGING.** Once cleared at staging and the bus properly identified with the pass, then the buses can move to the designated load/unload areas.

ARRIVAL SUNDAY, MAY 19, 2019 ---12:50 PM TO 5:00 PM

REGISTRATION PACKET PICK-UP WILL BE IN Pollock Commons for both Pollock and South Halls. Regional directors can sign out all keys and pick up packets for their region. Once the buses have moved from the staging area to the unloading areas, designated representatives from each bus can proceed to designated location to pick up the keys and packets from the regional director. Upon returning to the buses, packets and keys can be distributed. **UNLOADING MUST BEGIN IMMEDIATELY. STUDENTS CAN MOVE TO THE SAFETY OF GRASSY AREAS AWAY FROM THE ROAD AND PARKING AREAS.** **Buses may move only upon being told to do so by Parking and Traffic officer.**

Directions to Medlar Field:

- Upon exiting the Interstate, follow directional signs to the intersection of Park Avenue and Porter Road. When heading west on Park Ave, execute a left hand turn onto Porter, head south to Medlar Field.
- Passengers must remain on the buses until an officer has confirmed unloading is safe. Once unloading is confirmed, passengers may exit the buses, retrieve luggage and proceed to a designated area away from the buses to receive packets and keys from sponsor teachers/directors. Proceed directly to assigned dormitories.
- **When leaving Medlar Field to drop passengers off at the Pollock Halls and South Halls, buses will be directed to watch for the officers directing buses into Mifflin Road and the parking areas in an around Pollock Halls.**
DEPARTURE, TUESDAY, MAY 21, 2019 --- 8:00 AM TO 11:00 AM

This process utilizes Medlar Field again as a staging area. Buses should schedule their arrival to the Parking Area 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 loading and unloading areas of South Halls and Pollock Halls.
- 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. All sponsors, regional directors, and adults are requested to contain movement of students. Failure to comply with requests of safety coordinators and officers present may result in charges. The safety and timely movement of every student and adult is the purpose of loading and unloading

- We CANNOT accommodate early arriving buses!
- BUSES MUST SCHEDULE THEIR ARRIVAL “JUST IN TIME” FOR STUDENT PICK UP.
- ALL BUSES MUST CONTAIN A SIGN EASILY VISIBLE WITH THE FOLLOWING INFORMATION:
  - Region Number
  - Bus Number with the region
  - School or schools onboard
  - Clearance pass obtained from staging check in

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

<table>
<thead>
<tr>
<th>TIME</th>
<th>REGION</th>
<th>LOCATION</th>
</tr>
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<tbody>
<tr>
<td>8:45 AM</td>
<td>1C</td>
<td>South/Pollock Halls ---Mifflin and McKean Rds</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>1C DEPARTS/7 LOADS</td>
<td>South/Pollock Halls ---Mifflin and McKean Rds</td>
</tr>
<tr>
<td>9:15 AM</td>
<td>7-DEPARTS/9-LOADS</td>
<td>South/Pollock Halls ---Mifflin and McKean Rds</td>
</tr>
<tr>
<td>9:20 AM</td>
<td>9-LOADS/3 LOADS</td>
<td>South/Pollock Halls ---Mifflin and McKean Rds</td>
</tr>
<tr>
<td>9:25 AM</td>
<td>9-DEPARTS</td>
<td>South/Pollock Halls ---Mifflin and McKean Rds</td>
</tr>
<tr>
<td>9:30 AM</td>
<td>3-DEPARTS</td>
<td>South/Pollock Halls ---Mifflin and McKean Rds</td>
</tr>
<tr>
<td>9:30 AM</td>
<td>2 &amp; 4-LOADS</td>
<td>South/Pollock Halls ---Mifflin and McKean Rds</td>
</tr>
<tr>
<td>9:45 AM</td>
<td>2&amp;4-DEPARTS/8-LOADS</td>
<td>South/Pollock Halls ---Mifflin and McKean Rds</td>
</tr>
<tr>
<td>10:00 AM</td>
<td>8-DEPARTS/1B LOADS</td>
<td>South/Pollock Halls ---Mifflin and McKean Rds</td>
</tr>
<tr>
<td>10:15 AM</td>
<td>1B DEPARTS/1A-LOADS</td>
<td>South/Pollock Halls ---Mifflin and McKean Rds</td>
</tr>
<tr>
<td>10:30 AM</td>
<td>1A-DEPARTS/6-LOADS</td>
<td>South/Pollock Halls ---Mifflin and McKean Rds</td>
</tr>
<tr>
<td>10:45 AM</td>
<td>6-DEPARTS/10 LOADS</td>
<td>South/Pollock Halls ---Mifflin and McKean Rds</td>
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</table>
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 loading and unloading areas.

**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 21, 2019.
- 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 for an emergency lay over in Medlar on Tuesday. We cannot delay the departure of the next region because one or two students are late on a number of buses. Sponsors interfering with the directions of the officer or lot coordinator may face charges.
- The regional director or representative of the regional director will be responsible for waiting in the loading areas to locate 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.