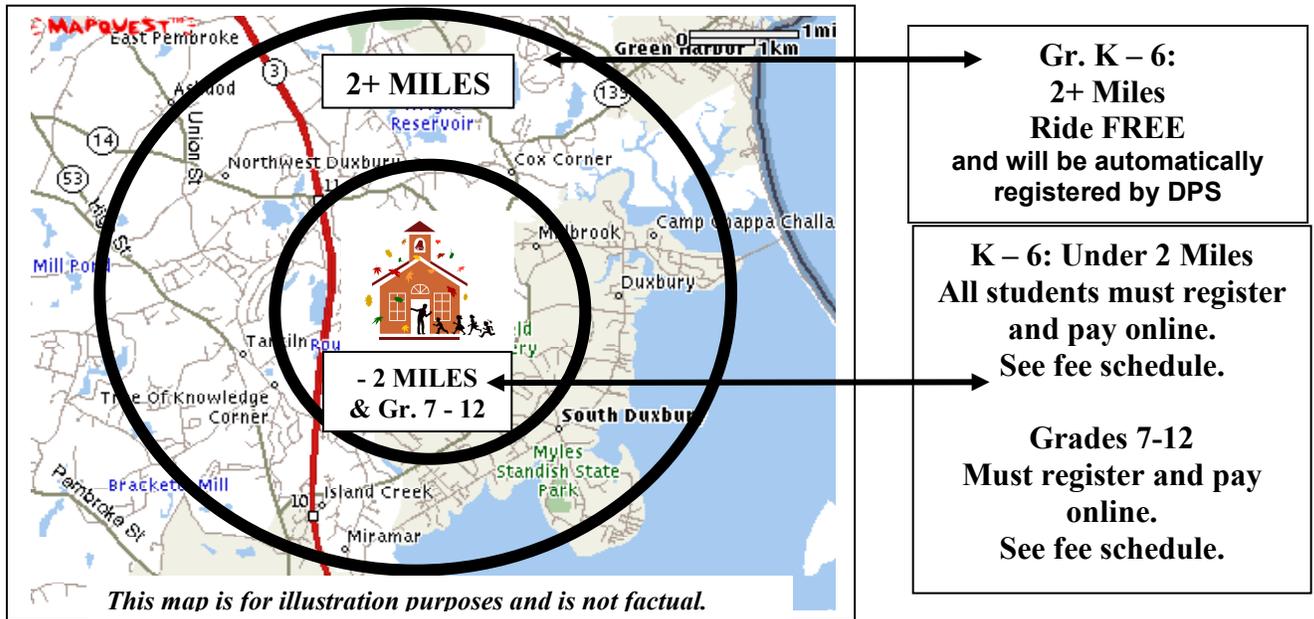




Duxbury Public Schools  
Bus Transportation Information  
2019 - 2020



### Transportation highlights for the 2019-2020 school year:

- ✓ **EVERY FAMILY WHO HAS AT LEAST ONE (1) FEE-BASED RIDER** that wants to have a student ride a Duxbury school bus **MUST** pay online. Detailed instructions are located on our website ([www.duxbury.k12.ma.us](http://www.duxbury.k12.ma.us)) click on Families, scroll down to Transportation Services.
- ✓ If your student is a fee based rider, your online payment will serve as your bus registration for the 2019 – 2020 school year. You **DO NOT** need to register for bus transportation in Aspen.
- ✓ When processing payment, you will be asked to provide your student’s state identification (SASID) number. More information on where to find this number can be found in the Unipay Payment Instructions, on page 8 of this document.
- ✓ **The Business Office has automatically registered all students who will be in grades K-6 in 2019-2020 who meet the over 2-mile criteria.**
- ✓ If you register **BY JUNE 30<sup>TH</sup>** the cost is \$250 per student/\$500 family cap.
- ✓ If you register **July 1<sup>st</sup> – July 31<sup>st</sup>** the cost is \$300 per student/\$600 family cap.
- ✓ Online Payment/Online Bus Registration ends August 1<sup>st</sup>.\*\*
- ✓ Bus routes will be posted on the school website ([www.duxbury.k12.ma.us](http://www.duxbury.k12.ma.us)) before school opens.

**\*\*WAITING LIST:** Registrations after August 1<sup>st</sup> –Students registered late will be put on a wait list and will be placed on existing bus routes **only IF SPACE IS AVAILABLE**. Students newly registered to the School District are not considered as late registrations.

