



Hopkinton Public Schools

89 Hayden Rowe Street Hopkinton, MA. 01748

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Director of Finance

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April 8, 2011

2011-2012 Student Transportation

Dear Parents/Guardians:

In an effort to provide the safest and most efficient transportation experience for our students, several changes are being made to our Fee-Based Busing Program. These important changes are highlighted throughout this letter. To ensure that you completely understand these changes, we encourage you to read them carefully.

In accordance with the Student Transportation Policy of the Hopkinton School Committee, a student receives free transportation if he/she is enrolled in grades K-6 and lives two miles or more from the school that he/she attends. All other students in grades K-12 have the option to purchase a bus pass through the Fee-Based Busing Program. This option is offered on a space-available basis.

If payments are received (or postmarked) by Friday, June 17, 2011, the cost for a bus pass for the 2011-2012 school-year is \$210 per student with a family cap of \$420. **Bus routes & stops will be assigned immediately after the June 17th deadline.**

After June 17th the cost for a bus pass increases to \$260 with a family cap of \$520. Those making payments after June 17th cannot be guaranteed a seat on the bus or a nearby bus stop. **No new bus stops will be established to accommodate students whose payments are not received by the June 17th deadline.**

Available seats will be filled on a first-come first-served basis determined by the bus routes and the capacity of the vehicle. Students who are not entitled to town paid (free) bus service and cannot be accommodated in the Fee-Based Busing Program will be placed on a waiting list based on the order in which the application form and payment were received.

Payment Options

1. On-line payments may be made via a secure on-line payment center provided by UniBank. A link is located on the Hopkinton Public Schools homepage (www.hopkinton.k12.ma.us). Payments made directly from a checking account are free. Payments by credit/debit card are assessed a fee by Unibank. Only Discover and MasterCard are accepted by Unibank. Visa cards are not accepted. To pay on-line, you will need your child's five-digit ID number. This number appears on all report cards and progress reports. If you cannot locate this number, it can be obtained by contacting your child's school.
2. Payments made by mail should be made via check or money order made payable to the "Hopkinton Public Schools". **Please send no cash.** Payments must be accompanied by a completed 2011-2012 Bus Transportation Application and should be sent to:

Hopkinton Public Schools
89 Hayden Rowe Street
Hopkinton, MA 01748
Attention: Transportation Department

3. Please note that installment payments are not allowed. The bus fee will not be prorated for one-way trips, nor will it be pro-rated for occasional use. Refunds and late purchase amounts are determined based on the schedule at the end of this letter.
4. The School Committee continues to offer a Financial Assistance program which provides full and partial waivers of most school fees, including the bus fee. Details of this program can be found on our website www.hopkinton.k12.ma.us. This confidential waiver application is easy to complete and should be sent along with your Bus Transportation Application. If you have difficulty locating the application on our website please call us or send an e-mail to transportation@hopkinton.k12.ma.us to have a paper copy will be mailed to you. **Free and Reduced Lunch Applications are no longer used to determine free bus pass eligibility.**

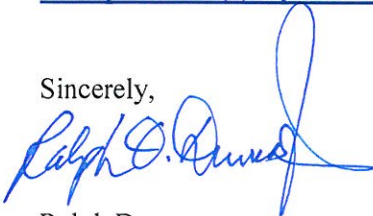
Bus passes will be mailed to your place of residence starting in the first week of August. All students will be required to present their bus pass to the bus driver beginning with the first day of school. Please note that **no bus passes will be available for pickup** at the Transportation office as staff must follow a process of determining space availability before a pass can be printed. This is a change from prior years in which many people made payments in person in late August and early September and expected to receive a bus pass on the spot.

Please note that the two (2) mile limit for determining the bus fee in grades K – 6 is determined using a Geographic Information System (GIS) provided by the Massachusetts Highway Department. These distances are based on the distance from your home address to your child’s school. Distances from daycare locations are not relevant. If you have any questions about the distances please contact us.

Replacement bus passes may be purchased at the School Business Office for a \$5.00 fee.

Questions regarding transportation should be directed to 508-417-9381 or emailed to transportation@hopkinton.k12.ma.us

Sincerely,



Ralph Dumas
Director of Finance

Purchase/Refund Schedule

	<u>Purchase</u>	<u>Refund</u>
September through December	100%	50%
January through March	75%	25%
April through end of school	50%	0%
The additional \$50 fee assessed from June 16 through September 15 is not refundable.		