

Hanover Public Schools

Matthew Ferron
Superintendent of Schools



Michael Oates
Director of Student Services

Deborah St. Ives
*Assistant Superintendent
 for Curriculum & Instruction*

Michael Perrone
Business Manager

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.
- ❖ 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.)
- ❖ 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 requests to Stephen Ingle, Ingle Bus and Officer Voelkel, School Resource Officer to review if safety is a concern.
- ❖ Requests received July 1 – August 31 will be reviewed and, if approved, will be put into **effect for the week of September 19th.**
- ❖ Requests received September 1 – September 10 will be reviewed and, if approved, will be put into **effect for the week of October 3rd.**
- ❖ Requests received during the school year will be reviewed at the time of receipt.

<i>Please use this form to request consideration for:</i>			
<input type="checkbox"/> change of bus assignment <input type="checkbox"/> change of bus stop <input type="checkbox"/> change for safety <input type="checkbox"/> change (other)			
Additional Information Regarding Request			
Student's Name			Date
School	Grade	Teacher	
Parent or Guardian			
Address			
Home Phone	Work Phone	Other Phone	

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For School Use Only

Check box, initial, date, and forward to:

Principal _____ Initial

Stephen Ingle, Ingle Bus _____ Initial

School Resource Officer (if safety assessment is required) _____ Initial

Additional Cost – Estimated Expense _____ (Ingle Bus)

Superintendent of Schools

Date

Approved

We are unable to accommodate this request