ANDOVER
PUBLIC SCHOOLS
Massachusetts

Dear APS Families,

As we are preparing for the next school year, I want to share information regarding bus passes.

Bus registration for the 2026-2027 school year will be open June 1, 2026, through July 24, 2026. The preferred payment method of the Andover Public Schools is through E-funds, where you will have the option to pay by electronic check or credit card. Parents who pay via E-funds are NOT required to fill out a transportation request form.
Cash and check payments are accepted in the business office.

The cost of a bus pass is $100.00 with a cap of $200.00 per family. **A $50.00 late fee will be added for payments made after the July 24th deadline.** Bus passes will be mailed during the week of August 17th to the mailing address we have on file.

Your child's bus pass will include the AM & PM bus number and bus stop location. The pick-up and drop-off times are not included on the bus pass, as bus schedules may fluctuate throughout the school year as ridership changes. All bus information including the pick-up and drop-off times will be available in ASPEN in the family portal the week prior to the start of school. To view, log in and click on the "Family" tab at the top. Click on the name of your child. In the details screen, click on the "Transportation" tab to view your student's bus information. **In an effort to provide efficient service, the E-funds link for transportation will close on August 2, 2026. Requests submitted after August 2, 2026 will be honored on a first-come first-serve basis and will not be assigned a bus until early September.** This is to provide our transportation department and bus company with time to prepare for the start of the school year.
Bus Passes will not be issued without payment or Family Financial Assistance confirmation.

If you believe you qualify for free or reduced transportation, please complete a Family Financial Assistance Application. **Please note that the application for the following school year will not be available until July 1, 2026. Select the box "Share with Administration" on the application**. This will allow your information to be shared with us, so we are able to adjust the transportation fee if applicable. Please be reminded that you are required to submit a new application each school year to determine eligibility. **Submitting a financial assistance application does not automatically sign up a student for transportation. A Transportation Request Form must be submitted for grades 7-12 to our office regardless of eligibility.**

Bus Pass Regulations

The Andover School Committee has set the following guidelines.

Students will be entitled to transportation to and from school at the expense of the public schools when such transportation conforms to applicable provisions of the Massachusetts General Laws. Reimbursement to the school system for transportation costs is given by the Commonwealth only for (a) students living at least one- and one-half miles from school, (b) students who live more than one mile from the nearest bus stop, and (c) students with special needs for whom transportation must be provided.

Additionally, the Committee will provide transportation for students as follows:
*Students in grades K - 6. Students in grade K-6 will receive free transportation if the distance over the most direct public ways between a student´s residence and the school he/she is entitled to attend exceeds 1.5 miles.

*Students in grade 6 are required to have a bus pass to present to the driver but there is NO FEE for the bus pass. Bus passes are not required for students in grade K-5.

Students in grades 7 – 12
a. At its discretion, the School Department may furnish transportation to students in grades 7 - 12, if the distance over the most direct public ways between a student´s residence and the school he/she is entitled to attend exceeds 2.0 miles, provided, however, that the parent(s) or guardian(s) of such students SHALL pay a Transportation User Fee in an amount established annually, by the School Committee.

School bus stops will be at centralized locations. Students are not entitled to street-by-street or door–to-door pick-up and/or drop off. All routes and stops will be determined using these guidelines:

- Bus capacity
- Length of bus route
- Distance that eligible student would be required to walk to a bus stop
- Grade of student transported

Buses do not travel on unapproved town roads or in cul-de-sacs, unless they need to change direction. Most students will ride the bus to and from school at the closest group stop in the neighborhood.

It is the responsibility of the parent/guardian to ensure the safety and behavior of their child at the bus stop. Students are required to ride only their assigned bus from their assigned stop.

Please have your child at the bus stop 10 minutes before the scheduled arrival time. Construction, detours, traffic, trains and inclement weather are a factor in arrival and departing times. **Please allow 10 minutes after the scheduled arrival as well.** Remember, drivers will be asking for bus passes during these first weeks, and it does require extra time. A student must be prepared to present a bus pass any time the driver requests to see it.

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