

# Information On Fee-Based Busing

## 2016-2017 School Year

In accordance with the Student Transportation Policy of the Hopkinton Public Schools/ Hopkinton School Committee the following information applies to fee-based school bus transportation for the 2016-17 school year:

- **Fee based busing is available to students who are in grades 7-12 in which all students pay for busing.**
- Payments for the Fee-Based Busing Program are to be received (or postmarked) by **May 2, 2016**. The cost for a bus pass for the 2016-17 school year is \$155 per student with a family cap of \$310.
- **Grace period:** Payments received (or postmarked) between May 3 & June 30, 2016, will be subject to late fees, but will be guaranteed an assignment to a bus that serves your residential area. The late bus fee for the 2016-17 school year is \$235 per student with a family cap of \$470.
- Payments received (or postmarked) after June 30, 2016 (after the grace period) will incur a late fee; will be wait-listed and will not be guaranteed assignment to a bus for the first two weeks of school; if space is not available on a bus that serves your residential area your student will be offered an alternative bus at the next closest bus stop to his/her home; new bus stops will not be created to accommodate late applicants.
- Incoming Kindergarten students for the 2016-2017 school year will receive a mailing from Center School in April which will contain busing information.
- Students new to the school district, and who register/enroll for school after May 2, 2016, pay the standard bus fee of \$155 per student, with a family cap of \$310.

### Payment Options

- Online payments may be made via a secure online payment center provided by UniBank. A link is located on the Hopkinton Public Schools website ([www.hopkinton.k12.ma.us](http://www.hopkinton.k12.ma.us)) under Transportation. Payments made directly from a checking account, or 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 online, you will need your student's five-digit ID number. This number appears on all report cards and progress reports, and can be found on IPass. If you cannot locate this number, it can be obtained by contacting your student's school. Your online payment serves as the transportation application for the student(s) designated; you do not have to submit a paper application.
- Payments made by mail should be made via check or money order made payable to "**Hopkinton Public Schools-Bus Fee**". Please do not send cash. Payments must be accompanied by a completed 2016-17 School Bus Transportation Application and should be sent to: Hopkinton Public Schools, Transportation, 89 Hayden Rowe Street, Hopkinton, MA 01748.

- Please note that installment payments are not allowed. The bus fee will not be prorated for one-way trips, nor will it be prorated for occasional use. Refunds and late purchase amounts are determined based on the schedule at the end of this document.
- 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](http://www.hopkinton.k12.ma.us), on the Homepage, under Site Shortcuts, Financial Assistance. This confidential financial assistance waiver form is easy to complete and should be sent along with your 2016-2017 School Bus Transportation Application. ***The deadline for completed Financial Assistance application is also May 2, 2016.*** If you have difficulty locating the application on the website please call or email us and a paper copy will be mailed to you. Free and Reduced Lunch applications are not used to determine free bus pass eligibility.

### **Other Information**

- Childcare Transportation procedures, requirements, and Transportation Arrangement forms for the 2016-17 school year are being sent home after April vacation week in student backpacks for students currently in elementary grades K-4. Incoming Kindergarten Childcare Transportation Arrangement forms and childcare transportation information for the 2016-17 school year will be mailed home in April from Center School. This information can also be found on the district website under Transportation.
- Bus passes will be mailed to your place of residence during the last 2 weeks 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: No bus passes will be available for pick-up at the Transportation Office during the summer months through September 9, 2016, as staff must follow a process of determining bus space availability before a pass can be printed.**
- **Bus switching is not allowed on a day-to-day basis for Grades K-5.** Exception: As all student bus passes are issued for the student's home address, a parent may opt to send a student home on a day on which their student normally attends childcare. The parent must inform the school of this busing change via a *Note from Home*.
- Bus **stop** switching is allowed for grades K-5 on a student's assigned bus by sending a *Note from Home* to your student's school on the day the bus **stop** switch is to be made. (see Bus Stop Switching Procedures-Elementary Schools on the HPS Transportation webpage)
- Bus switching is allowed for grades 6-12 on afternoon (PM) buses for students with a valid bus pass. Morning (AM) bus switching is NOT permitted. Students who are switching buses must wait for all students with passes for that number bus to board first then may board if there are seats available. A valid bus pass must be shown to bus switch. Bus switching is not allowed on early release days. **Bus switching will start on Monday, September 19, 2016, the third full week of school.**

- Valid bus passes may be swapped permanently for a Senior or Junior parking spot during the school year, at the High School, by filling out a HS parking spot application, attaching the valid bus pass instead of a check, and submitting both to Officer Phil. With the surrender of the bus pass for a parking spot, the student is no longer eligible to ride school buses.
- Replacement bus passes can be purchased for a \$5.00 fee at the Transportation office.

Questions regarding transportation should be directed to Mary Ann Fitzpatrick on 508-417-9381 or emailed to: [transportation@hopkinton.k12.ma.us](mailto:transportation@hopkinton.k12.ma.us).

**Purchase/Refund Schedule**

	Purchase	Refund
September through December	100%	50%
January through March	75%	25%
April through end of school	50%	0%

The additional \$80.00 fee assessed after May 1, 2015, is not refundable.