



Salem Public Schools

29 Highland Ave. Salem, Massachusetts 01970

Telephone: 978-740-1240

May 14, 2018

Dear Parents/Guardians:

Enclosed you will find a bus transportation application for the 2018-2019 school year. This application **must be completed for all riders**. If you have more than one child in the Salem Public Schools, you may receive more than one packet, and a separate application must be submitted for each student.

Depending on the ages and schools of your children, one may be eligible for free transportation while the other may not. A **separate** application must be submitted for each student.

Massachusetts General Law Chapter 71 Section 68 requires that transportation be provided for students **no fee** in grades **K-6** who live more than two miles from the school which they are entitled to attend. Pursuant to Salem School Committee Policy 3601, transportation will be provided for **no fee** as per the following:

- Grades K-2: Students who live 1 miles or more from school
- Grades 3-5: Students who live 1.5 miles or more from school
- Grade 6: Students who live 2 miles or more from school

Transportation will be provided, **if space permits**, for a fee for the following students:

- Grades 3-5: Students who live between 1 and 1.5 miles from school
- Grade 6: Students who live over 1 but less than 2 miles from school
- Grades 7-8: Students who live over 1 mile from school
- Grades 9-12: Students who live over 1 mile from school

Any student who lives closer than **1 mile (1.0)** from the school they attend shall not be eligible for transportation.

Busing will be provided for those special education students who require it as part of their individualized education plan (IEP).

Seats will be assigned according to the transportation policy, and in the order that applications are received.

The fee for round trip transportation is **\$250.00 per child** with a maximum of \$400.00 per family. One way transportation is **\$150.00 per child**. Fees must be paid in full **before** bus passes can be issued. In case of financial hardship, assistance for those families who are eligible may be provided. A completed application packet and a **\$100.00 deposit per child**, if applicable, must be received by **Monday June 04, 2018** for any student who wishes to ride a school bus. **FULL PAYMENTS must be submitted to the Transportation Office by Monday June 25, 2018.**

Seating capacity is at a first come first serve basis. If you sign up for, and are provided, paid transportation you are obligated to pay for the entire school year. If you have any questions, please call the Salem Public Schools Transportation Office at (978) 740-1240.

We thank you for your cooperation.

Salem Public Schools

SALEM PUBLIC SCHOOLS
APPLICATION FOR BUS TRANSPORTATION
2018-2019 SCHOOL YEAR

Please fill out a separate application for each student.

All Bus Applications must be returned to the Transportation Office by June 04, 2018 with a deposit (if applicable) of \$100.00 per rider.

FINAL Payment Due on June 25, 2018

Student's First Name: _____ Last Name: _____
Address: _____
School: _____ Grade: _____ Daytime phone: _____
Parent/Guardian Name _____ Application Completed By: _____
Emergency Contact Name: _____ Phone Number: _____

Annually, the Food Service department submits student information to the Commonwealth of Massachusetts in order to determine which students qualify for free meals. With your permission, we can use this information to determine if you are eligible for a transportation fee waiver.

Please check this box if you **do not** want us to use this information.

If you do not qualify for free meals through this system, you may apply for a hardship waiver through the Transportation Office. Please contact the office for more information.

Please Select ONE Round Trip AM Only PM Only

Please make check payable to Salem Public Schools. Mail to: Salem Public Schools, Transportation Office, 29 Highland Ave, Salem, MA 01970

FOR OFFICE USE ONLY - DEPOSIT IF APPLICABLE

DATE RECEIVED _____ CHECK # _____ AMOUNT _____
Amount Due: _____ Fee Waiver Verified: _____ Miles: _____

FOR OFFICE USE ONLY - FULL AND OR FINAL PAYMENT

FINAL PAYMENT

DATE RECEIVED _____ CHECK # _____ AMOUNT _____
S.I.D. NUMBER: _____ AM BUS: _____ TIME: _____ STOP: _____
PM BUS: _____ TIME: _____ STOP: _____

Salem Public Schools Transportation

NO FEE TRANSPORTATION

NO fee transportation will be provided for students at the following distances:

Grades K-2: Who live 1 or more miles from their enrolled school

Grades 3-5: Who live 1.5 or more miles from their enrolled school

Grade 6: Who live 2 or more miles from their enrolled school

PAID TRANSPORTATION

Transportation will be provided, **if space permits**, for a fee for the following distances:

Grades 3-5: Who live over 1 mile but less than 1.5 miles away from their enrolled school

Grades 6: Who live over 1 mile but less than 2 miles away from their enrolled school

Grades 7-12: Who live over 1 mile away from their enrolled school

Hardship applications will be available for you to apply for a reduced fee or free transportation. **NO APPLICATION FEE WILL BE REDUCED**, unless a hardship application is completed and proper documents are returned to the transportation office.

PAYMENT

Payment must be made in full. ROUND TRIP PAYMENT (to and from school) is \$250.00 per student with a family cap of \$400.00. ONE WAY TRIP PAYMENT (home to school or school to home) is \$150.00. Full payment is due on or before June 25, 2018 to reserve transportation. **Acceptable forms of payments are: Personal checks, Bank checks/Money Orders, or Cash.** Credit Card payments are not accepted.

BUS PASSES

Bus passes will be mailed to the students address on file before school starts, all students will need to present their bus pass the first day of school and every day after. There will be a fee of \$5.00 (Grades K-5) and \$10.00 (Grades 6-12) for a replacement pass. **Students will not be allowed on a bus without a bus pass.**

SCHOOL BUS STOPS

Buses pick students up at common bus stops. Each bus pass will have the bus stop and bus arrival time printed on the pass. Bus drivers are not permitted to make any changes, additions, or deletions to any bus stops. All kindergarten and first grade students must be met and taken from the school bus by a parent/guardian or adult that has been authorized by the child's parent/guardian.

Salem Public Schools Transportation

Student safety is our highest priority. In order to maintain a safe environment for your child and other children riding the school bus, the Student Bus Policy is always in effect when students are on the bus. Behavior issues will be dealt with in accordance with school policy.

All school rules and expectations remain in effect for students when riding the school bus. We require the following:

Students cooperate with, and are respectful to, the bus driver at all times.

Students remain seated throughout the bus ride.

Students must be respectful to each other, keeping their hands and belongings to themselves.

No food, gum, or beverages can be consumed during the bus ride unless it is a medical necessity.

The principal or assistant principal may discipline students for unacceptable behavior on school buses as follows:

Verbal warning

Written warning

Temporary loss of bus privileges

Indefinite loss of bus privileges

Because the nature of misbehavior may vary greatly, the principal may use the above disciplinary measures in any order.

To ensure the safety of all students, the district reserves the right to monitor buses by use of surveillance video. Videos will only be monitored in the case of an incident by the school principal and or district administration and will remain property of the Salem Public Schools.

Acknowledgement

I have read and agree to abide by the above

Print First Last Name

Signature

Date