

## 8611 SUBSCRIPTION BUSING

The Board of Education may offer subscription bus transportation to and from school for students who do not receive transportation provided by the Board in accordance with Policy No. 8600 for Board provided and funded transportation. Subscription busing will be offered in accordance with N.J.S.A. 18A:39-1.3 and 1.4. Subscription busing may not be available for all students depending on the availability of contracted buses (or district buses), the cost to provide the transportation service and/or the number of parent(s) or legal guardian(s) that are interested in contracting for such service.

The Board of Education hereby directs the Superintendent of Schools (or Business Administrator) to develop appropriate procedures relative to subscription busing. The policy and procedures shall follow all applicable State laws and guidelines.

N.J.S.A. 18A:39-1.3; 18A:39-1.4; 18A:39-2

Adopted:



## R 8611 SUBSCRIPTION BUSING

### A. Requests for Subscription Busing

Prior to September of the upcoming school year, parent(s) or legal guardian(s)/families will be notified that the potential for subscription busing exists within their neighborhood. The terms and conditions of the selection process will be clearly described within the notification document. Parent(s) or legal guardian(s)/families must submit a written request for subscription busing on an annual basis.

The terms of the subscription busing program are as follows:

1. Those seeking to participate in the subscription busing program must, in writing, request such transportation on an official Subscription Busing Form to the Business Office.
2. A child's name will be selected based upon available seating on established routes through a lottery system.
3. In the event siblings seeking transportation to the same school are entered into the lottery, siblings will be considered on an all or none basis.
4. Additional bus stops will not be added in order to accommodate pupils participating in the subscription program.
5. The cost of busing will be determined on an annual basis using a formula incorporating State reimbursement, total numbers of seats available, administrative cost, and cost per seat on the established bus routes.

### B. Determination of Seat Availability

Bus routes shall be determined over the summer. These bus routes will be designed based upon the need to transport pupils residing beyond the State designated busing limit. When a bus is not filled to capacity, a number of seats will be allotted for normal route expansion. Remaining seats will be designated for the subscription busing.



## C. Contractual Agreement

1. The lottery for available seats will be conducted as soon as busing limit routes are determined. Names will be drawn to fill the available number of seats. Those students whose names have not been drawn, will automatically be placed on a waiting list.
2. Parent(s) or legal guardian(s)/families will be notified of whether they have been selected for seating within a week of the drawing. Additionally, parent(s) or legal guardian(s)/families will be notified of the related per pupil subscription fee at that time.
3. Once all information is complete, a contract will be mailed to each parent(s) or legal guardian(s)/family. Within one week, the signed contract and fee for the first half year payment must be returned to the Transportation Coordinator. If a parent(s) or legal guardian(s)/family should withdraw from the subscription busing program, an alternate "waiting list" student will be contacted.

## D. Termination of Subscription Busing

The Closter Board of Education reserves the right to, with thirty days notification, terminate a subscription busing agreement. This termination would be based upon the recommendation of the Superintendent.

Parties affected by a termination would be contacted by phone and in writing.

Note: The term busing limit shall refer to the two mile grades Kindergarten through eight limit as set by the State of New Jersey.

Issued:

