

**BERNARDS TOWNSHIP BOARD OF EDUCATION  
BUSINESS OFFICE  
101 PEACHTREE ROAD  
Basking Ridge, New Jersey  
908-204-2600**

**2011-12 Second Bus Stop Application Criteria**

Parents/Guardians in shared custody situations must meet the following criteria to be eligible for a second stop.

- a) The child custody arrangement must specify equal time joint custody (50/50) between two homes that are **both located in the district**.\*
- b) Appropriate documentation must be submitted to establish both the custody arrangements and the dual residences.
- c) Any second stop residence that is approved will require payment equal to the subscription busing fee, per child, regardless of the distance from home to school (unless the second stop residence is on the same bus route).
- d) A set schedule for when the child would use each stop would be established.
- e) Second stops would only be approved through the office of the Business Administrator; applications must be **completed** for submission to the transportation department by June 24<sup>th</sup>. Requests after June 24<sup>th</sup> (once bus routing has begun) will be considered on an available seat basis only.
- f) Only students in grades 6-12 will be considered for second stops.

\*In absolutely no other circumstances will a second stop even be considered.

If you believe you meet the criteria and would like to apply, please begin by completing this application and submit it with the appropriate legal documentation regarding the shared custody arrangement to the Business Administrator.

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**2011-12 SECOND BUS STOP APPLICATION**

The BTBOE is only obligated to provide transportation to students in grades k-8 whose primary residence is more than 2 miles from their school and to students in grades 9 –12 whose primary residence is more than 2.5 miles from their school. Parents/Guardians are hereby notified that second bus stops are not an entitlement by law. The district provides this service as a courtesy to qualifying families where possible. **BEFORE COMPLETING THIS APPLICATION, PLEASE REVIEW THE CRITERIA ON PAGE 1.**

- 1) Child's Name: \_\_\_\_\_ Child's ID#: \_\_\_\_\_
  
- 2) School attending in September: \_\_\_\_\_ Grade: \_\_\_\_\_
  
- 3) Custody document review (Signature of Business Administrator): \_\_\_\_\_
  
- 4) Second residence review (Signature of Registrar): \_\_\_\_\_
  
- 5) Primary address with parent/guardian name (must match primary address in school database):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 6) Schedule the primary address stop will be used: \_\_\_\_\_  
\_\_\_\_\_
  
- 7) Address requesting a second stop with parent/guardian name (must match second address in school database):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- 8) Schedule the second bus stop will be used: \_\_\_\_\_  
\_\_\_\_\_
  
- 9) Parent/Guardian signatures below indicate that all information provided on and in support of this application are true and accurate.  
  
\_\_\_\_\_

Second Bus Stops require a check made payable to the Bernards Township Board of Education in the amount of \$690.00 (unless the second stop is on the same bus route as the primary stop). Payments are non refundable. Please submit a check with this completed application by June 24<sup>th</sup>. The application and check should be submitted to the Business Administrator in the Board Office. Applications received after June 24<sup>th</sup> can not be guaranteed since routing will be in process. Once routing is completed, no new routes will be added to accommodate second stops.