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**Duxbury School Committee**

Julia Adams, Chair  
Matthew Gambino, Vice Chair  
Kellie Bresnehan  
Peter Quigley  
Shannon Moesaa

Dr. John Antonucci  
Superintendent of Schools

Catherine Blake  
School Business Administrator

## 2019-2020 School Bus Transportation Definitions, Instructions and Related Information

### I. DEFINITIONS

#### **MANDATED TOWN-PAID TRANSPORTATION**

Under Massachusetts General Laws, transportation at town expense shall be provided to all Duxbury students grades K-6 who live two miles or more from the school they attend. Transportation at town expense is based solely on the student's home address and is only for transportation between the student's home bus stop and the school he/she attends. Additionally, specialized transportation shall be provided at town expense for children whose Individualized Education Plan (IEP) requires such transportation or whose physical condition makes such transportation necessary as stated in an (IEP).

#### **NON-MANDATED FEE-BASED TRANSPORTATION**

The Fee-Based Transportation System provides an option for arranging school bus service for students grades K-6 who live less than 2 miles from their school and for all students grades 7-12. Under the law, a waiver of the school bus fee may be obtained for students eligible for a free or reduced lunch under the Federal School Lunch Program by circling waiver on the application form.

#### **TWO MILE LIMIT**

The two-mile measurement is the shortest distance, using a commonly traveled vehicular route, between the nearest walkway or driveway to the student's residence and the nearest walkway or gateway leading to the front door of the school. The Alden School will be used as a basis for determining measurable distance for students in grades 3-6. Please note that the shortest vehicular route may change from year to year as new streets open to traffic, therefore, the shortest vehicular route will be based on streets existing as of May 1<sup>st</sup> of each year.

## II. INSTRUCTIONS AND RELATED INFORMATION

### STREET GUIDE: FEE BASED STREETS FOR STUDENTS IN GRADES K-6

Two separate pages of street listings are included in this package & posted on our website ([www.duxbury.k12.ma.us](http://www.duxbury.k12.ma.us)):

- Chandler Elementary School (Grades K-2) fee based streets are on page 16
- Alden Elementary (Grades 3-5) & DMS (Grade 6) fee based streets are on page 17

If your child is in grade K-6, and your address is included on the respective schools Fee Applicable Street Listing, your child is subject to the fee.

### FEES AND TIMELINES

The fee for school bus transportation is as follows:

Date	Amount Per Student	Family Cap
(A) May 28, 2019 – June 30, 2019	\$250	\$500
(B) July 1, 2019 – July 31, 2019	\$300	\$600

**Please note - BUS FEES ARE NOT REFUNDABLE.**

### IDENTIFICATION

Bus passes will be distributed during the first several days of school. Distribution will vary depending upon the student's school. Detailed information on the distribution process for each of the schools will be located on the District and School websites.

The bus pass will indicate the student's name, grade and school. Each student is required to carry and display the pass. If the pass is not obviously displayed, the student may be excluded from riding the bus. We suggest attaching the pass to a backpack or something similar. This will make the pass easily accessible and allow the student to display it without delay. Lost passes may be replaced for a \$5.00 fee for the first instance of a lost pass and \$25.00 thereafter.

### ESTABLISHING BUS ROUTES AND STOPS

Bus routes and stops will be in accordance with School Committee policy (see attached pages 11 and 12).

### SAFETY

Safety is a responsibility that is shared between the family and the school. While the law requires the School Department to provide a defined level of transportation, it does not relieve parents/guardians of students from the responsibility of supervision until the student boards the bus in the morning. Once a student boards the bus, he or she becomes the responsibility of the school district. Such responsibility shall end when the student is delivered to the regular bus stop at the close of the school day. Therefore, it is the responsibility of the parent/guardian to escort the student, if necessary, to and from the bus stop where there are no sidewalks, where sidewalks are only on one side, where the bus stop is on the opposite side of the street, and where there are traffic or other safety concerns.

## II. INSTRUCTIONS AND RELATED INFORMATION (CONT.)

### **BUS CONDUCT**

The school bus is an extension of the classroom. School Committee policy requires that the student conduct himself/herself in a manner consistent with established standards for classroom behavior as stated in the student handbook. Bus drivers have the authority and the responsibility to maintain good order while operating the bus. Additionally, bus drivers are instructed to inform the building principal regarding any student misconduct that creates an annoyance or distraction while driving. The building principal will inform the parents/guardians of the misconduct and request their cooperation in monitoring the student's behavior. Any student who becomes a disciplinary problem on the school bus may have riding privileges suspended on a temporary or permanent basis. In such cases, the parents/guardians of the student will become responsible for transportation of the student to and from school. There will be no fee refunds for denial of school transportation services due to disciplinary actions.

### **ADDING STUDENTS TO BUS ROUTES AFTER REGISTRATION PERIODS / PRORATED BUS FEE**

#### **CURRENT Families in the School District**

If you did not register your child/children within the Bus Registration periods, you will need to contact the Business Office at 781-934-7600 or (email [bus@duxbury.k12.ma.us](mailto:bus@duxbury.k12.ma.us) ).

