



West Boylston Public Schools

125 Crescent Street
West Boylston, MA 01583
Telephone 508-835-2917
Fax 508-835-8992
www.wbschools.com

July 2022

Dear Parents and Guardians,

We are pleased to offer school bus transportation services to students for the 2022-2023 school year. Students in Kindergarten through Grade 6 who live more than two miles from the school they attend are eligible for free transportation - Massachusetts law (MGL Ch. 71, sec 68). However, students who live two miles or less from the school they attend, and ALL students in grades 7-12, regardless of where they live, must pay the transportation fee in order to ride the bus to and/or from school.

The transportation fee for the 2022-2023 school year is \$175.00 for each student, with a family cap of \$350.00. Full payment will be due on or before August 5, 2022. If paid after August 5, 2022, the fee per student is \$225 with a family cap of \$450. **Bus routes will be developed based on registration and payments received or postmarked by the August 5, 2022 deadline.** With limited bus capacity, the School Department cannot guarantee that late registrations will be honored. With only five bus routes available, there is limited capacity of the number of students who can be transported to and from school.

To Register:

In order to register for bus transportation, please complete the attached registration forms and return it to the Superintendent's Office by August 5, 2022. The forms are also available on our website and can be returned by email to transportation@wbschools.com. If you have any questions about the form please contact the Superintendent's Office at (508) 835-2917. **These documents must be completed for ALL bus riders every year, both those who are eligible for free transportation and those who are paying the transportation fee.**

Documents must be returned to the Office of the Superintendent by August 5, 2022. After August 5, 2022, you will pay a late fee of \$50 (NO EXCEPTIONS).

Payment:

There are two options for paying the bus fee, online and by mail.

1. Visit our website www.wbschools.com and click on "Online Payments" and then "Transportation Fees". **(Families must still submit a completed transportation form when paying online.** Families may email completed forms to Transportation@wbschools.com or mail them to Transportation Coordinator, 125 Crescent Street, West Boylston, MA 01583)
2. Send payments to Transportation Coordinator, 125 Crescent Street, West Boylston, MA 01583 along with the completed form.

****Bus passes will not be issued until the transportation fee is paid in full. ****

Financial Assistance

The West Boylston Public Schools are using the federal guidelines from the National School Lunch Program to determine financial assistance eligibility. In order to apply for financial assistance, the Financial Assistance Form must be completed and returned with the Transportation Registration Form. Financial Assistance Forms must be updated annually and may be used for all mandatory fee based school programs.

Please call me if you have any questions.

Sincerely,

Roger Pontbriand Jr.
Business Administrator

West Boylston Public Schools

School Bus Transportation Financial Assistance Application

Parent/Guardian Name: _____

Address: _____

Telephone: _____

I certify that all information included with this application is true and that all household income is reported.

Signature: _____

Student Name: _____ **Grade** _____

Student Name: _____ **Grade** _____

Student Name: _____ **Grade** _____

The West Boylston Public Schools is using the federal guidelines from the National School Lunch Program to determine eligibility. In order to be eligible your income household must fall within the limits on this chart:

Income Eligibility Guidelines 2022-2023

Household Size	Annual Income
1	\$25,142
2	\$33,874
3	\$42,606
4	\$51,338
5	\$60,070
6	\$68,802
7	\$77,534
8	\$86,266

All Household Member Names: 1) _____ 2) _____ 3) _____
4) _____ 5) _____ 6) _____ 7) _____

Total Yearly Household Income from **all** sources: \$ _____

Please include this application with your Bus Transportation Registration Form

If you have any questions, please contact Roger Pontbriand Jr., Business Administrator at 508-835-2917 Ext. 1206

Approved _____ **Free or Reduced \$** _____ **Disapproved** _____ **Process Date:** _____

West Boylston Public Schools

Bus Transportation Registration Form

2022-2023 School Year

All students (including those eligible for free busing) requesting transportation **must register for a bus pass.**

Parent/Guardian:	
Home Address:	
Home Telephone:	Work Telephone:

The transportation fee for 2022-2023 is \$175 per student with a family cap of \$350. Registration forms and payment must be received by August 5, 2022. If paid or postmarked after August 5, 2022, the fee per student is \$225 with a family cap of \$450. With only five buses, there is a limited capacity for student ridership. Please note that we cannot guarantee transportation for all applicants. Applications will be processed on a first come first serve basis. Registrations received or postmarked after August 5, 2022 will be processed only if space is available.

