

2019-2020 Bus Transportation Instructions

School Committee Transportation Policy

The Walpole Public School Department shall provide town paid transportation to students in grades K-6 who live in excess of 2 miles from their assigned school. All other students in grades K-12 have the option to purchase a bus pass through the Fee Based Busing Program and will be accepted on a space available basis. This policy will also affect students who attend non-public schools and are transported to school via Walpole Public Schools' buses.

Important Reminder

Families who have a past due balance with any Walpole Public Schools department will be prohibited from receiving a bus pass until all past due balances are settled. Any questions should be referred to the School Business Office at 508-660-7200 ext. 5265.

General Instructions

- **All students** need to be registered **annually** if bus service is desired.
- Registrations for bus transportation should be completed online at www.myschoolbucks.com. **Please see the instructions on pages 2 & 3 of this document for online applications.** If you cannot complete the bus registration online, an application is on the Walpole Public Schools website at www.walpole.k12.ma.us. Click on the Transportation button on the left.
- Students will not be issued a bus pass unless all fees or charges are paid or waived in the registration process online.
- Prior to the start of school, bus routes will be published on the Walpole Public Schools website for specific pick up and drop off locations.
- Bus passes will be issued to registered student at each school during the first day of classes.
- Bus service will include pickup and drop off at the same location each day (for grades 1-12) with exceptions being made when road, safety and weather conditions dictate differently. Mid-day kindergarten drop off points will be at the home where allowed by policy.
- The school district does not prorate the fee for one way transportation or for less than full use.

Waitlist Instructions

- Bus applications received after July 26, 2019 will be placed on a **waitlist** in the order they are received.
- Any available seats will be assigned on a "first received, first served" basis by September 9, 2019, approximately two weeks after school begins.

Cost of Bus Pass for 2019-2020 School Year

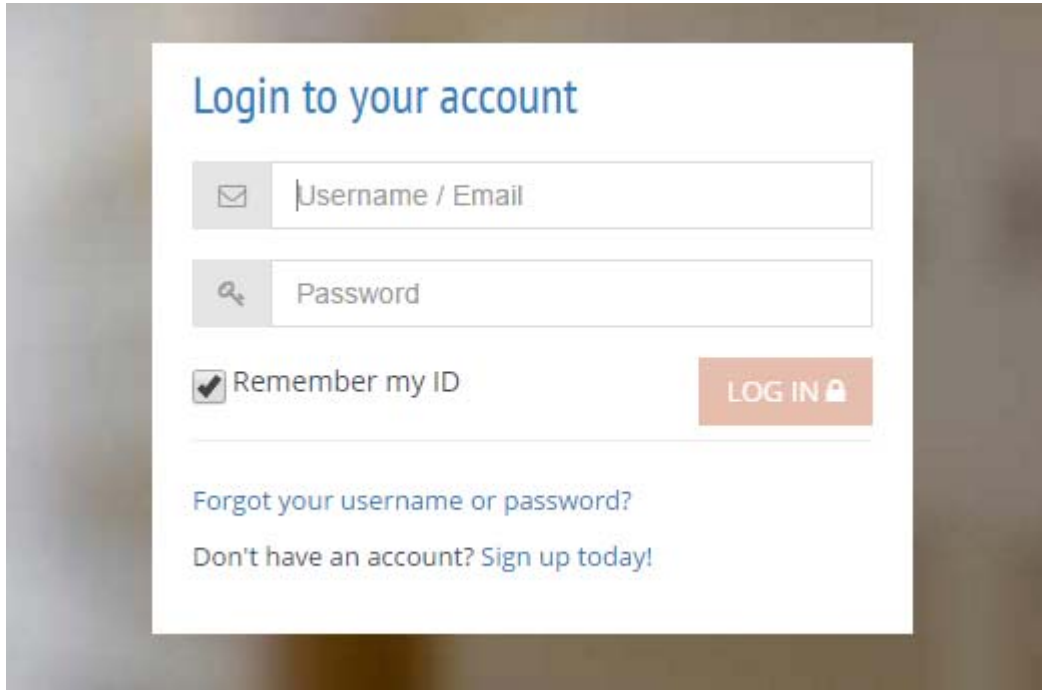
	Single Pass	Family Cap
Regular price if paid by July 12, 2019	\$275.00	\$550.00
\$25 late fee if paid after July 12, 2019	\$300.00	\$600.00
\$25 late fee and wait listed if paid after July 26, 2019	\$300.00	\$600.00

There is a \$25.00 insufficient funds fee and a \$10.00 bus pass replacement fee.

