

**Winchester Public Schools**  
**Transportation Services**  
**Route Establishment**

Winchester Public School Transportation Department establishes routes based on home addresses of students who have received passes, safety of all students in getting to and from the bus stop, and efficiency to provide the best use for the dollars available.

ALL STUDENTS MUST HAVE A PASS TO BOARD A BUS. PASSES ARE PROVIDED THROUGH THE SCHOOL DEPARTMENT BUSINESS OFFICE LOCATED IN THE ADMINISTRATIVE OFFICES AT THE LYNCH SCHOOL. THERE IS A FEE FOR THE PASS FOR GRADE LEVELS 7-12. THERE IS A FEE FOR THE PASS WHEN THE STUDENT'S ADDRESS IS LESS THAN 2 MILES FROM THEIR DISTRICT SCHOOL IN GRADES K-6.

For Kindergarten and Elementary level students, the Winchester School Department's Transportation Office sets a parameter of between  $\frac{1}{4}$  and  $\frac{1}{2}$  mile as a reasonable distance that this age student can walk to a bus stop for transport to school. There may be exceptions.

*For Kindergarten ONLY: For the return from school, our bus drivers will take the Kindergarten student to their door for the typical dismissal time of 12:15 and 12:30 p.m. The bus drivers cannot go down any street that presents a hazard. If this is true of a Kindergarten's drop off location, the parent should arrange to meet the bus at a safe drop off point.*

*Kindergarten students participating in the All Day Kindergarten program are returned home from school with the total school population. There is no drop off at individual Kindergarten addresses. This would apply on Tues. Wed. and Thurs. Monday and Friday dismissal time of 12:15 and 12:30, our bus drivers will take the Kindergarten student to their door.*

*On district wide early release days, Kindergarten students are returned home with the total school population. There is no drop off at individual Kindergarten addresses.*

For Middle School and High School level students, the Winchester School Department's Transportation Office sets a parameter of between  $\frac{3}{4}$  to 1 mile as a reasonable distance that this age student can walk to a bus stop for transport to school.

All routes will be reviewed to be certain that no neighborhood is left isolated, and without a bus stop.

All questions of safety are referred to the Winchester Safety Officer at the Winchester Police Department.

Safety is never sacrificed for efficiency.

Efficiency is never sacrificed for convenience.

A child may be entitled to a free or reduced bus pass, based upon review of a free or reduced lunch application. This process is only applicable to those families who qualify and meet the standards set by the state of Massachusetts.

Lunch applications are made available through the school in which the child attends. All other bus applicants **MUST** pay the current school year busing fee. **NO EXEPTIONS.**