Bus routes and stops are assigned based on data received by the deadline date of August 5, 2022

Using the information enclosed, please complete appropriate section:

NO FEE REQUIRED

(K-6 living outside of 2.0 miles from assigned school, or requesting financial assistance)

Student Last Name	Student First Name	Grade	School Assigned

TRANSPORTATION FEE REQUIRED

(K-6 living less than 2.0 miles from assigned school, or grades 7-12 regardless of distance)

Student Last Name	Student First Name	Grade	School Assigned

We are applying for financial assistance (application is enclosed)

Payment Submitted Online (Date) _____ **NOTE - (if paying online, this form must still be submitted)**

Payment Enclosed \$ _____

Make check payable to:

West Boylston Public Schools – Bus Fee

Address envelope as follows:

West Boylston Public Schools – Bus Fee

125 Crescent Street

West Boylston, MA 01583

Office Use Only: _____ Amount \$ _____ Check # or ACH Date _____

Date added to School Brains: _____

West Boylston Public Schools
***DAYCARE* Transportation Request Form** (West Boylston only)
2022-2023 School Year

Student's name: _____

Home address: _____

Home telephone: _____

School attending: _____

Grade: _____

Parent/Guardian's name: _____

Emergency phone: _____

Daycare provider: _____

Provider's address: _____

Provider's telephone: _____

Additional information: _____

Parent/Guardian signature: _____

Application deadline: August 5, 2022

Streets located **more than 2 miles** from the **Major Edwards Elementary School** by the Most Common Route

Afra Drive Alhambra Rd Allard Ave Almanac Way (#11 and Above) Alpine Drive Blue Ridge Road Bonnie View Drive Bowles Ave Briarwood Circle Buckingham Ave Bunker Hill Parkway (#53 and Above) Buttercup Lane Campground Road Carew Avenue (#17 and Below) Cavour Cir (From #17 Through #79) Center Dr Chapman Ave Cumberland Dr Danielian Dr Davidson Rd Delmar Dr Edgewood Av Edward St Evans Rd Evergreen Ave Fairbanks St (#8 and Above) Fort Niagara Dr Glenwood Ave Hampshire Dr Hartwell St	Harvard Ave Hawthorne Dr Helen Dr (#13 and Below) Highland Ave Hillside Village Drive Hosmer St Hospital Dr Jasmine Dr. Keyes St (#47 and Above) Kings Mountain Dr Lancaster Meadows Lancaster St (#220 and Above) Laurel St (#101 and Above) Lawrence St (#15 and Above) Lebanon Ave Lincoln Ave Lisa Cir Lombard Ave Longview St Maple St (#222 and Above) Maplewood Ave Mary Dr Meadowbrook Dr Nevada Dr North Main St. (#137 and Above) Nuha Circle Osgood Ave Oxford St Parker St Paul X. Tivnan Drive Peachtree St	Pheasant Hill Run Phillips Dr (#60 and Below) Pierce St (#189 and Above) Pinecroft Ave Prescott St (#183 and Above) Princeton Ave Prospect St (#403 and Above) Raymond Huntington Highway Rivington Drive Sanatorium Drive Shenandoah Hill Dr Shrewsbury Street (#30 and Above) Shrine Ave (#88 and Below) Sterling Pl (#73 and Above) Sterling St (#198 and Above) Stillwater Heights Dr Temple St (#199 and Above) Tobin Lane Valley St W Boylston St (#270 and Above) Western Ave (#92 and Above) Westland Circle Woodland Heights Woodland St Worcester County Jail Road Worcester St (#316 and Above) Yale Ave Yorktown Rd
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Streets Located **within 2 miles** of the **Major Edwards Elementary School** by the Most Common Route

