



BPS Bus Transportation Registration



Quick Reference Guide

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Confirm Student Eligibility

1. Kindergarten Eligibility

- a. All kindergarten students who live one (1) mile or greater from their assigned school are eligible for a bus at no cost

2. Grades 1 to 4 Eligibility

- a. Eligible for students who live one (1) mile or greater from their home school
Please note that any previous exceptions to this rule will not be honored moving forward.
- b. Families will pay \$360 per student / per year, with a family cap of \$720
- c. Transportation will be provided at no cost to the families that live over two (2) miles (must still register online)
 - i. *Fees may be waived for families who qualify for a Supplemental Waiver.*

3. Grades 5 to 6 Eligibility

- a. Eligible for students who live one and half (1.5) miles or greater from their home school. ***Please note that any previous exceptions to this rule will not be honored moving forward.***
- b. Families will pay \$360 per student / per year, with a family cap of \$720
- c. Transportation will be provided at no cost to the families that live over two (2) miles (must still register online)
 - i. *Fees may be waived for families who qualify for a Supplemental Waiver*

4. Grades 7 to 12 Eligibility

- a. Eligible for students who live one and half (1.5) miles or greater from their home school
- b. Families will pay \$360 per student / per year, with a family cap of \$720
 - i. *Fees may be waived for families who qualify for a Supplemental Waiver.*

Supplemental Waiver Application

Please note: *Families must apply annually* for Supplemental Financial Assistance to determine eligibility of reduced fees. **This is a two-step process:**

Step 1: Families must fill out a Supplemental Waiver application (used to determine transportation waivers). You must submit supporting income verification documents for all household members with the application.

<https://www.braintreeschools.org/families/supplemental-waiver-application>

Step 2: Complete the 'Sharing Information with other Programs' form.

Please visit [braintreeschools.org/families/transportation](https://www.braintreeschools.org/families/transportation) for a full listing of current transportation policies and procedures at Braintree Public Schools

Create an Account with Family Connection

If you have not already created an account; please refer to the directions here:

[Create A Family Connection Account - Quick Reference Guide](#)

Complete On-Line Bus Transportation Registration

All eligible K-12 families must register online if requesting student transportation. *This includes Special Education students.*

Login to your BPS Family Connection Portal account:

<https://ma-braintree.familyconn.com/>

1. Please review the welcome information and be sure to select the **"School Year Transportation Request"** tab
2. Select **"Start new form"** to begin the bus registration process for your child

Welcome to Braintree Public Schools - Family Connection Portal

The BPS Family Connection Portal allows families to complete the following forms online:

- **Annual Verification Forms** (For currently enrolled students, update family emergency contacts and complete school policies)
- **New Students Preliminary Registration Forms** - braintreeschools.org/registration
- **School Year Transportation Request Form** - Review our registration process and guidelines at braintreeschools.org/families/transportation before starting

If you have any questions regarding your child's Kindergarten registration for the 2024-2025 school year, please submit a help desk ticket here: [Kindergarten Registration Help](#)

Use the tabs below to begin any of these forms.

If you have questions about any of these forms, please contact your child's home school

Preliminary Registration Form

School Year Transportation Request

Summer Transportation Request

2

+ Start new form

3. Use the dropdown and **Select** the school year for registration

Save & Return to Home

Discard Form

1. Transportation
Request Details

2. Summary and
Payment

Student Transportation Request

Are you requesting transportation for the
Current School Year or Next School Year?

-- Select --
-- Select --
Current School Year: 2023-2024

Next →

Student Information:

1. **Select** the 'student's name' from the dropdown. *Grayed out boxes will auto pre-fill based on student's information on file.*

Please note: *If you are registering more than one student, you will have the option to select additional students prior to submitting the form.*

2. Complete the **School Bus Medical Emergency Information**, as applicable

Current School Year: 2023-2024

Student 1: Transportation Fee: \$ 0.00

Student Name: **1** -- Select -- Grade Level: School Name:

Street #: Street Name: Apt/Unit: City: State: Zip:

Distance from School (in miles):

2 **School Bus Medical Emergency Information**

Arabic Chinese Portuguese Spanish Vietnamese

My child has the following medical condition that may need immediate attention (911) on the school bus.

Please check:

☐ **Allergic Reaction** -- requires Epi-Pen or Epi-Pen Jr. (examples of some of the symptoms include) Difficulty breathing, shortness of breath, wheezing, difficulty swallowing, hives, itching, swelling of any body part.

Action Plan: Call 911 and assist child in using Epi-Pen if prescribed and available.

Describe Allergy (if any):

1. Select **+Add Additional Student** to register another student and repeat steps 1 and 2 above.
2. If you do not need to add additional students, select **'Apply Signature'** and scroll in signature
3. This is the total **'Transportation Fee Amount Due'**.

If you have already been approved for a waiver for the *next school year the system will show no amount due.

***Please note:** If you have not yet applied (and/or been approved) for **next school year**, you will have an option on the payment screen to note if you intend to complete an online application.

4. Click **'Next'** to continue your registration

+ Add Additional Student

1

Parent/Guardian's Signature:

✎ Apply Signature

2

Total Transportation Fees: \$

XXX.XX

3

4

Click [Next](#) below to continue to payment options

Next →

Payment Screen:

Please review the Payment screen message and amount due

Thank you for completing your School Year Transportation application online.