Provide your full name, the student(s) full name(s) your address and phone number. We will let you know if space is available on that particular bus route, and if so the applicable fee.

Situations may occur where we have space available on one route but not another. Therefore, we may be able to accommodate some requests and not others depending on the availability.

#### **NEW Families to the School District**

Bus Transportation Registrations for Families **NEW** to the School District will be accepted at the time they register for school. Families will be provided with a Standard Manual Bus Registration Form during the School Registration process and will be directed to bring the form along with a payment (if applicable) to School Business Office. After August 1<sup>st</sup>, the only form of payment will be check, payable to the Duxbury Public Schools.

Contact the School Business Office at 781-934-7600 for the amount due. Bus fees for NEW families registering for school after the start of the school year, will be determined on a prorated basis.

### **PURCHASING A BLOCK OF TICKETS TO RIDE THE SCHOOL BUS**

Parents/students may purchase a **block of tickets** for twenty (20) one-way trips under the following circumstances:

- (1) A prior determination has been made by the appropriate administrator that there is sufficient space on the school bus to accommodate the student(s);
- (2) A fee of \$35 is paid for twenty (20) one-way trips. Tickets must be presented to the driver upon entering the school bus. Tickets may be used for the regular home to school/school to home route or for the late bus;
- (3) **Only students attending grades 6-12 will be eligible to purchase bus tickets** since routes designed for these students transport to established neighborhood collection points and do not need to be adjusted to accommodate them; and

- (4) Tickets may be purchased at the High School and Middle School offices during regular business hours (Monday – Friday, 8:00AM – 4:00PM). Make check payable to The Duxbury Public Schools.

#### **BUS REGISTRATION**

- The complete packet is available on line at [www.duxbury.k12.ma.us](http://www.duxbury.k12.ma.us). The packet contains: the School Committee’s policy on transportation, frequently asked questions, a street guide, and applicable forms.
- The Registration and Payment process is to be completed online. Your online payment will also serve as your bus registration. **Failure to register may result in a loss of school bus transportation.** For all students riding the bus on a **waiver**, registration must be completed by using the manual bus registration form (see FAQ #11 on page 14 of this packet for more information).

## UNIPAY PAYMENT INSTRUCTIONS

Click on the following link: <https://unipaygold.unibank.com/transactioninfo.aspx>

Transportation Fee payment can be found by clicking on the Transportation Fees tab:

### TRANSPORTATION FEES

Once clicked, the Transportation Fee payment screen will populate. You will need to fill in the following **required** information:

- **Price Option** – Please select either One Student \$250 or Two Students \$500
  - Note: If you have multiple students that will be riding the bus but you only need to pay for one, please select the “One Student” option.
    - Example: I have one student at Chandler who lives over 2 miles from the school AND one student at DMS in 7<sup>th</sup> grade – only the 7<sup>th</sup> grade student is a Fee Based Rider and will require payment/registration

Parent Guardian Information:

- **Parent/Guardian First Name**
- **Parent/Guardian Last Name**
- **Parent/Guardian Address**
- **City/Town**
- **State**
- **Zip Code**
- **Parent/Guardian Phone Number**
- **Parent/Guardian Email Address**

Student Information

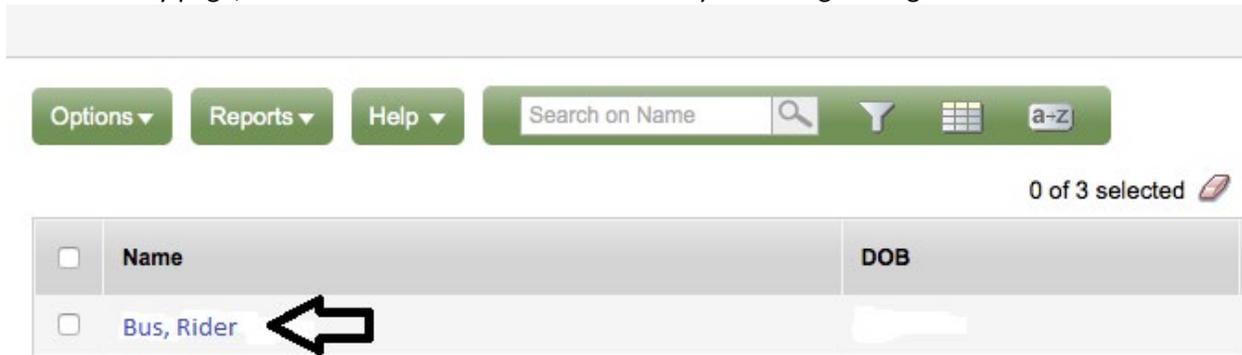
- **Students' Street Address**
- **Student 1 First Name**
- **Student 1 Last Name**
- **Student 1 School** – Please enter in the school that your student will be attending during the 2019 – 2020 school year
- **Student 1 Grade** – Please enter in the grade that your student will be in during the 2019 – 2020 school year
- **State Identifier** – The state Identifier is a 10 digit numeric combination that can be found either on your student's school identification card or on the Aspen Parent Portal. To find this number in Aspen, please follow the below steps:

Login to Aspen.

