

Bus Transportation Information and Policy —2015-2016

The Academy has contracted a bus service to meet our day student transportation needs. There will be four routes offered – Chestnut Hill/Newton (Route A-1), Wellesley/Needham (Route A-2), Needham/Dover/Dedham/South Natick (Route B), Boston/Cambridge (Route C). Monday drop off for all students is at the Athletic Convocation Center. Tuesday – Friday all students are dropped off in front of Wolcott House on Academy Road.

The Academy reserves the right to change the bus routes and schedules.

Please complete the application form and return it to Denise Costello in the Business Office by **August 3, 2015**. You will be billed for the service with your month-end statement. All students registered for the bus will be issued a Bus Identification Tag, which can be picked up at Registration during the first two days of school. Bus Identification Tags should be affixed to the student's backpack.

Please note that there is a \$125 cancellation fee if you sign up and then cancel the bus service prior to the start of school. As a result of the fixed, full-year contract, refunds will not be possible for cancelled half-year or one-direction passes after the start of school. Students who purchase full-year round trip passes, but whose circumstances after the start of school require them to make other transportation arrangements, are eligible for a 40% refund if cancelled by November 1, 2015.

The following rates apply for the 2015 - 2016 academic year:

	<u>A, B, C</u>
Full year, round trip	\$2,550
Full year, one direction	\$1,700
First Half year, both directions	\$1,700
One-way trip passes (each)	\$11.50

School Bus Regulations:

- **Students must present one of the following each time they board the bus:**
 - a. Students who are registered for the bus service must present their Bus Identification Tag to the driver each time they board the bus. If a student who is registered for the bus service does not present their Bus Identification Tag they must provide their name and signature to the driver, along with a reason for not having the required identification. Students who do not have their Bus Identification Tag more than three times during the academic year will be charged a processing fee of \$10 for each time they board the bus without the required identification. Replacement Bus Identification Tags can be ordered through Denise Costello in the Business Office. A \$15 fee will be charged to the student's account to replace lost Bus Identification Tags.
 - b. Students who are not registered for the bus service must present a one time/one way ride pass to the driver each time they board the bus. Passes can be purchased in advance at the bookstore at a cost of \$11.50 per pass with no limit to the number a student can purchase. Students who do not have a one time/one way ride pass must provide their name and signature to the driver, along with a reason for not having a one time/one way ride pass. Students riding without a one time/one way ride pass will automatically have their account charged \$20 each time they ride the bus without a one time/one way bus pass.
- Students are expected to remain seated and well behaved while on the bus, and to uphold the rights and well-being of others. The bus driver is in charge of the bus and instructions by the driver must be obeyed.
- Failure to follow any of the above policies will result in a conversation with the Dean of Students office and may result in the loss of bus privileges and loss of fees.
- **Students should arrive at least 10 minutes ahead of their scheduled pickup time and cooperate in keeping the bus on schedule. The same rule applies for the afternoon pick up time. This "flex time" is needed due to traffic and weather conditions.**
- Pickup times and locations are typically changed for special days such as the beginning and end of school and the beginning of school vacations. Students should pay close attention and listen for those announcements during morning assemblies.
- Should an off-campus pickup or drop off spot change, it will be communicated in writing to those families affected.

Please contact Denise Costello in the Business Office if you have any questions @617-898-2285.