Your anticipated Transportation fees have been calculated below. If you have applied for a fee waiver, your eligibility will be reviewed and you will be contacted if there are any issues. Payments and/or reduced fee eligibility determination not received by the registration deadline will not be guaranteed a spot on the bus and subsequently placed on a waiting list.

Reduced Program fees (such as transportation) must be applied for through the Free and Reduced Meal Online Application (this form is used to determine income eligibility in applicable school programs). Applications will be reviewed within 2 weeks of receipt. A letter of eligibility determination will be mailed to your home address on file as well as emailed. Eligibility does not roll over year to year; families must apply annually.

Keane, Jonathan A.	\$	180.00
Total Transportation Fees:	\$	180.00

You may submit payment as follows:

☐ Use Our Online Payment System - UNIPAY

☒ Send a check or money order (with student's name in the memo) payable to:

1. If **no payment is due**, move to Step 4
2. If your student's transportation **requires a payment**, you can select one of the below methods of payment and follow the payment steps.
 - a. Pay by credit card or electronic check
 - b. Mail and/or Pay In-Person by Cash, Check or Money Order (348 Pond Street)
 - c. Indicate your intent to apply online for applying for the Supplemental Waiver

Please note: Eligibility determination must be received (and approved) **prior to the registration deadline** or your student will not be guaranteed a spot on the bus. (determination letters can take up to 1-2 weeks for review).

3. When ready, select “**Submit Form**” to submit your registration for BPS bus transportation.

A confirmation email will be sent notifying you that your registration has been received. Registration is not complete until payment is made and/or transportation has confirmed a bus stop and route is available.

Important Notes:

- Bus information for the start of the school year is sent to families in August . It will include your child’s bus number and bus stop.
- A bus pass will be issued on the first day of school.
- No student will be allowed to ride the bus without displaying a bus pass.
- No child is allowed to ride a different bus than what is on their bus pass.

Registration Questions

If you have questions on your bus eligibility, please email
bps.transportation@braintreeschools.org

If you have questions on payment information, please contact the Colbert Administration building located at 348 Pond Street.

If you have an issue with our online registration Family Connection Portal please submit a ticket to our helpdesk at
<https://sites.google.com/braintreeschools.org/technology/home>

Bus Transportation Frequently Asked Questions

Question	Answer
• What are the minimum eligibility requirements for bus transportation?	Kindergarten: students must live one mile or greater from school 1st-4th Grade: students must live one mile or greater from school 5th-12th Grade: students must live 1.5 miles or greater from school
• How do I register for bus transportation?	Eligible students <u>must complete an online bus registration</u> form through our Family Connection portal to ride the bus. Please note: Registration is not complete until the bus fee is paid in full and/or family is approved for a Supplemental waiver
• How much does it cost for bus transportation?	Each eligible student is required to pay \$360 for bus transportation each year upon registration. With a yearly \$720 family cap.
• Can I make payments for bus transportation?	The Bus fee should be paid in full at the time you register. If you are having financial difficulty, please call the Administration department and your request will be reviewed. The full balance must be paid before the start of school for your child to receive a bus pass for transportation.

Question	Answer
• How will I be notified of my child's bus number and schedule?	Eligible families who do not have an outstanding transportation fee will be notified of their child's Bus information in August.
• What if I missed the online bus registration period: can my child still get on the bus?	Eligible students who register/pay after the deadline will not be guaranteed a seat on the bus. The student will be placed on a waitlist for bus transportation. A review will be done in late August (then again at the end of September) to determine if spots are available.
• When will I get a bus pass?	Eligible students who are registered and paid in full and/or approved for Supplemental Waiver will receive a bus pass from their home school on the first day of school.
• Why didn't my child get a bus pass, I thought I registered them?	1) An auto confirmation email was sent to the email on file when registration was completed online. 2) Within Family Connection, check under Form Status on the registration page and ensure you see a ☒ checkmark in the box next to submitted. 3) If there is an outstanding balance, the student may be on a waiting list and the bus pass is pending until full payment is received.
• My child had an exception for the bus last year, why aren't they allowed an exception this year?	An exception given in one school year does not automatically extend to the next year. Families who want to request an exception, must email their request to: bps.transportation@braintreeschools.org. The exception request will be reviewed by the superintendent's office for determination. If approved, you will be contacted by email that your student's account has been updated to allow online registration.

Question	Answer
• Can my child take a different morning and afternoon bus to accommodate work schedule?	No. Students are assigned a single bus pass for To and From school and may not have different morning and afternoon buses. Bus passes may not be transferred between buses.
• Can I change my bus stop to make it more convenient for pickup/drop-off?	No. Bus assignments are based on your home address.
• My child's bus stop seems far away, can I get a closer bus stop?	A best effort is made to ensure the closest bus stop for your child. It is based on capacity/bus stop availability. Bus stop changes are not allowed once a bus pass has been issued.
• How do I apply for a bus fee waiver?	Please visit: https://www.braintreeschools.org/families/supplemental-waiver-application to fill out a Supplemental Waiver application. Submit the application along with income documents for determination. Requests for a waiver do not roll year to year. You must apply annually. Families will be notified by email within 1-2 weeks of receiving the completed application and all supporting documents.