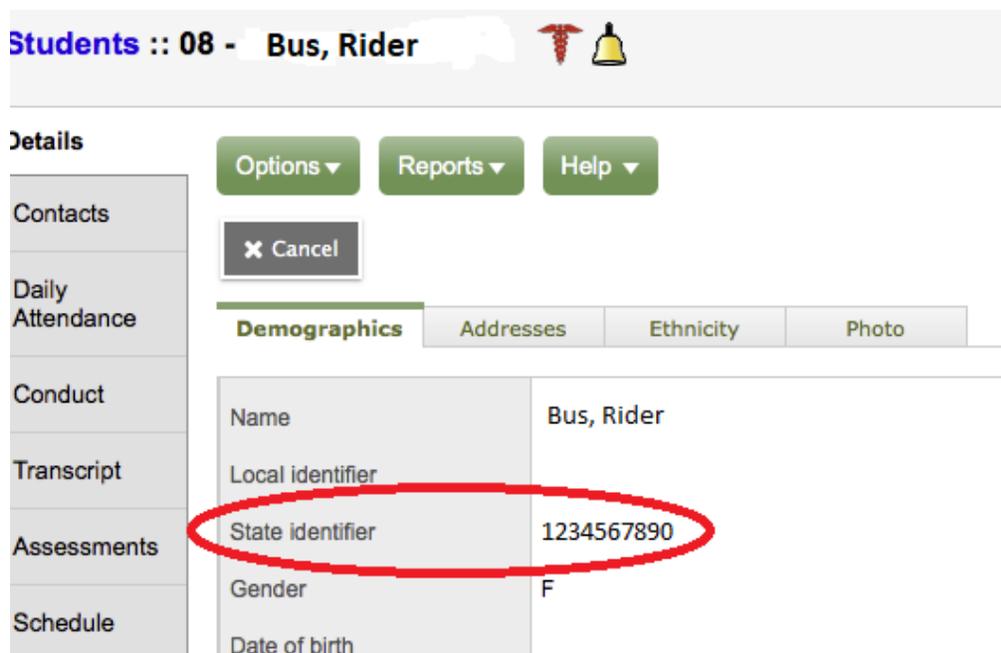
On the top banner, click on Family:



On the Family page, click on the name of the student who you are registering for the bus:



Once selected, the student's information will populate. The SASID number is the State Identifier, as shown below:

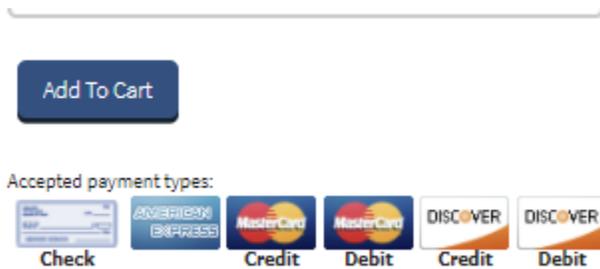


**Please note: If you have more than 2 students that are classified as a “fee based” rider, you must register all students, regardless of the family cap.**

Example: I am registering three students, grades 8, 10, and 11, on June 13<sup>th</sup>.

- All three students are classified as fee based riders, however:
- The family cap for payment is set at \$500/family (May 28 – June 30) or \$600/family (July 1 – Jul 31).
- Please enter in all three students’ information into Unipay – you will only be required to pay for 2 students.

Once you have entered in the above information for each applicable student, click on Add to Cart to proceed to checkout.



## STUDENT TRANSPORTATION SERVICES

The major purpose of the school system's transportation services is to aid students in getting to and from school in an efficient, safe, and economical manner.

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws. Additionally, the Committee will provide transportation for students as follows:

Grades K - 6: Students living more than two miles from school will be provided transportation. Students living less than two miles from school can ride on buses for a fee on a space available basis.

Grades 7-12: All students can ride on buses for a fee on a space available basis.

