

**2018-2019 SCHOOL YEAR BUS APPLICATION
FOR CHECK OR CASH PAYMENTS ONLY**

Cost of Bus Pass for 2018-2019 School Year:

	Single Pass	Family Cap
Regular price if paid by July 13, 2018	\$275.00	\$550.00
\$25 late fee if paid after July 13, 2018	\$300.00	\$600.00
\$25 late fee and wait listed if paid after July 27, 2018	\$300.00	\$600.00

There is a \$25.00 insufficient funds fee and a \$10.00 bus pass replacement fee. Late fees will not be waived unless documented proof of receipt is provided to the School Business Office.

Student Information:

Last Name	First Name	Grade for 2018-2019	School Name	Mark "X" for Free / Reduced Lunch or Mileage

Parent / Guardian Contact Information:

Parent/Guardian Name:		
Address:		
Telephone Number:		
E-mail Address:		
Payment Enclosed *:	\$	

** Payment must match payment grid at the top of this page. Checks or money orders should be made payable to Town of Walpole.*

Mail completed bus rules and bus applications to:

Walpole Public Schools
Transportation Office
135 School Street
Walpole, MA 02081

Anyone with questions about this program should contact the Transportation Office at (508) 660-7200 ext. 5276.

Bus Regulations

Bus transportation to and from school is a privilege for all students who qualify according to the rules and regulations of the Walpole School Committee and the Laws of the Commonwealth of Massachusetts. The school bus is an extension of the school itself, and the rules regarding behavior are the same as in school. It should be understood by all that the right of a student to school transportation is a qualified right dependent upon good behavior.

Bus Policies

All public school students in grades K-6 who live over 2 miles to their attending school shall be eligible for free bus transportation. All private school students in grades K-6 who live over 2 miles from the public school they would have attended shall be eligible for free bus transportation. All students who have been issued bus passes are also eligible to ride.

- Children may be required to walk up to one mile to a scheduled bus stop.
- Stops shall be chosen with concern for numbers and safety of children involved and also with concern for property of abutters. Buses will not go down dead-end/cul-de-sac streets.
- *Bus drivers shall pick up and drop off only at scheduled stops: they shall not be required to admit students who are not assigned to that particular bus. Drivers are not allowed to exceed the legal capacity.

Exceptions:

1. Students with a temporary medical disability may be granted permission to use school bus transportation upon receipt of a parental request and a physician's report.
 2. At the middle school level, an individual bus pupil may ride another bus with a note from home to the principal if bus capacity will permit. This privilege does not extend to group activities such as Scouts, parties, and non-school classes. We are unable to do this at the elementary level.
 3. Instances of family emergencies are reported by written note or telephone to the principal.
- Pupils who must cross the street at a bus stop shall not do so until they receive a signal from the bus driver. When crossing a street is necessary, it shall always be done in front of the bus, far enough ahead of the bus so that the student can view the driver's face. The driver shall hold his/her bus with warning lights flashing until the crossing has been completed.
 - Field Trips/Any School-Related Trips
 1. All Bus Safety and Conduct Rules will apply to field trips and other school-related events (clubs, music, sports, etc.).
 2. Adult supervision (other than the driver) must be present on the bus for all trips.
 3. The adult supervisor will carry on the trip a list of all students, their addresses, phone numbers, and any emergency medical information pertinent to a child.

Bus Conduct and Safety Rules

Rules for behavior of bus students are as follows:

- Riders must be on time. The bus will not wait. Be at your stop 10 minutes before pickup.
- Remain well back from the roadway while awaiting the arrival of the bus. Wait for flashers and make sure all traffic has stopped.
- Refrain from throwing things, fighting or otherwise misbehaving at a bus stop.
- Each group will line up and permit the younger pupils to board first. Be cautious! Do not shove or push on entering or leaving the bus.
- No pupil shall prevent another from occupying a seating space. Seating will be in accordance with grade level. The bus driver has the authority to change a student's seat in the best interest of safety.
- Parents will be held financially responsible for any defacing or damaging of the bus.
- Pupils will conduct themselves on the bus in a manner which does not distract the driver and is considerate to all other passengers.
- Pupils shall refrain from placing any object out of the bus windows.
- For reasons of safety, all articles such as athletic equipment, books, musical instruments, etc., must be kept out of the aisles.

- Do not bring animals, pets, hazardous materials or large objects on the bus. It is the parents' responsibility to arrange other transportation for such items.
- The emergency door must be used for emergency only. Children shall not touch safety equipment on the bus.
- The following are prohibited:
 1. Smoking and/or the use and possession of drugs
 2. Drinking and Eating
 3. Profanity and Obscene Language
 4. Excessive Noise
 5. Annoying other passengers or their possessions in any manner
 6. Throwing objects in the bus or out the windows
 7. Climbing over or crawling under seats
 8. Weapons of any kind
- Do not enter into conversation with the driver while the bus is in motion; but do report any emergency to him/her at once.
- Be respectful to your driver. He/she has a very important task to perform and needs your help. His/her eyes and ears need to be focused on the road in order to drive you safely to and from school.

Violations of these procedures could result in the following actions

- A. **FIRST VIOLATION:** Upon receipt of a Bus Conduct Report, the Principal will issue a warning and inform Central Office and the driver, as well as the parents of the child.
- B. **SECOND VIOLATION:** A second violation will result in a suspension of bus privileges for a minimum of five (5) school days.
- C. **THIRD VIOLATION:** A third violation may result in a suspension of bus privileges for the remainder of the school year.
- D. The Walpole School Department, through the Superintendent of Schools or his designee, retains the right to suspend the bus privileges of any student for behavior or misconduct that endangers the safety of its students, the driver, or the bus at any time. Parents, bus driver and Central Office will be notified of all suspensions in writing by the Principal. Further disciplinary action may be taken by School Administrators depending on the severity of the offense.

Drivers

- A. No driver shall operate a school bus at a rate of speed in excess of the posted speed limits or in violation of the statutes of the Commonwealth of Massachusetts.
- B. There will be **NO SMOKING BY DRIVERS** when transporting students.
- C. Drivers will not leave a school bus unsupervised when passengers are in the bus except in an emergency.
- D. Pupils are not to leave any school bus, except at regularly designated places, without specific written permission from the parents and approval by the Principal.
- E. Drivers are to take on and discharge passengers only at the scheduled pick-up and drop-off points.
- F. No driver is to push another bus nor allow the bus for which the driver is responsible to be pushed by another bus while pupils are in either bus.

Student Instruction

In accordance with Chapter 90, Section 7B, General Laws, all students who ride a School Bus, each school year, shall receive classroom instruction in safe riding practices and participate at least twice in an ongoing bus evacuation drill.

Parent/Guardian Signature

Date Signed