

WINCHESTER PUBLIC SCHOOLS  
TRANSPORTATION

FREQUENTLY ASKED QUESTIONS

**1. Who is eligible for public school transportation?**

All students in Grades K- 12 are eligible for transportation, based on available space. WPS also offers transportation to limited PM programming. This transportation is based on current routes and available seating.

**2. Is there a fee for Transportation?**

Yes. All students can purchase a pass. Depending on their grade or distance from school, there is a fee. Transportation for students who are in Grades K -6 and live MORE than 2 miles from the neighborhood school will be provided transportation free of charge. Students in Grades 7-12 must pay the fee to ride regardless of distance. If you are applying for free or reduced lunch, you may also be eligible for the bus fee to be waived. All requests must be submitted in writing and will be reviewed on an individual basis. A transportation application must be completed for all students in Grades K -12, regardless of fee status. Without a completed application, a pass will not be issued.

**3. Are Fees Pro- Rated?**

WPS does not pro-rate the transportation fee unless you move into the district during the school year.

**4. Are Refunds available?**

Winchester Public Schools Transportation budget is based on ridership. As a result, refunds will be issued **only** under extraordinary circumstances.

**5. I Open enrolled my child in a school more than 2 miles from my home; will transportation be provided?**

No, transportation is not be provided for students who are open enrolled. It is the responsibility of the parent or guardian to provide transportation for those students who attend school out of their neighborhood district.

**6. My child attends the WinRec After School Program- will transportation be provided?**

Yes. WPS provides transportation to Win Rec, Kids Corner, Chinese Culture School and the Acera After school programs.

**7. Only children possessing a bus pass may ride on the bus. For liability, as well as safety issues, students may only ride their assigned bus. Transporting to social events, play dates or study groups are not permitted.**

**8. Food Allergy policy must be followed while traveling on the bus.**

**9. How are the routes established?**

For Kindergarten and elementary level students, the WPS has set a parameter of between  $\frac{1}{4}$  and  $\frac{1}{2}$  miles as a reasonable distance that this age student can walk to a bus stop for transport to school. There may be exceptions. For middle and high school students WPS has set a parameter of  $\frac{3}{4}$  to 1 mile as a reasonable distance that this age student can walk to a bus stop for transport to school.

**10. There is not a bus stop close to my home. Can we add a stop?**

School bus stops will be at centralized locations. Due to time constraints we cannot provide door-to-door pick up and/or delivery. New stops may be added for **safety reasons only**. All requests for adding or changing a bus stop must be submitted in writing to: [transportation@winchesterps.org](mailto:transportation@winchesterps.org). All requests are reviewed on an individual basis. Request prior to August 15<sup>th</sup> will have a response prior to the start of school, requested after August 15<sup>th</sup> will be reviewed on a rolling basis.

**11. May I ask the driver to change the location of my bus stop?**

No. All questions related to scheduled bus stops must be directed to WPS.

**12. Do I need to escort my Kindergarten – Grade 2 student to and from the bus stop?**

Yes, parents should plan to meet the bus or arrange for a caretaker, sibling, friend, or older student to see them safely home. Parents should discuss which stop to get off with their children prior to the first day they will ride the bus. Parents are responsible for children's safety and must be at the PM stop to receive their child or the child will be returned to the school.

**13. What can I do to prepare my child for riding the school bus?**

Prior to the start of school, parents and kindergartners should practice walking to and from the closest neighborhood stop established in your area. This is very important. Walking with your child will familiarize him/her with the area surrounding the bus stop and walk path to and from the bus stop.

**14. Where can I find the bus routes for the school year?**

Bus routes are posted on the Winchester Public Schools website at: [www.winchesterps.org](http://www.winchesterps.org) – click on "Family Resources" "Transportation"  
Bus routes are published by late August.

**15. Please check AM and PM routes. Some students may have a different route number going to school and home from school. Students should be at their bus stop 5 minutes prior to the posted arrival time.**

**16. When will I receive the bus pass?**

Passes are mailed to your home 5-7 days prior to the start of school. Students must have their passes with them daily.

## 17. Method of Payment

There are two methods of payment: Personal check or online payment using UNIPAY.

Please make your checks payable to:

Winchester Public Schools

Attn: Transportation

40 Samoset Road, Winchester, Ma. 01890

UNIPAY <https://unipaygold.unibank.com/Default.aspx?customerid=837>

Accepted methods of payment: MasterCard, Discover, American Express or check.

Please review the UNIPAY website for a listing of convenience fees for each online transaction.

*\*\* Please note\*\* If you make a payment online, it is not necessary for you to also mail in a paper application.*