Acorn Path Almanac Way (Below #11) Applewood Rd Ardmore Avenue Bancroft St Beaman Street Birch Street Blake Ave Bowen St Brandywine Rd Brayton Rd Brooks Crossing Bunker Hill Parkway (Below #53) Carew Avenue (Above #17) Carol Dr Cavour Cir (Below #17 & Above #79) Central St Church St Colonial Hill Dr Crescent St Cross St Cutting St Elm St Fairbanks Street (Below #8) Foster St Franklin St Goodale St Green St	Helen Dr (Above #13) Henry St Heritage Lane High St Holt St Horseshoe Dr Howard Ave Keyes St (Below #47) Lancaster St (Below #220) Laurel St (Below #101) Lawrence St (Below #15) Lee St Lexington Dr Linden St Lost Oak Rd Lynwood Ln Malden St Maple St (Below #222) Marsh Hawk Way May St Merrimount Rd Monticello Ave Newton St North Main St. (Below #137) Olde Century Farm Rd Oak Ave Pearson St Phelps Pl Phillips Dr (Above #60) Pierce St (Below #189)	Pine Arden Dr Pinewood Dr Prescott St (Below #183) Prospect St (Below #403) Reed St Regan Cir Richard Ave River Rd Scarlett St Shady Lane Shrewsbury Street (Below #30) Shrine Ave (Above #88) Smith Dr Sterling Pl (Below #73) Sterling St (Below #198) Stockwell Rd Temple St (Below #199) Thomas St Townsend Cir Townsend Dr Trenton Lane Turkey Hill Road Valley Forge Cir Waushacum St W Boylston St (Below #270) Western Ave (Below #92) Winthrop St Wood St Worcester St (Below #316)
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NOTE: These lists are subject to revision and updating.

Streets located **more than 2 miles** from the **West Boylston Middle / High School** by the Most Common Route

Afra Drive Alhambra Rd Allard Ave Alpine Drive Ardmore Av (#7 and Above) Birch Street Blue Ridge Road Bonnie View Drive Bowles Ave Brandywine Road Briarwood Circle Buckingham Ave Bunker Hill Parkway (#8 and Above) Buttercup Lane Campground Road Carew Avenue Carol Drive Cavour Cir Center Dr Chapman Ave Cross St Cumberland Dr Danielian Dr Davidson Rd Delmar Dr Edgewood Av Edward St Elm St Evans Rd Evergreen Ave Fairbanks St Fort Niagara Dr Glenwood Ave Hampshire Dr	Hartwell St Harvard Ave Hawthorne Dr Helen Dr Highland Ave Hillside Village Drive Horseshoe Dr (#39 and Above) Hosmer St Hospital Dr Jasmine Dr. Keyes St (#94 and Above) Kings Mountain Dr Lancaster Meadows Lancaster St (#169 and Above) Laurel St (#128 and Above) Lawrence St Lebanon Ave Lexington Dr Lincoln Ave Linden St (#53 and Above) Lombard Ave Longview St Maple St (#171 and Above) Maplewood Ave Mary Dr Meadowbrook Dr Nevada Dr North Main St. (#167 and Above) Nuha Circle Oak Avenue Osgood Ave Oxford St Parker St Paul X. Tivnan Drive Peachtree St	Pheasant Hill Run Phillips Dr Pierce St (#135 and Above) Pinecroft Ave Prescott St (#150 and Above) Princeton Ave Prospect St (#347 and Above) Raymond Huntington Highway Rivington Drive Sanatorium Drive Shady Lane Shenandoah Hill Dr Shrewsbury Street Shrine Ave Smith Dr Sterling Pl (#35 and Above) Sterling St (#195 and Above) Stillwater Heights Dr (#17 and Above) Temple St (#141 and Above) Tobin Lane Trenton Lane Valley Forge Cir Valley St W Boylston St (#232 and Above) Western Ave (#4 and Above) Westland Circle Woodland Heights Woodland St Worcester County Jail Road Worcester St (#275 and Above) Yale Ave Yorktown Rd
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Streets Located **within 2 miles** of the **West Boylston Middle / High School** by the Most Common Route