Although the law requires that a school district furnish transportation under certain circumstances, it does not relieve parents of students from the responsibility of supervision until such time as the child boards the bus in the morning and after the child leaves the bus at the end of the day. Only at the time a child boards the bus does he/she become the responsibility of the Duxbury Public Schools. Such responsibility ends when the child is delivered to the bus stop at the close of the day.

Exceptions to these guidelines may be made at the discretion of the Superintendent. This will apply particularly to any student who must travel in a hazardous area to and from school. These students will be transported regardless of the mileage limits listed.

The school system will contract for transportation services. The School Committee will award contracts on a competitive bid basis. Bus contractors and taxi contractors, who will be held responsible for the safe operation of school buses, will comply with all applicable state laws and regulations, including but not limited to:

1. Specifications for school bus design and equipment
2. Inspection of buses
3. Qualifications and examinations of bus drivers
4. Driving regulations
5. Small vehicle requirements, if applicable
6. Insurance coverage
7. Adherence to local regulations and directives as specified in bid contracts

The Superintendent, working with the bus contractor and other appropriate administrators, will be responsible for establishing bus schedules, routes, stops, and all other matters relative to the transportation program.

LEGAL REFS.: M.G.L. 40:5; 71:7A, B and C; 71:37D; 71:48A; 71:68; 71:71A;  
71B:4; 71B:5; 71B:8; 74:8A; 76:1; 76:12Bi; 76:14

[Duxbury Public Schools](#)

**STUDENT TRANSPORTATION SERVICES  
SCHOOL BUS RULES AND REGULATIONS**

1. THE SCHOOL BUS IS AN EXTENSION OF THE CLASSROOM. STUDENTS RIDING SCHOOL BUSES ARE SUBJECT TO THE CODE OF CONDUCT. BUS DRIVERS ARE REQUIRED TO REPORT MISBEHAVIORS TO THE PRINCIPAL/DESIGNEE WHO WILL TAKE APPROPRIATE DISCIPLINARY ACTION. STUDENTS WHO BECOME A SERIOUS DISCIPLINARY PROBLEM ON THE SCHOOL BUS MAY HAVE THEIR RIDING PRIVILEGE SUSPENDED.
2. Bus routes and bus stops will change each school year, due to the different children being transported. The establishment of bus routes and the location of bus stops is the responsibility of the Business Manager. All requests for changes in initial bus routes or the location of bus stops should be submitted in writing to the Business Manager. BUSES WILL BE ROUTED INTO A CUL-DE-SAC ONLY WHEN NECESSARY FOR SAFETY REASONS. Changes in bus routes or the location of bus stops may be made for the following reasons: a) to correct an error in original planning; b) to provide for an emergency situation; c) for reasons of safety. Appeal of the Business Manager's decision may be made in writing to the Superintendent of Schools.
3. After a route is established, a request for a change in a student's assigned bus should be made to the principal. Changes may be approved for reasons of an emergency nature, such as emergency illness or family emergency. Examples of reasons which are not considered to be emergencies and will not be approved are: routine medical appointment, day-care route, shopping trip, birthday or other party, tennis/golf/athletic practice, religious instruction, luncheon date, music/dance (etc.) lesson. A request cannot be granted if the result will cause a bus to become overcrowded.
4. Kindergarten students will be picked up and discharged as near to their homes as is practicable. On all trips where the bus goes out and returns by the same route, students in grades K-5 will be discharged, if practicable, on the side of the street of their home or designated bus stop. Students in grades 1-5 will be picked up at collection points, if practicable. Students in grades 6-12 will be picked up at major collection points, if practicable.
5. Visibility to the rear of a school bus is limited; therefore, it is dangerous for a school bus to operate in reverse. Bus routes will be designed so that if at all possible, the bus will not need to be operated in reverse.

## **1. Who is eligible for Town Paid School Bus Transportation in Duxbury?**

As mandated by state law, students in grades K-6 who live two (2) miles or more from their assigned school and students who have a transportation component in their Individualized Education Plan (IEP) are eligible to ride at town expense. Transportation at town expense 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.

## **2. What is the Fee-Based Transportation System?**

Students who are **not** eligible for town paid busing will have the option to purchase a bus pass. Generally, non-refundable passes are \$250 per student with a family cap of \$500 (see previous section under fees and timelines for exceptions). Bus routes will be designed based on ridership. Payment of the fee reserves a seat on the bus; therefore, **fees will not be prorated for one-way or less than full use.**

## **3. How do I know if my home is within two miles of the school my child attends?**

Street guides are included with this Transportation Packet (pages 16 & 17) and are posted at the Chandler, Alden and Middle Schools and on the School Department website, [www.duxbury.k12.ma.us](http://www.duxbury.k12.ma.us). In compliance with state law, measurement is made via the shortest vehicular route. This may change from year to year as new streets open to traffic; therefore, distances will be calculated based on streets existing as of May 1<sup>st</sup> of each year.

