

**THE LONG HILL TOWNSHIP BOARD OF EDUCATION**  
759 Valley Road  
Gillette, NJ 07933

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**TRANSPORTATION INFORMATION 2017-2018**

Dear Parent/Guardian:

**Welcome to the Long Hill Township School District!**

New Jersey Administrative Code requires districts to provide free transportation to elementary and middle school students living 2.0 miles or more from the school they attend (measured by the most direct route between home and school). Therefore if your home is 2.0 miles or MORE from school, your child(ren) will be automatically assigned to a bus which will take them to and from school each day at no cost to you.\*\*

Students residing less than 2.0 miles from the school they attend are considered *courtesy* bus riders and districts are not required to provide them with transportation. However, the Long Hill Township Board of Education continues to offer a subscription bus program to *courtesy* riders who wish to pay for busing to and from school. The fee for 2017-18 is \$450 per child with a family maximum of \$925 per year.

**If your home is LESS THAN 2.0 miles from school** and you wish to pay for courtesy busing, please complete the attached Subscription Busing Request Form and mail it, along with a check, (made out to the Long Hill Board of Education) for the total amount due to the Business Office located at Gillette School. Please note that bus routes are created in July and August, therefore:

***All Request Forms and payments are due JUNE 1, 2017.***

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\*\*If you qualify for free busing but your children will be driven to and from school each day please notify the Board office that they do not need to be placed on a route. This will help the Board determine the number of bus routes needed for the year.

**SUBSCRIPTION BUSING REQUEST FORM: 2017-2018 SCHOOL YEAR**

**I reside less than two miles from school and wish to register my child(ren) for subscription busing in 2017-18:**

<b>Student(s) Name</b>	<b>School</b>	<b>Grade</b>	<b>Fee</b>
1. _____	_____	_____	<u>\$450</u>
2. _____	_____	_____	<u>\$450</u>
3. _____	_____	_____	<u>\$ 25</u>
4. _____	_____	_____	<u>\$ 0</u>
<b>TOTAL ENCLOSED:</b>			_____

Parent/Guardian Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Please make checks payable to the Long Hill Board of Education

Return check and form to:    **Long Hill Board of Education**  
   **Business Office-Transportation**  
   **759 Valley Road**  
   **Gillette, NJ 07933**

*Remember that to ensure a seat on a bus:*

**PAYMENT MUST BE RECEIVED BY JUNE 1, 2017**

**THANK YOU!!!**

Long Hill Board of Education  
Business Office

**Important Information Regarding Transportation in Long Hill**

**The safety of our children is the number one priority on all district bus routes.**

Keeping that in mind, please understand that the Board and administration in Long Hill must take every step to ensure that each student gets transported safely to and from school every day of the year. Therefore the following guidelines are in place:

- Children must be picked up from and dropped off at their home address only. The bus cannot transport students to or from: the house of a friend, relative or neighbor; a babysitter or private day care center. District staff and company bus drivers are responsible for ensuring that all children get on the correct bus and arrive home safely at the end of each school day.
- All students are assigned to the same bus route to and from school. The bus your child takes home must be the same one he or she rode in the morning.
- Similarly, whether you have free busing or pay the subscription fee, your child is assigned to a single route five days per week. If you choose to drive on certain days you have that option, but students cannot take different buses on different days of the week.
- Subscription fees cannot be pro-rated for part-time or one-way use of a bus. The Board of Education must pay the transportation company the full route cost regardless of how often a child rides to or from school throughout the year.
- The subscription service is for the full year, and helps cover approximately half the actual cost of the bus; therefore refunds are given only if a family moves out of the district during the school year.
- Please make sure your child has his or her bus pass available to show to the driver the first few weeks of school. After that, your child should keep the pass in his or her backpack in case it's needed. Bus passes are issued in August, and will indicate the bus stop and approximate time the bus will arrive for pick-up in the morning.
- The afternoon drop-off time will depend on the length of the route, the originating point of the bus (Gillette or Millington) and your child's stop number.
- Families eligible for free milk may also be eligible for a reduction in transportation costs. Please contact the Superintendent in confidence for consideration.
- Seats on a bus are not guaranteed for courtesy riders if payment is not received by the June 1, 2017 deadline. Requests received after this date will be filled only if room exists on a bus.

**Thank you for your help and cooperation!**