



## Salem Public Schools

29 Highland Ave. Salem, Massachusetts 01970

Telephone: 978-740-1240

December 9, 2020

Dear Parents/Guardians:

**Please read this information carefully, as transportation for the 2020-21 school year will be very different than it has been in the past.**

Our goal, as always, is to ensure that all of our students are as safe as possible at all times. With that in mind, and anticipating guidelines from the state in line with the physical distancing requirements for other indoor spaces, the buses in the 2020-21 school year will only be able to accommodate one student per seat. That means that on our big buses, we will only be able to have 23 students per bus, about a third of our usual capacity. To accommodate that, we have developed the following guidelines:

- **Please only apply for transportation if you have no other option.**  
*As a community, we need to ensure that the students who most need bus transportation to get to school are prioritized. If you have any other method for your child to get to school, please do not complete an application.*
- **Your child may be picked up earlier than school starts and brought home later than school ends.**  
*In order to ensure that students can get to school, we may need to use the same bus for multiple routes to the same school. This will depend on the number of people who need transportation, and transportation will be assigned based on the bus capacity. If this is necessary, staff will supervise students during this time.*
- **Priority will be given to those students who qualify based on distance, in accordance with School Committee Policy 3601, as follows:**
  - Grades K-2: Students who live 1 mile or more from school
  - Grades 3-5: Students who live 1.5 miles or more from school
  - Grade 6: Students who live 2 miles or more from school*Students in grades 3 and above who apply for transportation who live over one (1) mile from school, but otherwise fall outside of these requirements will be provided transportation for a fee, as space allows.*
- **An application must be completed for all riders.**  
*If you have more than one child in the Salem Public Schools, a separate application must be submitted for each student. Additionally, based on the ages and schools of your children, one may be eligible for free transportation while the other may not.*
- **Applications must be returned by December 21, 2020.**
- **Payment will be requested when space is confirmed.**
- **Applications received after December 21, 2020 will be processed after January 25, 2021.**

The fee for round trip transportation is **\$125.00 per child** with a maximum of \$200.00 per family. One way transportation is **\$75.00 per child**. Fees must be paid in full **by January 4, 2021**, or your student will lose their spot on the bus. In case of financial hardship, assistance for the families who are eligible may be provided. A completed application packet must be received by **Monday December 21, 2020** for any student who wishes to ride a school bus. **FULL PAYMENTS must be submitted to the Transportation Office by January 4, 2021.**

Seating capacity for students outside of the policy guidelines is at a first come first serve basis. If you sign up for, and are provided, paid transportation you are obligated to pay for the entire school year. If you have any questions, please call the Salem Public Schools Transportation Office at (978) 740-1240.

We thank you for your cooperation.  
Salem Public Schools

**SALEM PUBLIC SCHOOLS**  
**APPLICATION FOR BUS TRANSPORTATION**  
**2020-2021 SCHOOL YEAR**

**Please fill out a separate application for each student.**

**All Bus Applications must be returned to the Transportation Office by December 21, 2020.**

**FINAL Payment Due on January 4, 2021**

Student's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

School: \_\_\_\_\_ Grade: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Parent/Guardian Name \_\_\_\_\_ Application Completed By: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Drop off location (if different from home address) \_\_\_\_\_

Contact number: \_\_\_\_\_

Please Select ONE  Round Trip  AM Only  PM Only

Please make check payable to Salem Public Schools. Mail to: Salem Public Schools, Transportation Office, 29 Highland Ave, Salem, MA 01970

**FOR OFFICE USE ONLY**

**DEPOSIT IF APPLICABLE**

DATE RECEIVED \_\_\_\_\_ CHECK # \_\_\_\_\_ AMOUNT \_\_\_\_\_

Amount Due: \_\_\_\_\_ Fee Waiver Verified: \_\_\_\_\_ Miles: \_\_\_\_\_

**FOR OFFICE USE ONLY – FULL AND OR FINAL PAYMENT**

**FINAL PAYMENT**

DATE RECEIVED \_\_\_\_\_ CHECK # \_\_\_\_\_ AMOUNT \_\_\_\_\_

S.I.D. NUMBER: \_\_\_\_\_ AM BUS: \_\_\_\_\_ TIME: \_\_\_\_\_ STOP: \_\_\_\_\_

PM BUS: \_\_\_\_\_ TIME: \_\_\_\_\_ STOP: \_\_\_\_\_

# Salem Public Schools Transportation

## NO FEE TRANSPORTATION

NO fee transportation will be provided for students at the following distances:

Grades K-2: Who live 1 or more miles from their enrolled school

Grades 3-5: Who live 1.5 or more miles from their enrolled school

Grade 6: Who live 2 or more miles from their enrolled school

## PAID TRANSPORTATION

Transportation will be provided, **if space permits**, for a fee for the following distances:

Grades 3-5: Who live over 1 mile but less than 1.5 miles away from their enrolled school

Grades 6: Who live over 1 mile but less than 2 miles away from their enrolled school

Grades 7-12: Who live over 1 mile away from their enrolled school (on a space availability basis)

Hardship applications will be available for you to apply for a reduced fee or free transportation. **NO APPLICATION FEE WILL BE REDUCED**, unless a hardship application is completed, and proper documents are returned to the transportation office.

## PAYMENT

Payment must be made in full. ROUND TRIP PAYMENT (to and from school) is \$125.00 per student with a family cap of \$200.00. ONE WAY TRIP PAYMENT (home to school or school to home) is \$75.00. Full payment is due on or before January 4, 2021. **Applications received or incomplete after December 21, 2020 will be processed after January 25, 2021. Acceptable forms of payments are: Personal checks, Bank checks/Money Orders, or Cash. Credit Card payments are not accepted.**

## BUS PASSES

Bus passes will be mailed to the students address on file before school starts, all students will need to present their bus pass the first day of school and every day after. There will be a fee of \$5.00 (Grades K-5) and \$10.00 (Grades 6-12) for a replacement pass. **Students will not be allowed on a bus without a bus pass.**

## SCHOOL BUS STOPS

Buses pick students up at common bus stops. Each bus pass will have the bus stop and bus arrival time printed on the pass. Bus drivers are not permitted to make any changes, additions, or deletions to any bus stops. All kindergarten and first grade students must be met and taken from the school bus by a parent/guardian or adult that has been authorized by the child's parent/guardian.

## 2020-21 PROTOCOLS

To ensure student health and safety, buses will be disinfected every night, and between all routes. In addition, students must wear a face mask, sanitize their hands upon entering the bus, and must sit in their assigned seat .

# Salem Public Schools Transportation

Student safety is our highest priority. In order to maintain a safe environment for your child and other children riding the school bus, the Student Bus Policy is always in effect when students are on the bus. Behavior issues will be addressed in accordance with school policy.

**All school rules and expectations remain in effect for students when riding the school bus. We require the following:**

- Students cooperate with, and are respectful to, the bus driver at all times.
- Students remain seated throughout the bus ride.
- Students must be respectful to each other, keeping their hands and belongings to themselves.
- No food, gum, or beverages can be consumed during the bus ride.

**In addition, for the 2020-21 School year, the following protocols will be in place:**

- **All students** will be required to wear a mask on the bus.
- Students may not ride the bus if they are displaying any symptoms of illness, or if anyone in their household is ill.
- Students will be required to use hand sanitizer as they board the bus.
- Students will be required to sit alone, and in the seat assigned.

**The principal or assistant principal may discipline students for unacceptable behavior on school buses as follows:**

- Verbal warning
- Written warning
- Temporary loss of bus privileges
- Indefinite loss of bus privileges

Because the nature of misbehavior may vary greatly, the principal may use the above disciplinary measures in any order.

To ensure the safety of all students, the district reserves the right to monitor buses by use of surveillance video. Videos will only be monitored in the case of an incident by the school principal and or district administration and will remain property of the Salem Public Schools.

Protocols to ensure health and safety may change at any time, based on guidelines from state and local authorities.

## Acknowledgement

**I have read and agree to abide by the above.**

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Student Name

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Parent/Guardian First Last Name

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Signature

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Date