## **4. How is the two-mile determination made?**

The distance is only measured by using the shortest distance, using a commonly traveled vehicular route, between the nearest walkway or driveway to the student's residence and the nearest walkway or gateway leading to the front door of the school. The Alden School will be used as a basis for determining measurable distance for students in grades 3-6. The shortest vehicular route will be based on streets existing on May 1<sup>st</sup> of each year.

## **5. Do I have to apply if my student already rides the bus and wants to continue during the 2019-2020 school year?**

The Business Office has taken steps to streamline the process of providing First Student with rider information to establish routes and assign riders to a bus earlier by automatically registering students who will be in grades K-6 in 2019-2020 for bus transportation that do not owe a bus transportation fee because they meet the 2-mile criteria.

Students who OWE A FEE must register for bus transportation.

These are students who:

- Are in grades K-6 whose home address is within 2 miles of their school. Please see street listing.
- All students in grades 7-12 during the 2019 – 2020 school year.

Students who receive the free and reduced lunch waiver that would have owed a bus fee without the waiver must register, as this list changes from year to year because re-application is required. Remember the family will need to complete the Free & Reduced Lunch Waiver Application prior to the start of the 2019-2020 school year. If the waiver is not approved, you would be required to pay the bus fee. Ref. FAQs #11 for additional information.

## 6. How do I apply for school bus transportation?

The Registration and Payment process is to be completed online. Detailed instructions are located on our website ([www.duxbury.k12.ma.us](http://www.duxbury.k12.ma.us)) click on District Services and scroll down to Transportation Services. This process must be completed within one of the two registration periods. The first period ending June 30 at the discounted rate and the second period ends July 31<sup>st</sup> at the full rate. A completed registrations will reserve the student(s) a seat on the bus. **Bus routes are established based on bus registration information obtained through this process.**

## 7. Does my child need a bus pass?

YES! – All students using the bus are required to carry their bus pass on a daily basis; failure to do so could result in exclusion from the bus. We suggest attaching the pass to a backpack or something similar. This will make the pass easily accessible and allow the student to display it without delay.

- **Distribution**-bus passes will be distributed during the first several days of school to all eligible riders who are paid in full. The schedule of how and when each school will distribute passes will be available on the school website [www.duxbury.k12.ma.us](http://www.duxbury.k12.ma.us) prior to school opening.
- **Lost passes** may be replaced at the School Department Business Office, 93 Chandler Street for a fee of \$5.00 for the first lost pass and \$25.00 thereafter (checks only, please).

## 8. How do I determine when and where bus stops will be located?

Bus stops will be available on the school website [www.duxbury.k12.ma.us](http://www.duxbury.k12.ma.us) prior to school opening. The transportation program will transport students to and from established bus stops as outlined in School Committee Policy. The school bus will not make additional stops, even if the bus passes your residence. Buses generally are not authorized to enter cul-de-sacs for student pickup and drop off.

## 9. May my child ride home on another bus?

In general no, students may only ride their assigned bus. Exceptions may be approved by the school Principal, following School Committee Policy, through a written request submitted in advance.

## 10. May a student's conduct result in suspension from the school bus?

A student is expected to behave in a manner which will provide for optimum safety of the individual student as well as the safety of other students aboard the bus. When a student is reported for violating a safety rule in and around a school bus, the appropriate school staff will review the situation with the student. Parents will be notified of the behavior. Depending on the severity of the offense or the frequency of violations, the student may receive: a warning, a brief suspension from the bus, or a suspension for the balance of the school year. If a student is participating in the "Fee Based Transportation Program" and is suspended from the bus, the fee **WILL NOT BE REFUNDED**.

## 11. How do I apply for a fee waiver?

According to State Law, no student eligible for free or reduced lunch, under the Federal School Lunch Program, shall be required to pay a fee. Make sure you complete the 2019-2020 Massachusetts Application for Free and Reduced Price School Meals. The form should be available on our website [www.duxbury.k12.ma.us](http://www.duxbury.k12.ma.us) click on District Services, scroll to Food Services and select Free and Reduced Lunch Application. If the waiver is not approved, you would be required to pay the bus fee. In addition to completing the Free and Reduced Lunch Application, you must complete the **Application for Transportation**. Under payment method, please circle "Waiver".

