

# BARNSTABLE PUBLIC SCHOOLS

## TRANSPORTATION OFFICE

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## TRANSPORTATION OFFICE

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### Bus Pass Q&A

1. WHO IS ELIGIBLE TO RIDE, AT TOWN EXPENSE?

All students grade K-6 that reside over two miles from their respective school in their district.

2. WHO IS NOT ELIGIBLE TO RIDE, AT TOWN EXPENSE AND OR REQUIRED TO PAY?

All students grades K-6 that reside two miles or less from their respective school in their district.

All students grades 7-12, **regardless of distance**, are required to pay for transportation.

3. HOW DO I KNOW IF MY HOME IS TWO MILES OR UNDER FROM THE SCHOOL MY CHILD ATTENDS?

There is a list of street addresses available for information at the transportation office.

4. HOW IS THE TWO-MILE DETERMINATION MADE?

In accordance with State law, it is measured using the shortest vehicular route from the sidewalk or public way in front of or nearest to the pupil's home, to the nearest public way in front of the school the pupil is attending.

5. WHAT DO I DO IF I DISAGREE WITH THE SCHOOL DEPARTMENTS MILEAGE MEASUREMENT?

You may contact the Transportation Director, Sandy Gifford at 508-790-6498. If the official mileage appears to be marginal or is contested, the school measuring method will be the final determination.

6. WHERE WILL MY CHILD BE PICKED UP OR DROPPED OFF?

Children will walk to a common bus stop. State law dictates a 1 mile walk to a bus stop. We will make every effort to have that distance no greater than 1 mile, at this time. Bus stops will be set up, approved, maintained and verified by the Transportation Director, only. Students are not entitled to street by street or door to door pickup or delivery. All stops will be at corners, whenever possible, as to make them fair and consistent for all. Bus stops are set up in accordance with School Committee policy and state law as noted previously. In the case of new residents, you may be in an area that might require issuing a new bus stop. Until the area is reviewed and, if necessary, a new stop needs to be added, students will be assigned the closest bus stop until assigned a new one by the Transportation office. Parents are responsible to assure your child is at the correct bus stop. Any child standing at unauthorized locations or bus stops not assigned by transportation, will not be picked up. Do not assume bus stops are in the same location as the previous year, as they are apt to change due to student location and population. School Bus Drivers are not permitted to make changes, additions or deletions of any bus stops. While the law requires school departments to furnish transportation, to those students falling within the States guidelines, it does not relieve the parent of the responsibility of supervision of the child until the child boards the bus in the morning and the child leaves the bus at the end of the day. Once a child boards the bus and only at that time, does he or she become the responsibility of the school district. Such responsibility shall end when the child is delivered to the bus stop at the close of the school day. All kindergarten students must be met and taken from the school bus by an adult. Kindergarten students will be returned to the school if no adult is present.

7. CAN I HAVE MY CHILD PICKED UP OR DROPPED OFF AT A STOP OTHER THAN THEIR HOME BUS STOP?

All fees are based on home addresses. **STUDENTS ARE TO BOARD AND DISEMBARK THE BUS AT THEIR BUS PASS ASSIGNED BUS STOPS ONLY. If prior approval is granted, they must have an alternate stop listed on their bus pass- there are NO exceptions.**

In cases of addresses other than the student's home i.e.. a licensed daycare facility, shared custodial parent or a student's job location etc... the enclosed criteria and fees as outlined in Section #9, may apply, based on grade and distance. All other stipulations in Section #7 are a part of this criterion as alternate transportation, addresses other than the student's home, are NOT a requirement and requests may not be able to be granted. **Visits to friend's houses are not allowed, you must arrange for your own transportation for this and temporary addresses for use while parents are vacationing, on business trips, etc..**

The following criteria must be met for consideration of alternate bus stops:

#7A) If space is available on the bus, the stop must be located within that schools district and an area within one of the buses scheduled bus routes. No new stops will be added as alternate stops, they must be existing bus stops.

#7B) The student does not become a discipline issue.

**OVER →**

#7C) Only one alternate stop per child is allowed. The alternate stop, **if approved**, must be consistent.

#7D) For Grades K-6 residing two miles or less: Your alternate stop will not negate the bus pass fee, regardless of distance, as all fees are based on home addresses.

