

Hanover Public Schools

Matthew A. Ferron
Superintendent of Schools



Thomas R. Raab, Ed.D.
Business Manager

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Director of Student Services

Bus Transportation Request

Per Hanover School Committee Policy 7.6.1 "Routes will be designed in a 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.
- ❖ If a change of bus assignment, bus stop, or other change is made, this change replaces the assigned bus, bus stop, or other assignment.
- ❖ 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.
- ❖ Requests may be given to the principal who will forward requests to Stephen Ingle, Ingle Bus and Officer Voelkel, School Resource Officer to review if safety is a concern.
- ❖ 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.)
- ❖ 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 2017-2018

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

For School Use Only

Check box, initial, date, and forward to:

- Principal
 Stephen Ingle, Ingle Bus
 Additional Cost – Estimated Expense _____ (Ingle Bus)

_____ Initial
 _____ Initial
 _____ Initial

- Officer John Voelkel – School Resource Officer (if safety assessment is required) _____
Initial

_____ Superintendent of Schools
 _____ Date

- Approved
 We are unable to accommodate this request