



# NEEDHAM PUBLIC SCHOOLS

TRANSPORTATION DEPARTMENT  
SHANE MARCHAND, DIRECTOR  
28 GLEN GARY RD \* NEEDHAM, MA 02492  
781-455-0400 EXT. 11242  
Shane\_Marchand@needham.k12.ma.us  
FOLLOW US @NeedhamPSTrans

April 2024

Dear Parents/Guardians of Needham Public School Student:

We are pleased to offer transportation services to both eligible and fee-based students for next year. Students in grades K-6 who live **more than two miles** from their assigned school are eligible for free transportation. In order to check your school and street for eligibility, refer to our website at:

<http://www.needham.k12.ma.us>, **click-- departments, business/operations, transportation, yellow bus transportation, eligible street listings**

All other students, K-12, may register for “fee-based transportation”, on a space available basis.

“Eligible” students still need to complete a bus application form and submit it prior to the deadline for a bus pass.

**If you are a FEE-BASED rider, you may register on line (limited time period) at My School Bucks, found on the home page of [www.needham.k12.ma.us](http://www.needham.k12.ma.us). NOTE: there is an additional service fee to register on line.**

**The fee for the school year 2024-20245 is \$415.00 per student. The full fee is due by May 14, 2024 with your registration. Any registration received after May 14, 2024 increases to \$465.00 per student.** There are no exceptions.

There is a family cap of \$840.00 for families with three or more students, if registration is received by May 14, 2024 After May 14, 2024, the family cap fee increases to \$940.00.

Seats will be assigned as availability permits. A wait list will be started once a bus has reached its capacity. Bus routes and stops are assigned only on data received by May 14, 2024. Many buses reach capacity prior to May 14, 2024.

You must be paid in full before your bus pass will be issued. Once you have registered for fee-based transportation, you have agreed to pay the full cost of the seat for the full year, regardless of how often you use the bus. No refunds will be granted after the deadline date of May 14, 2024. Please register early to avoid being placed on a wait list, as many buses reach capacity quickly, most prior to the deadline.

The School Committee has established a waiver program for fee-based riders, which offers reduced fees to qualifying families. If you think you may be eligible due to income level, or currently are receiving state assistance, please submit your registration with a check for \$25.00 per household to the transportation department directly. The Transportation Office will then send you a waiver application with instructions.

In addition, riders who have qualified for free and reduced lunch are entitled to free transportation provided you have given your consent for your child's eligibility information to be shared with the Transportation Office.

*The waiver fee of \$25.00 is not required if you currently receive free and reduced lunch.* Both of these programs must be done in person and not on line.

**Remember a registration is still required for Any/All students wishing to ride the bus by May 14, 2024. Buses fill quickly.**

Bus passes will be mailed and bus routes will be published in the website during the last week in August.

[https://www.needham.k12.ma.us/departments/business\\_\\_operations/transportation/yellow\\_bus\\_transportation/bus\\_routes](https://www.needham.k12.ma.us/departments/business__operations/transportation/yellow_bus_transportation/bus_routes)

Riders will not receive their bus passes until the registration forms and bus conduct terms are signed and all balances are paid.

Each student is required to have a bus pass on his/her person at all times when riding the bus. Failure to do so may result in transportation service being denied for that day by the bus driver. It is suggested that you laminate the bus pass and attach it to your child's backpack. If you have any questions regarding this application, please call the Transportation Department.

Sincerely,

*Shane Marchand*

Shane Marchand Transportation Director **\*\*Turn Page over for Application**

