Hanover Public Schools
188 Broadway
Hanover, MA 02339

Kristine E. Nash, Ed. D.
Superintendent

Telephone: (781) 878-0786
Facsimile: (781) 871-3374

Ellen Witter-Harrington
Pupil Personnel Services Administrator

Joanne McDonough
Business Manager

Bus Transportation Request

Per Hanover School Committee Policy 7.6.1 "Routes will be designed in manner consistent with safety, efficiency, and economy."

- A student can only be assigned to one bus for the ride to school and one bus for the ride home. In other words, a student cannot take C bus to school on Monday, Wednesday and Friday and H bus to school on Tuesday and Thursday. Requests for this or other combinations for coming to school or going home cannot be accommodated.
- A student can be picked up and dropped off at a stop other than the assigned stop on the assigned bus route, provided the principal is notified in writing.
- AM kindergarten students board the morning bus at the nearest bus stop. AM kindergarten students are dropped off at their homes at the end of the AM session (exception – on Tuesdays they are dropped off at the nearest bus stop).
- PM kindergarten students are picked at up their homes for the beginning of the PM session. PM kindergarten students are dropped off at the nearest bus stop at the end of the PM session.
- If a change of bus assignment, bus stop, or other change is made, this change replaces the assigned bus, bus stop, or other assignment.
- Requests may be given to the principal who will forward to Stephen Ingle, Ingle Bus. Officer James Metivier, Hanover Police Safety Officer, will review requests, if safety is a concern.
- Requests received July 1 – August 31 will be reviewed and, if approved, will be put into effect for the first day of school.
- Requests received September 1 – September 10 will be reviewed and, if approved, will be put into effect on September 15.
- Requests received during the school year will be reviewed at the time of receipt.

School Year 2010-2011

Please use this form to request consideration for:

☐ change of bus assignment ☐ change of bus stop ☐ change for safety ☐ change (other)

Student's Name				Date	
School		Grade		Teacher	
Parent or Guardian					
Address					
Home Phone		Work Phone		Other Phone	

Check box, initial, date, and forward to:

☐ Principal _____ Initial

☐ Stephen Ingle, Ingle Bus _____ Initial

☐ Officer James Metivier, Hanover Police (if safety assessment is required) _____ Initial

☐ Additional Cost – Estimated Expense_____ (Ingle Bus)

☐ Approved

☐ We are unable to accommodate this request

_____
Superintendent of Schools

_____
Date