Acorn Path Almanac Way Applewood Rd Ardmore Av (Below #7) Bancroft St Beaman Street Blake Ave Bowen St Brayton Rd Brooks Crossing Bunker Hill Parkway (Below #8) Central St Church St Colonial Hill Dr Crescent St Cutting St Foster St Franklin St Goodale St Green St Henry St Heritage Lane High St	Holt St Horseshoe Dr (Below #39) Howard Ave Keyes St (Below #94) Lancaster St (Below #169) Laurel St (Below #128) Lee St Linden St (Below #53) Lisa Cir Lost Oak Rd Lynwood Ln Malden St Maple St (Below #171) Marsh Hawk Way May St Merrimount Rd Monticello Ave Newton St North Main St. (Below #167) Olde Century Farm Rd Pearson St Phelps Pl Pierce St (Below #135) Pine Arden Dr Pinewood Dr	Prescott St (Below #150) Prospect St (Below #347) Reed St Regan Cir Richard Ave River Rd Scarlett St Sterling Pl (Below #35) Sterling St (Below #195) Stillwater Heights Dr (Below #17) Stockwell Rd Temple St (Below #141) Thomas St Townsend Cir Townsend Dr Turkey Hill Road Waushacum St W Boylston St (Below #232) Western Ave (Below #4) Winthrop St Wood St Worcester St (Below #275)
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NOTE: These lists are subject to revision and updating.

**School Bus Transportation Fee Street Lists – 2022-2023

WEST BOYLSTON PUBLIC SCHOOLS
SCHOOL BUS TRANSPORTATION
“F.A.Q.s” (FREQUENTLY ASKED QUESTIONS)

1. WHO IS ELIGIBLE FOR FREE SCHOOL BUS TRANSPORTATION?

As mandated by state law, only West Boylston students (1) in grades K-6 who live more than two miles from their assigned school, (2) who have a transportation component in their Individualized Education Plans (IEPs), or (3) who are eligible for a free or reduced price lunch under the guidelines of the National School Lunch Program and who apply for a waiver of the bus fee on that account, are eligible for transportation at town expense. Free school bus transportation is based solely on the student's home address, and it is only for transportation between the student's home bus stop and the school he/she attends. "School Choice" students are not eligible to ride school buses at the expense of the WBPS.

2. WHAT IS THE SCHOOL BUS TRANSPORTATION FEE?

Students who live in West Boylston and who are not eligible for free school bus transportation will have the option to purchase a bus pass. Passes are \$175 (\$225 late fee if not paid by 8/5/22) per student with a family cap of \$350 (\$450 late fee if not paid by 8/5/22). If a seat is not assigned, the fee will be refunded; otherwise, the fee is non-refundable. The purchased seat is not transferable to another route or another student.

3. HOW DO I KNOW IF MY HOME IS OVER OR UNDER TWO MILES FROM THE SCHOOL MY CHILD ATTENDS?

The two-mile measurement is the shortest vehicular route between the walkway and or driveway at the student's residence closest to the school (or, if none, from the corner of the residence lot closest to the school), to the nearest walkway or gateway leading to the front door of the school. This determination of the shortest vehicular route will not be affected or varied by any construction, repaving, laying of sewer pipes, etc., which may be taking place along that route and which may preclude its use, even for substantial periods of time. Lists of streets located, in whole or in part, two miles or more from each of the WBPS are attached. Please note that while the lists are very similar to one another, some variations do exist. In certain neighborhoods, you may find that your child in Grade 6 at the Middle/High School is eligible for free transportation, while your child at Major Edwards is not, or vice versa. Please note that the shortest vehicular route may change as new streets open to traffic; therefore, the shortest vehicular route will be based on streets existing as of July 1 preceding the start of the academic year. Mileage will **not** be calculated to or from a daycare provider, or to or from any address other than that of the student's residence.

4. HOW IS THE TWO-MILE DETERMINATION MADE?

The WBPS generally calculates this distance both from its own on-site distance measurements, and from Google maps, <https://www.google.com/maps>.

5. WHAT SHOULD I DO IF I DISAGREE WITH THE WBPS MILEAGE MEASUREMENT?

Should you believe that the distance calculation pertinent to your home is inaccurate; you may contact Roger Pontbriand Jr. in the Office of the Superintendent, at 125 Crescent Street. To be considered, you must contact the Office of the Superintendent by the application deadline. The distance will be rechecked and a decision made. This decision shall be final.

6. WHAT FORM OF IDENTIFICATION WILL BE PROVIDED TO BUS RIDERS?

In mid-August, bus passes will be mailed directly to the households of all mandated and enrolled riders. The bus pass will indicate the student's name, bus number, and the assigned school. Beginning on the first day of school, each student is required to carry the bus pass. Not doing so could result in exclusion from the bus. We suggest attaching the pass to the student's backpack. This will keep the pass handy and allow the student to display it without delay.

