

Woodberry Forest School



Transportation Manual 2024-2025

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Transportation Policies

Services Offered and Expectations

Woodberry has a limited number of vehicles and dedicated drivers available to provide transportation to and from local airports, train stations and bus stations for approved weekend leave. Woodberry transportation should not be equated to a private car service for students. **Transportation requests may require wait times, shared rides with other students, and early departure times** to accommodate other students. We make every effort to accommodate requests that fall within the parameters listed in this document. Transportation is not guaranteed, and in some cases, may not be available. Please note and adhere to the times and guidelines listed so we can accommodate as many students as possible. Special circumstances that fall outside of these guidelines may require private car service to be arranged by the student's family.

For non-break leave, best practice for students and families is for a student to submit his REACH request with accurate transportation request information a **minimum of four business days** in advance.

Students should not request transportation that leaves campus before 6:00 a.m. or returns to campus after 10:00 p.m. We will make every effort to work with families but cannot guarantee transportation that does not meet this guidance.

Woodberry also provides group shuttles to local airports and train stations for all school breaks. More information about that service is provided below.

Amber Simon can be contacted at 540-672-6006, transportation@woodberry.org or through the switchboard at 540-672-3900.

Delays and Cancellations

We understand that delays and cancellations are inevitable. If your flight, train, or bus is delayed or canceled, or you miss its departure, please contact the transportation office and the administrative master as soon as possible to notify them of the change.

Once you have reserved school transportation, we cannot guarantee that we will be able to accommodate **voluntary** changes to your son's itinerary. You may still be responsible for transportation charges for voluntary last minute changes or cancellations.

Private Transportation

Often families prefer to make their own transportation arrangements. Many families use a local company, Goff Transportation (434.979.5466) or Roy May Jr. (540.223.0085). In some cases, they offer a discount to Woodberry families. When making private arrangements with any company, your son should communicate with the dean of students office about his arrangements.

Unaccompanied Minor Travel: Students Under the Age of 15

Many airlines require an adult to be present at check-in and gate arrival when the traveler is under the age of 15. If your son is traveling and requires an Unaccompanied Minor pickup or drop off, please contact Woodberry's transportation office to make special arrangements for your son. You will require the driver's full legal name and address as shown on his/her license - please do not use Woodberry's address or phone number when completing Unaccompanied Minor paperwork. We will work with you directly to exchange necessary information. **Please do not book an UM ticket without first receiving approval from the transportation office.**

The Cost of Transportation

All weekend transportation costs quoted in this booklet are based on a one-way, single-passenger rate. If more than one student needs a ride, then the cost will be split between them.

The rates listed for holiday and start-of-school transportation are a one-way, per-student price. All students pay the listed price. Prices may vary depending on charter bus expenses. Students who travel outside the shuttle times may require private transportation. **If school transportation is provided for exceptions, students may be charged at the higher weekend rate.**

Trips canceled with less than 24 hours notice may be charged a \$50 cancellation fee. Canceling a trip when the driver is already dispatched will result in a **full charge** for the trip. (For example, a student or parent arranges a last-minute Uber instead of waiting for school transportation they previously reserved to arrive).

Weekend Transportation Requests

In order to request a reservation for transportation for weekend leave, students must submit their full flight information for departure and return as part of their REACH request by 1 PM Wednesday for Short or Long Weekends.

Students requiring school transportation should choose the “School Transportation - Drop Off” and/or “School Transportation - Pick Up” as their Transport Type when completing their REACH request and enter accurate flight information.

Parents should review the flight information in the REACH request for accuracy when approving their student’s request. Please decline the request if the flight information is incorrect and have your student resubmit the request.

When purchasing plane tickets in advance, it is important to communicate with your student in the days and weeks leading up to their leave to make sure they are taking the necessary steps to request leave. Failure to communicate with their Dean of Students, submit their work, work off demerits, or request transportation accurately and in a timely manner can be an expensive mistake for families when a student is denied the privilege of weekend leave or fails to arrange transportation to the airport.

Short Weekend Transportation (Saturday to Sunday)

Short weekends extend from after a student’s last academic and extracurricular commitment on Saturday to 7:30 p.m. Sunday evening. Since classes end at 11:00 a.m. on Saturday, the earliest possible time to provide transportation for your son is at 11:15 a.m. for short weekends.