**12. Contact Information for following questions and concerns:**

***Bus Fees, Bus Registration, Safety Concerns:***

**Duxbury Public School Business Office**

[Bus@duxbury.k12.ma.us](mailto:Bus@duxbury.k12.ma.us)

93 Chandler Street, Ray Coppens Field Entrance

781-934-7600

***Late Bus Information, Accident Information, Bus Stops/Times & Locations:***

**First Student Bus Company**

Lille Mann

[Lille.Mann@firstgroup.com](mailto:Lille.Mann@firstgroup.com)

781-525-0240 ext. 2

Sheila Morse

[sheila.morse@firstgroup.com](mailto:sheila.morse@firstgroup.com)

781-525-0240

## Chandler Elementary School (Grades K-2)

Under 2-Miles Shortest Driving Distance Fee Applicable Street Listing

Apple Hill Lane	Fordville Road	Pettibush Lane
Autumn Avenue	Forge Way	Philip's Brook Circle
Bassett Brook Lane	Fortune Lane	Pine Lake Road
Bianca Road	Gardner Road	Pioneer Drive
Birch Street	Gideon Way	Queen Anne Way
Bolas Road	Greenleaf Drive	Reed Lane
Bravender Road	Hall's Brook Way	Round Tree Drive
Bravender Way	Harvest Drive	Ryan's Lane
Brick Hill Lane	Harvey's Lane	Salem Road
Bristol Drive	Hatches Bars Road	Sarah's Circle
Buckboard Road	Headwaters Lane	School Street
Butternut Drive	Hitty Tom Road	South Street
Candlewick Close	Humphrey's Lane	Stagecoach Road
Cape Verde Terrace	Indian Cove Road	Stockade Path
Carriage Way	Island Creek Road (#49 and below)	Stonegate Lane
Chandler Street	King Phillips Path	Summer Street (#725 and below)
Cherry Lane	Kingstown Way	Surrey Lane
Christina Court	Lake Shore Drive (#440 and up)	Tinkertown Lane
Clark Drive	Ledgewood Drive	Tinker's Ledge Road
Clearwater Drive	Lewis Farm Road	Tobey Garden Street (#197 and up)
Clinton Lane	Lincoln Street (#52 and below)	Treetop Lane
Clover Circle	Mallards Cove Lane	Trout Farm Lane
Coleen Lane	Maple Pond Lane (#41 and below)	Trout Farm Road
Coles Orchard Road	Mayflower Street (#590 and up)	Turkey Ridge Lane
Colonial Drive	Meadow Lane	Union Bridge Road
Congress Street (#350 to #422)	Oak Street	Valley Street (#71 and below)
Conservation Lane	Old Farm Road	Village Way
Cross Street	Old Tobey Garden Street	Vine Street
Dana Court	Olde Pasture Road	Wellington Lane
Deer Run	Otter Rock Road	Wendell Pond Road
Delorenzo Drive	Parkview Terrace	Wildflower Path
East Street	Parker's Grove Lane	Winter Street
Eli's Lane	Penny Lane	Winterberry Lane
Elm Street (#131 and up)		
Flint Locke Drive (#53 and up)		

The Chandler Street Listing was updated in February 2011 using Town of Duxbury 2011 Assessors Maps. Every effort has been made to ensure it is comprehensive and accurately captures all streets and addresses that fall within the "under 2-mile shortest driving distance" of 93 Chandler Street.

Reviewed New Street listings with Town Director of Assessing up to May 22, 2019

## Alden Elementary School (Grades 3 – 5) & Duxbury Middle School (Grade 6)

Under 2-Miles Shortest Driving Distance Fee Applicable Street Listing

Abrams Hill	Harmony Hill Road	Railroad Avenue
Alden Street	Harrison Street	Reserve Way
Alpheus Way	Hawkins Place	Reynolds Way
Amos Sampson Lane	Heritage Lane	River Lane
Anchorage Lane	Heron Way	Russell Road
Back River Way	Holmes Place	Saint George Street
Bay Road (#25 and below)	James Road	Salt Meadow Lane
Bay Pond Road	King Caesar Lane	Shepherd's Crook
Beaverbrook Lane	King Caesar Road	Short Lane
Blueberry Lane	Linden Lane (#25 and up)	Snug Harbor Drive
Bow Street	Long Point Lane	South Pasture Lane
Bowsprit Lane	Lovers Lane	South Station Street
Bumble Bee Lane	Lund Terrace	Standish Street (#19 and below)
Careswell Street	Mattakeset Court	Stetson Place
Cedar Street	Mayflower Street (#25 and below)	Strawberry Lane
Cedarwood Circle	McLeans Way	Sunset Road
Chapel Street	Meetinghouse Road	Surplus Street
Christmas Tree Way	Merry Avenue	Teakettle Lane
Cove Street	Millbrook Way	Temple Street (#93 and below)
Crooked Lane	Modoc Street	The Marshes
Cross Creek Lane	Moulton Road	Tremont Street (#601 and up)
Depot Street	Newport Street	Upland Road
Duck Hill Road	Old Coach Way	Washington Street (#36 and below & #255 and up)
Duck Hill Terrace	Old Cove Road	Water Street
Enterprise Street (#221 and below)	Old Meeting House Road	Webster Road
Evergreen Street (#109 and below)	Onion Hill Road	West Street (#381 and below)
Fairway Lane	Partridge Road (#47 and up)	West Ford Farm Road
Fort Hill Lane	Peterson Road	Western Way
Freeman Place	Pine Hill Avenue	Weston Road
Garden Lane	Plumfield Lane	Winsor Street
Gardner Clapp Road	Possum Run	
	Powder Point Avenue	
	Prior Farm Road	

