

# BOSTON PUBLIC SCHOOLS

2011 - 2012



## TRANSPORTATION DEPARTMENT

Michael Hughes  
Director

Michael Chau  
Assistant Director

May 10, 2011

Dear Parent/Guardian:

According to our records, your child is currently receiving Alternative Drop-Off or Pick-Up transportation. If you would like to request this service for the 2011-2012 school year, please complete the enclosed application and return it in the envelope provided. **Please note that no postage is required if you use this envelope.** You may also return the form to the principal of the school your child currently attends.

We are sending you these forms to encourage you to provide us with a completed application as soon as possible. Applications for Alternative Pick-Up or Drop Off are processed in the order they are received. The sooner you can provide us with your application, the better chance you have that the application will be processed for the opening of school in September.

If you have any questions about the Alternative Drop-Off program please feel free to call the Transportation Department at 617-635-9520.

Sincerely,

Michael Hughes  
Director of Transportation

Cc: Dr. Carol Johnson, Superintendent  
Michael Goar, Chief Operating Officer

2011-2012

**BOSTON PUBLIC SCHOOLS – TRANSPORTATION DEPARTMENT  
ALTERNATIVE TRANSPORTATION APPLICATION/LIABILITY RELEASE**

SCHOOL NAME \_\_\_\_\_ SCHOOL CODE # \_\_\_\_\_  
 STUDENT NAME \_\_\_\_\_ STUDENT ID.# \_\_\_\_\_  
 HOME ADDRESS \_\_\_\_\_ DATE OF BIRTH \_\_\_\_/\_\_\_\_/\_\_\_\_  
 HOME PHONE ( ) \_\_\_\_\_ CELL PHONE ( ) \_\_\_\_\_ EMERGENCY ( ) \_\_\_\_\_  
 CURRENT BUS # (AM) \_\_\_\_\_ (PM) \_\_\_\_\_ CURRENT BUS STOP \_\_\_\_\_  
 PARENT NAME \_\_\_\_\_

Please check the alternative service(s).  
 PICKED UP AT THE ALTERNATIVE LOCATION ON THE WAY TO SCHOOL  
 DROPPED OFF AT THE ALTERNATIVE LOCATION ON THE WAY FROM SCHOOL  
**PLEASE NOTE:** Alternative transportation is not guaranteed and is subject to seat availability and routing restrictions.  
 NAME OF DAY CARE FACILITY  
 OR DAY CARE PROVIDER \_\_\_\_\_  
 ADDRESS OF DAY CARE  
 FACILITY OR PROVIDER \_\_\_\_\_  
(Must be different from Home Address) (Street #) (Street Name) (Section of City)  
 NAME OF CARE PROVIDER \_\_\_\_\_ PHONE NUMBER (\_\_\_\_) \_\_\_\_\_  
 NAME OF PERSON (IF ANY) MEETING  
 STUDENT AT STOP \_\_\_\_\_  
 PROPOSED CORNER  
 STOP \_\_\_\_\_  
(Transportation Department may assign a different stop in order to accommodate the request.)  
**PLEASE NOTE:** IF AN ALTERNATIVE PICK UP OR DROP OFF IS APPROVED, THIS IS THE ONLY STOP TO WHICH THE STUDENT WILL BE ASSIGNED. IF SPECIAL ARRANGEMENTS ARE NEEDED ON DAYS SUCH AS EARLY DISMISSALS AND DAYS WHEN THE DAY CARE PROVIDER IS UNABLE TO ACCEPT THE STUDENT, THE PARENT IS RESPONSIBLE FOR MAKING TRANSPORTATION ARRANGEMENTS.