Students are expected to be back on campus for study hall on Sunday evening. Return transportation should be scheduled to meet this expectation. **This also applies to 6th form students** who may not be required to attend study hall later in the school year. **Students who receive special permission to return late may need to arrange their own transportation.** Please note that we do not provide transportation to or from BWI for weekend leave.

Short Weekend Departure

Based on the departure time of Woodberry transportation, travel for short weekends should be scheduled no earlier than the following times for the following airports and train stations.

Airport	Earliest Departure Time	Cost of Transportation (one-way)
IAD - Dulles Airport	2:45 p.m.	\$180.00
DCA - Reagan Airport	3:00 p.m.	\$205.00
CHO - Charlottesville Airport	1:15 p.m.	\$105.00
RIC - Richmond Airport	2:15 p.m.	\$190.00
Richmond Amtrak	2:15 p.m.	\$190.00
Culpeper Amtrak	12:00 p.m.	\$50.00
Union Station Amtrak	2:45 p.m.	\$195.00
Charlottesville Amtrak	1:15 p.m.	\$105.00
Orange Airport	12:00 p.m.	\$50.00

Short Weekend Return

Transportation will leave the following airports and train stations at the following times in order to return to campus by 7:30 p.m. Students and parents should schedule return flights and train trips to fit with these transportation departure times.

Airport	Latest Arrival Time	Cost of Transportation (one-way)
IAD - Dulles Airport	5:30 p.m.	\$180.00
DCA - Reagan Airport	5:00 p.m.	\$205.00
CHO - Charlottesville Airport	6:30 p.m.	\$105.00
RIC - Richmond Airport	5:30 p.m.	\$190.00
Richmond Amtrak	5:30 p.m.	\$190.00
Culpeper Amtrak	6:45 p.m.	\$50.00
Union Station Amtrak	5:00 p.m.	\$195.00
Charlottesville Amtrak	6:00 p.m.	\$105.00
Orange Airport	6:00 p.m.	\$50.00

Long Weekend Transportation (Friday to Sunday)

A long weekend extends from Friday after classes to 7:30 p.m. Sunday evening. Since classes end at 1:30 on Friday afternoon, the earliest possible time to provide transportation for your son is at 1:45 p.m.

Students are expected to be back on campus at 7:30 p.m. for study hall on Sunday evenings. Return transportation should be scheduled to meet this expectation. **This also applies to 6th form students** who may not be required to attend evening study hall later in the school year. **Students who receive special permission to arrive late may need to arrange their own transportation.**

Long Weekend Departure

Based on the departure time of Woodberry transportation, flights for long weekends should be scheduled no earlier than the following times for the following airports. Please note that we do not provide transportation to BWI for weekend leave.

Airport	Earliest Departure Time	Cost of Transportation (one-way)
IAD - Dulles Airport	5:30 p.m.	\$180.00
DCA - Reagan Airport	6:00 p.m.	\$205.00
CHO - Charlottesville Airport	4:00 p.m.	\$105.00
RIC - Richmond Airport	5:30 p.m.	\$190.00
Richmond Amtrak	4:30 p.m.	\$190.00
Culpeper Amtrak	2:30 p.m.	\$50.00
Union Station Amtrak	5:30 p.m.	\$195.00
Charlottesville Amtrak	3:00 p.m.	\$105.00
Orange Airport	2:15 p.m.	\$50.00

Long Weekend Return

Transportation will leave the following airports at the following times in order to return to campus by 7:30 p.m. Students and parents should schedule return flights to fit with these transportation departure times.

Airport	Latest Arrival Time	Cost of Transportation (one-way)
IAD - Dulles Airport	5:30 p.m.	\$180.00
DCA - Reagan Airport	5:00 p.m.	\$205.00

CHO - Charlottesville Airport	6:30 p.m.	\$105.00
RIC - Richmond Airport	5:30 p.m.	\$190.00
Richmond Amtrak	5:30 p.m.	\$190.00
Culpeper Amtrak	6:45 p.m.	\$50.00
Union Station Amtrak	5:00 p.m.	\$195.00
Charlottesville Amtrak	6:00 p.m.	\$105.00
Orange Airport	6:00 p.m.	\$50.00

College Visits, Special Exception and Medical Appointment Transportation Requests

IMPORTANT: Students who have special permission from their Dean of Students to leave on a day other than Friday or Saturday (ex. a college visit) must submit their REACH request with transportation information a minimum of four business days in advance. Students should typically not request transportation that leaves campus before 6:00 a.m. or returns to campus after 10:00 p.m. We will make every effort to work with families but cannot guarantee transportation that does not meet this guidance.