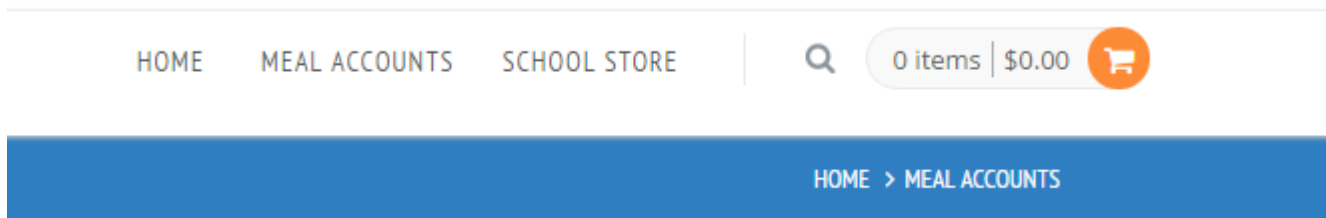
Bus Transportation Online Application Instructions

You may pay for your 2019-2020 bus transportation fees, apply for free busing due to mileage (grades K-6 only) or apply for free busing due to free/reduced lunch status at www.myschoolbucks.com.

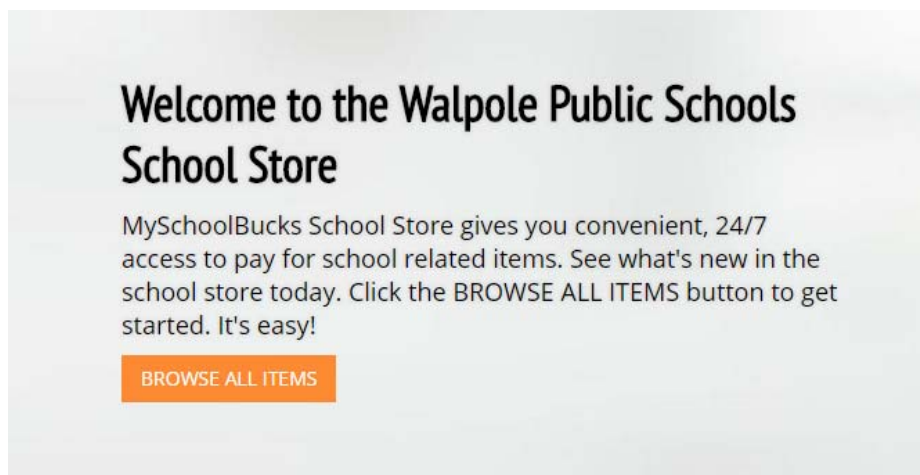
If you have never signed up with MySchoolBucks, please use the “Sign up today” link and follow the instructions to add your student(s) to your account.






Once you've added your student(s), click on “SCHOOL STORE” in the top menu.



Click on the “BROWSE ALL ITEMS” button.



Bus Transportation Online Application Instructions (continued)

 Bus Transportation Fee VIEW DETAILS	 Bus Transportation Free/Reduced... VIEW DETAILS	 Bus Transportation Waiver K-6 2+... VIEW DETAILS
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BUS TRANSPORTATION PAYMENT

To pay for bus transportation, click on the far left icon. You will be asked to review the Walpole Public Schools Bus Regulations and electronically sign them. You can choose the student you wish to pay the bus fee for from the drop-down box and add it to your cart. You will be asked to verify your payment.

APPLY FOR FREE BUS PASSES DUE TO FREE OR REDUCED LUNCH

To apply for free bus passes due to your child's free or reduced lunch eligibility, click on the middle icon. You will be asked to review the Walpole Public Schools Bus Regulations and electronically sign them. You can add your student to the cart at no charge if your student is listed as free/reduced lunch in our student database. This option will not allow you to apply for a free bus pass if your student is not listed in our student database as eligible for free/reduced lunch.

APPLY FOR FREE BUS PASSES DUE TO MILEAGE

To apply for free bus passes due to mileage (for grades K-6 only if your home is 2 or more miles away from your school, please see the free street listing on the Walpole Public Schools Transportation website), click on the far right icon. You will be asked to review the Walpole Public Schools Bus Regulations and electronically sign them. You can add your student to the cart at no charge and your request will be reviewed by the WPS Transportation Office.

If you have any questions regarding applying for bus passes online, please contact the Walpole Public Schools Transportation Office at 508-660-7200 ext. 5276 or via e-mail at: wpstransportation@walpole.k12.ma.us.