The Alden/DMS Street Listing was updated in February 2011 using Town of Duxbury 2011 Assessors Maps. Every effort has been made to ensure it is comprehensive and accurately captures all streets and addresses that fall within the "under 2-mile shortest driving distance" of 75 Alden Street.

Reviewed New Street listings with Town Director of Assessing up to May 22, 2019

## **Epi-Pen Guidelines for Bus Transportation**

Objective: To provide a safe environment and establish guidelines regarding the administration of Epi-Pens to students experiencing an allergic episode.

### **School Responsibility**

#### **School Nurse:**

1. Record Keeping and Coordination of Documentation
  - a. Medical Record of all students with food allergies and prescription for Epi-Pens.
  - b. Picture of children in file on each bus
  - c. Updates of information on current students and new enrollments.
2. Safety Training including Epi-Pen Administration
  - a. Including all substitute bus drivers and new hires during the school year.

#### **Classroom Teacher:**

1. Coordination of a specified place for drop off and pick up of Epi-Pen on a daily basis.

### **Bus Transportation Company- First Student**

1. Coordination with School to provide safety training, including Epi-Pen Administration.
  - a. All bus drivers, including substitute drivers, to be trained to administer Epi-Pen and the proper protocol for response to an allergic reaction.
2. Designate a front seat for students, if a parent requests, and wash off seat prior to use.
3. Institute and enforce policy for no food or drinks on buses.

### **Parental Responsibility**

1. Documentation to School before school and anticipated bus transportation.
  - a. Picture and prescription
2. Epi-Pen in a fanny pack for easy transportation to and from school.



**DUXBURY PUBLIC SCHOOLS  
APPLICATION FOR TRANSPORTATION  
2019 – 2020**

**Every family who has at least one *fee based rider* must register their children for the bus.**

*Fee based rider:*

- **Students grades K - 6 living less than 2 miles from their designated school.**

A list of streets indicating whether your address is in a “fee based” zone is available at each school and on the Duxbury Public Schools website at [www.duxbury.k12.ma.us](http://www.duxbury.k12.ma.us) under Administration > Transportation.

- **All students grade 7 – 12 who wish to ride the bus.**

Date	Amount per Student	Family Cap
May 28 – June 30	\$250	\$500
July 1 – July 31	\$300	\$600

Registration and Payment by July 31, 2019 should be completed **online**:  
<https://unipaygold.unibank.com/transactioninfo.aspx?TID=21521>

**2019 – 2020 TRANSPORTATION APPLICATION**

***Parent/Guardian Information***

**Parent/Guardian Name:** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_  
**Primary Phone Number:** \_\_\_\_\_ **Email Address:** \_\_\_\_\_

Student Information			Payment Method (Circle One)		
<b>Name:</b> _____	<b>School:</b> _____	<b>Grade:</b> _____	<b>Check</b>	<b>No Fee</b>	<b>Waiver*</b>
<b>Name:</b> _____	<b>School:</b> _____	<b>Grade:</b> _____	<b>Check</b>	<b>No Fee</b>	<b>Waiver*</b>
<b>Name:</b> _____	<b>School:</b> _____	<b>Grade:</b> _____	<b>Check</b>	<b>No Fee</b>	<b>Waiver*</b>
<b>Name:</b> _____	<b>School:</b> _____	<b>Grade:</b> _____	<b>Check</b>	<b>No Fee</b>	<b>Waiver*</b>
<b>Name:</b> _____	<b>School:</b> _____	<b>Grade:</b> _____	<b>Check</b>	<b>No Fee</b>	<b>Waiver*</b>
<b>Name:</b> _____	<b>School:</b> _____	<b>Grade:</b> _____	<b>Check</b>	<b>No Fee</b>	<b>Waiver*</b>

\*The Free and Reduced Lunch Application must be submitted and approved for the 2019 – 2020 school year in order to qualify for a bus fee waiver.

<p><i>For Business Office Use Only</i></p> <p>Date received:</p> <p>Date Sent to First Student:</p>
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