For Grades K-6 residing over two miles: If your alternate stop resides within two miles of that particular schools district, ie a licensed daycare facility, again, within an existing bus route and within the schools district and you normally do not pay a bus pass fee based on your home address, the following criteria must be met:

You will be required to pay a bus pass fee as outlined in Section #9, should you decide to utilize the bus. Should the alternate address need to be changed or is no longer needed during the course of a school year, for any reason, the school department will review the request and if granted will not charge an additional fee, nor will the department issue a refund.

For Grades 7-12: Your alternate stop will not negate the bus pass fee, regardless of distance.

8. WHAT IF I ONLY NEED THE BUS ONE WAY OR ONLY 2 OR 3 DAYS PER WEEK?

The cost for all students is the same. The amount of time you use the bus does not matter, bus costs cannot be prorated according to varied daily usage. There are no "pay as you ride" passes. **FEES ARE NOT PRORATED.**

9. HOW MUCH WILL THE BUS COST?

The amount of the fee will be determined on an annual basis. The fee for school year 2011/2012 is as follows:

•The fee is \$175.00 for the first child, \$175.00 for the second child of the same family and the maximum for one family is \$350.00 per year, **if paid AFTER June 1, 2011**, regardless of the date of entry into the school system. **There is an advance payment discount for those who pay PRIOR to June 1, 2011 the fee is \$150.00 for the first child, \$150.00 for the second child of the same family and the maximum for one family is \$300.00 per year.** Bus Routes are completed as soon as possible, in order to make deadlines and provide the information to the public, therefore an incentive discounted price is available to those paying prior to June 1. Bus passes will be issued to all students eligible to ride. Loss of the bus pass will result in a \$5.00 fee to issue a new pass. **Students will not be allowed on buses without a bus pass.**

10. WHEN WILL I BE REQUIRED TO PAY FOR THE BUS SERVICE?

All fees must be paid in full prior to getting on a school bus for transportation to and from the school. Applications, payments and any qualifying paperwork must be completed and brought in or mailed to the Transportation office. Students entering the school system after June 1, 2011 will be accepted based on the availability of space on a bus and if there is an existing stop already on the route.

If a refund is requested, it must be in writing to the Transportation Office, prior to January 31. **NO REFUNDS WILL BE ISSUED AFTER THIS DATE.**

No new stops will be added for students paying late. New residents can pay for bussing as they enter school and register. Bus information, stops and times will be set up after registration is complete.

11. IS THERE ANY PROVISION FOR A FEE WAIVER?

If you cannot afford the transportation fee, there is a waiver included in this packet. It must be completed accurately along with required documentation or it will **NOT** be processed. If you cannot provide a 2010 Federal Tax Return, Form 1040, showing proof of income, a required document, then you **will not** be eligible for free transportation. If determined through other means you **may** qualify for reduced transportation. If you need another waiver form or did not receive one you can contact the Transportation office and request the waiver form. Until a determination is made you are responsible for transporting your child to and from school. We will make every effort to process your application as quickly as possible and applications will be processed in the order they were received. You will be notified via mail or phone on the fee waiver decision, so please make sure you have included your correct mailing address and contact telephone number.

**Please note that in the event you reside in the existing walk zone of 1 mile, within your school's district, fee application waivers will not be considered. The full amount of the fee must be processed. If you cannot provide this fee, residing within the walk zone, your child will remain a walker.**

12. WHERE DO I SEND MY PAYMENT AND FORMS/WHAT DO I DO WITH 10/11 BUS PASS?

All Forms whether a "FEE" application or a "FREE" application **must** be returned to Barnstable Public Schools Transportation Office, C/O Sandy Gifford OR Janet Cobb at 845 Falmouth Road, Hyannis, MA. 02601. **Checks should be made payable to Barnstable Public Schools - Write Transportation in the memo section, along with your child(rens) name(s). We also accept Mastercard or Visa for payment, please refer to the application on how to use this method.**

**All 10/11 Bus Passes are null and void at the end of the 10/11 school year. You may bring them to the Transportation Office or turn them in on Bus Pass Days.**

*Please note that Barnstable Public Schools, Student Bus Policy, is always in effect as riding the school bus is a privilege and should remain safe for all riders. Behavior issues will be dealt with in accordance with School Policy. Suspension and or revocation of riding privileges, by any student, will not afford a refund of bus fees for any reason.*