College Visits

Woodberry supports college visits by subsidizing transportation in some cases. College visits must be approved by the College Counseling Office as an “official” college visit in order to receive transportation support. Transportation for these visits must meet all the guidelines listed in this manual to use school transportation. In some cases, families may need to arrange private transportation to accommodate these visits.

Deadlines for College and Special Exception Transportation Requests

- Friday/Saturday/Sunday transportation requests are due by Wednesdays at 1 p.m.
- Monday/Tuesday transportation requests are due by Thursdays at 1 p.m.
- Wednesday/Thursday transportation requests are due on Mondays at 1 p.m.

Transportation for Medical Appointments

Transportation is available for medical appointments in the local area. **Please make these reservations through the infirmary by calling 540-672-6017.** The fees listed below reflect typical costs and may vary depending on length of appointment and distance. These requests have different deadlines. Please contact the infirmary for more information.

For appointments in Orange: \$50.00

For appointments in Culpeper: \$60.00

For appointments in Charlottesville: \$130.00

Opening of School Transportation

Early Ball and Prefects

Early Ball and Prefect transportation needs should be emailed to transportation@woodberry.org **one full week in advance of arrival.** Your transportation may be combined with other student arrivals. Please do not schedule an arrival later than 8 p.m. for any airport without prior approval from the transportation office. Last minute requests may require private transportation arranged by the student's family.

New International Students

New international families are invited to join for International Orientation. However, if a new international student needs to travel alone, he will coordinate his arrival to campus through the International Student Office: isc.wfs@woodberry.org. **International flights should add an additional hour to the departure timetables** to allow themselves time to check in at customs before their flight. Please do not schedule an arrival later than 4 p.m. for any airport without prior approval from the transportation office.

New Students

All new students are asked to arrive on campus by 11:00 a.m. on Sunday, September 1. If transportation from the airport is needed, please send full flight information to transportation@woodberry.org **no later than Thursday, August 22, 2024.**

Returning Students

All returning students, international and domestic, are asked to arrive on campus on Saturday, August 31. If you are traveling by airplane or train, please plan to arrive no later than the times listed below. If transportation from the airport is needed, please send full flight information to transportation@woodberry.org **no later than Thursday, August 22, 2024.**

Opening of School Transportation Fees

Airport	Latest Arrival Time (Returning Students Only)	Cost of Transportation (one-way)
IAD - Dulles Airport	3:30 p.m.	\$55.00
DCA - Reagan Airport	3:00 p.m.	\$55.00
BWI - Baltimore Airport	2:00 p.m.	\$65.00
CHO - Charlottesville Airport	4:30 p.m.	\$35.00
RIC - Richmond Airport	3:30 p.m.	\$50.00
Richmond Amtrak	4:00 p.m.	\$50.00
Culpeper Amtrak	5:00 p.m.	\$35.00
Union Station Amtrak	2:15 p.m.	\$55.00
Charlottesville Amtrak	4:30 p.m.	\$35.00
Orange Airport	5:30 p.m.	\$35.00

School Break Airport/Train Shuttles

School Break reservations have different deadlines and processes than regular weekends. Students should pay attention to announcements from the transportation office regarding holidays and breaks. More information about break transportation is provided below, and additional reminders and changes are communicated through the weekly parent newsletter.

If you book a flight before the recommended departure times, your son will require permission from the Dean of Academics and his Dean of Students for early departure. Our devoted Woodberry drivers will need to prioritize the flights and arrangements made within the break departure and return guidance listed below. Because of this, we might be unable to provide drivers for these exceptions. You may need to arrange private transportation for such exceptions.

Friday Departure for Breaks

School shuttles will depart campus for airports and train stations at 1 p.m. on Friday, and 6 a.m. on Saturday. Friday departures prior to 1 p.m. require Dean of Students approval and may require private transportation. Please check with your son's afternoon commitment before booking Friday transportation.