7. WHERE WILL MY CHILD BE PICKED UP?

The bus stop will be indicated on the bus pass that is issued to your child. As students are not automatically entitled to street-by-street or door-to-door pick-up and/or delivery, your child may have to walk to a common bus stop. The safety responsibility for escorting a child to and from the bus stop shall rest with the parents/guardians of the student involved. This includes escorting the student where there are no sidewalks or the sidewalks are only on one side of the street, where the bus stop is on the opposite side of the street, where road construction is in progress, and where there are traffic or railway concerns.

8. CAN I HAVE MY CHILD PICKED UP OR DROPPED OFF AT A STOP OTHER THAN HIS/HER ASSIGNED HOME BUS STOP?

Subject to the criteria below, you may request an alternative bus stop other than your home bus stop. If approved, and if you are otherwise required to pay the school bus transportation fee, the fee must still be paid, regardless of whether the destination stop is beyond the two-mile limit from school.

1. The arrangement is permanent for the academic year and is the same for all school days.
2. There is space available on the bus.
3. Only one alternate stop will be considered.
4. Kindergarten assignments are usually based on the home address. Students will only be transported to another address within that same assigned session subject to the above criteria.

9. **CAN MY CHILD, ON OCCASION, RIDE HOME WITH A FRIEND WHO TAKES ANOTHER BUS?**
Except in the case of an emergency, an eligible bus student may only ride on his/her regularly assigned bus. A note from a parent/guardian must be presented to a school administrator clearly stating the emergency before any request can be honored.
10. **WHAT IF I ONLY NEED THE BUS ONE WAY OR ONLY 2 OR 3 DAYS PER WEEK?**
The cost for all students is the same. The amount of time you use the bus does not matter because bus costs cannot be prorated according to varied daily usage.
11. **IF MY CHILD ATTENDS DAYCARE, DO I HAVE TO PAY?**
Yes, free school bus transportation is based solely on the student's home address and is only for transportation between the student's home bus stop and his/her assigned school. All daycare transportation arrangements are subject to the alternative bus stop process detailed in Paragraph 8 above.
12. **WHEN MUST I PAY THE FEE?**
Registration forms and full payment are due by **August 5, 2022**. After August 5, 2022, the fee per student is \$225 with a family cap of \$450. This payment ensures that your child, subject to sufficient funding and available seating, is included on the bus list as routes are developed during the month of August. Applications and payments received after **August 5, 2022** will be considered late and will be honored only if space is available and if there is an existing stop on the route. New stops will not be added for students paying late.
13. **IS THERE ANY PROVISION FOR A FEE WAIVER?**
Students who are eligible for free or reduced price lunch at school through the National School Lunch Program are eligible for a fee waiver. Parents may complete the Financial Assistance Application Form that is included in this packet. Application forms must be returned with your transportation form by **August 5, 2022**. Eligibility is subject to the income guidelines established under the National School Lunch Program, and verification. Ridership is not guaranteed, as it is dependent on sufficient funding, routing and available seating.
14. **HOW AND WHERE SHOULD I MAKE PAYMENT?**
All payments must be either online or by check and made payable to: West Boylston Public Schools – Bus Fee. Payments and applications may either be delivered to the Office of the Superintendent or mailed to: West Boylston Public Schools – Bus Fee, 125 Crescent Street, West Boylston, MA 01583-1098.
15. **IF I PAY, IS MY CHILD GUARANTEED A SEAT?**
No, seating is subject to sufficient funding, routing and available seating. If the WBPS cannot provide the service, the fee will be refunded.
16. **HOW LONG DOES IT TAKE TO PROCESS A REFUND?**
Refunds are subject to the School Committee warrant process, which can take up to 4 weeks to complete.
17. **WHAT ABOUT EMERGENCY EARLY DISMISSAL DAYS?**
If you are not purchasing a bus pass for your child, and you are not entitled to free bus transportation, you must make emergency dismissal plans in the event of an early school closing. The WBPS will not have sufficient seats on its school buses to provide every child a bus ride home in event of an emergency. Parents or their emergency designees must be prepared to pick up the child.
18. **IS MY CHILD SUBJECT TO SCHOOL BUS RULES?**
All students who ride the bus are responsible for the rules and regulations that are outlined in your school's student handbook. Students who fail to adhere to the rules and regulations can be suspended from the bus or lose their bus riding privilege. Should such disciplinary measures be necessary, bus transportation fees will not be refunded.