**LIABILITY RELEASE (Must Read and Sign)**

In requesting and authorizing this alternative transportation, the parents/guardians accept all responsibility for the safety of the student before getting on the school bus and after getting off the school bus. Neither the Boston School Committee nor anyone working for the Boston School Committee will make sure that the student is met by a responsible adult or that the student knows where the day care facility is or how to get there from the bus stop. The parents/guardians agree not to sue the City of Boston or the School Committee or its employees or agents for any injuries of any kind, or death of any student that might happen because of the alternative transportation pick-up or drop-off. The parent also agrees that the student will not sue the City of Boston or the School Committee or its employees or agents for any harm or injury of any kind, which might happen because of the Alternative Pick-Up or Drop-Off. The parents/guardians also promise to re-pay to the City of Boston and the Boston School Committee any money that the City of Boston or the School Committee must pay because of any injury or death of the student that resulted from the Alternative Pick-Up/Drop-Off. The parents/guardians are not giving up their rights to sue anyone other than the City of Boston, the School Committee, their officers, agents, and employees, or the bus companies for any claims they might have.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Date

**TRANSPORTATION DEPARTMENT USE ONLY**

DATE RECEIVED: \_\_\_\_\_ DATE PROCESSED: \_\_\_\_\_ Effective Date: \_\_\_\_\_

APPROVED [ ] NOT APPROVED [ ] Reason \_\_\_\_\_ T.O. \_\_\_\_\_

2011 - 2012

## ALTERNATIVE DROP-OFF/PICK-UP POLICY FACT SHEET

2011 - 2012

The Alternative Drop-Off/Pick-Up program will continue to be provided by the Boston School Department for the 2011 - 2012 school year. The Alternative Drop-Off/Pick-Up program allows parents to request an "alternative" bus stop that allows for the Drop-Off or Pick-Up of a student at or near a day care provider or before/after school program. Students enrolled in kindergarten programs through grade eight are eligible for this service if school buses serve the school they attend. This service is also available to private, parochial, and charter school students transported by the Boston Public Schools. Students who are not eligible for transportation to and from home may also request this service.

Please note that the alternative Drop Off/Pickup request is not a guaranteed service and is subject to the following conditions:

- The stop you request must be on an existing bus route to or from the school and must not add time to the route or delay the return of the bus to the garage at the end of the day.
- There must be room on the bus to allow for a permanent assignment.
- Alternative service is provided at corner bus stops. Door-to-door service is only provided to special education students who require door-to-door service as part of their IEP.
- The Transportation Department cannot guarantee that your child will receive the service or specific alternative stop that you request. The Department may need to provide a stop that is not as close to the day care provider as requested.
- Do not apply for alternative transportation in order to change the bus stop if you have moved or are requesting a closer stop. The Transportation Department at 26 Court Street does not process "change of address" information. You must go to a Family Resource Center to change your address. When you submit your "change of address" to any Family Resource Center, the Transportation Department will then provide your child with appropriate transportation service using established guidelines.
- Students who are no longer residents of the school assignment zone of their school, but who have chosen to remain in that school, are NOT eligible for alternative transportation.

Parents are urged to remember that:

- They are responsible for their child's transportation to the alternative location, if the child is to be picked up there before school, or from the alternative location if the child is to be dropped off there after school.

- Whereas many children who utilize the Alternative Drop-Off/Pick-Up program may be in an unfamiliar neighborhood, the School Department encourages parents to seek adult supervision to take the child to the Alternative Pick-Up point and pick the child up at the Drop-Off point. Parents should also insure that the child is aware of how to get to or from the alternate location on their own if adult supervision is not available.
- Alternative routing is on a five-day-a-week basis. Students in Early Childhood programs, which meet four days a week, will be provided this service on a four-day-a-week basis.
- Alternative Drop-Off/Pick-Up service will be provided on early dismissal days. Parents must insure that day care providers or other programs will be accessible by the child on these days.
- Students who are WALKERS, who do not receive transportation services to and from school on a regular basis, are also eligible for this program on the same basis as riders: seat availability on vehicles along existing routes serving the school. The requested site of the day care provider/program may also be located within the established walking area of the school.
- Assignment of students for service to begin at the start of school will be made by the Transportation Department. Requests made after the start of school will first be processed by the Principal of the school that the child is attending, and completed by the Transportation Department, using the same eligibility requirements stated above. Decisions will be made on a FIRST COME, FIRST SERVED BASIS with a waiting list maintained by the principal.
- If a parent moves they are responsible for filling out another alternative application.
- In the event that parents, school staff or day care center staff require assistance from the Transportation Department or School Police, they are available at the following numbers:
  - Safety/School Police           617-635-8000
  - Transportation Department   617-635-9520