



ANDOVER PUBLIC SCHOOLS
Transportation Department
36 Bartlet Street
Andover, Ma. 01810
978-247-7065

June 2018

Dear Parents/Guardians:

The Andover School Committee has approved a Student Transportation Policy that has been in effect since September 1, 2003, that provides transportation to students in grades 7 – 12 on a fee basis.

The Policy states:

- At its discretion, the School Department may furnish transportation to students in grades 7 – 12, based on existing bus routes, provided that the parent(s) or guardian(s) of such students pay a Transportation User Fee in the amount established annually, by the Superintendent of Schools or his/her designee.
- The fee established for 2018/2019 School Year is **three hundred dollars (\$300)**. This is the same rate as last year.
- The fee shall be for the entire school year and shall apply regardless of how often the student rides the bus to and from school; no reductions will be made for students who only ride one way or only ride on particular days.
- Families with more than two (2) students in grades 7 – 12 shall be subject to no more than two (2) transportation user fees. We have a family cap of \$600.00 for 2018/2019.
- No student will be denied transportation because of financial hardship, subject to the attached terms and conditions. Application for free or reduced transportation must be made by **July 13, 2018**. **You must apply EACH SCHOOL YEAR.**
- Student(s) who enroll in the School System after the start of the school year and whose parent(s)/guardian(s) wish to pay the user fee will have the fee determined on a pro rata basis to the end of the school year.
- Student(s) who are enrolled in the School System at the end of the current school year and whose parent(s)/guardian(s) do not initially **pay the user fee by July 27, 2018**, but wish to do so after that date, will pay and be issued a bus pass **if there is sufficient space on the bus**. If the school year has started, the fee will be determined on a pro rata basis to the end of the school year, if there is sufficient space on the bus.

Entering the system:

Sept. 1 – Nov. 15	100%	\$300.
Nov. 16 – Jan. 31	75%	\$225.
Feb. 1 – May 15	50%	\$150.
After May 15	25%	\$75.

- The deadline for the payment of fees is **July 27, 2018**.

- All requests for refunds must be made in writing. Please mail the bus pass with the written request to, Transportation Coordinator, 36 Bartlet Street, Andover. Refunds will be mailed to you as soon as they are processed.
- Refunds will be handled on an individual basis and according to the following schedule.

Leaving the system:

Sept. 1 – Nov. 15	75%
Nov. 16 – Jan. 31	50%
Feb. 1 – May 15	25%
After May 15	No Refund

School Bus stops will be at centralized locations. Students are not entitled to street-by-street or door-to-door pickup and/or delivery. The distance over the most direct public ways between a student's residence and the nearest school bus stop shall not exceed 1.0 miles, in accordance with state law.

Once applications have been processed, a permanent bus pass will be mailed home prior to the start of school. The pass must be presented to the bus driver when boarding, both in the morning and afternoon.

If you have any questions please call Mary Lu Walsh at 978-247-7065.