Airport	Earliest Flight/Train Departure Time	Cost of Transportation (one-way)
IAD - Dulles Airport	5:30 p.m.	\$55.00
DCA - Reagan Airport	6:00 p.m.	\$55.00
BWI - Baltimore Airport	7:30 p.m.	\$65.00
CHO - Charlottesville Airport	3:00 p.m.	\$35.00
RIC - Richmond Airport	4:30 p.m.	\$50.00
Richmond Amtrak	4:00 p.m.	\$50.00
Culpeper Amtrak	2:00 p.m.	\$35.00
Union Station Amtrak	5:30 p.m.	\$55.00
Charlottesville Amtrak	3:00 p.m.	\$35.00
Orange Airport	1:30 p.m.	\$35.00

Saturday Departure for Breaks

All breaks have an option for a 6 a.m. Saturday departure. Please refer to the table below for recommended earliest departure times.

Airport	Recommended Earliest Flight Time	Cost of Transportation (one-way)
IAD - Dulles Airport	10:00 a.m.	\$55.00
DCA - Reagan Airport	10:30 a.m.	\$55.00
BWI - Baltimore Airport	11:30 a.m.	\$65.00
CHO - Charlottesville Airport	8:00 a.m.	\$35.00
RIC - Richmond Airport	9:30 a.m.	\$50.00
Richmond Amtrak	10:00 a.m.	\$50.00
Culpeper Amtrak	7:00 a.m.	\$35.00
Union Station Amtrak	10:00 a.m.	\$55.00
Charlottesville Amtrak	8:30 a.m.	\$35.00
Orange Airport	7:00 a.m.	\$35.00

ALL Return from Breaks

All breaks have a required return to campus by 6:00pm. Please refer to the table below for recommended latest arrival times for ALL BREAKS.

Airport	Latest Arrival Time	Cost of Transportation (one-way)
IAD - Dulles Airport	3:30 p.m.	\$55.00
DCA - Reagan Airport	3:00 p.m.	\$55.00
BWI - Baltimore Airport	2:00 p.m.	\$65.00
CHO - Charlottesville Airport	5:00 p.m.	\$35.00
RIC - Richmond Airport	3:30 p.m.	\$50.00
Richmond Amtrak	3:30 p.m.	\$50.00
Culpeper Amtrak	5:30 p.m.	\$35.00
Union Station Amtrak	2:15 p.m.	\$55.00
Charlottesville Amtrak	5:00 p.m.	\$35.00
Orange Airport	5:30 p.m.	\$35.00

Woodberry Bus Routes

In addition to airport and train station shuttles, Woodberry also offers two charter bus services for Thanksgiving, Christmas, and Spring Breaks only. **These buses only run when there is enough interest to fill the bus to a capacity suitable for covering the cost of the bus.**

Break Bus Offerings

Thanksgiving, Christmas and Spring Break ONLY

Both buses depart Friday by 1:00 p.m.

Long Winter Weekend, Easter Weekend and Summer Break

Please note there are no Southbound or Raleigh buses for Long Winter Weekend.*

The Raleigh Bus

The Raleigh bus transports students to and from the Carolina Country Club in Raleigh (2500 Glenwood Ave.) during holidays provided that **there is sufficient interest**.

Raleigh Bus Pick-up/Drop-off	Approximate Arrival	Return Departure	Cost (each way)
Thanksgiving	6:00 p.m.	1:00 p.m.	\$70.00
Christmas	6:00 p.m.	1:00 p.m.	\$70.00
Spring Break	6:00 p.m.	1:00 p.m.	\$70.00

Southbound Bus

The Southbound bus services Greensboro, Winston-Salem, Charlotte. Stops in Lynchburg and Danville are also possible upon request. **This bus will only run if there is sufficient interest.**

Southbound Bus Pick-up/Drop-off	Approximate Arrival	Return Departure	Cost (each way)
Charlotte – Sheraton Hotel - 3315 Scott Furtell Dr.	7:30 p.m.	10:45 a.m.	\$110.00
Winston-Salem – McDonald's – 290 S Stratford Rd.	6:15 p.m.	12:30 p.m.	\$80.00
Greensboro – McDonald's - 201 E. Cone Blvd.	5:30 p.m.	1:15 p.m.	\$70.00