

**We are continuing to offer the supports described below due to ongoing delays in yellow bus service. If your child's bus is delayed, please use a ride sharing app and submit for reimbursement or visit the main office for MBTA passes.**

September 5, 2018

Dear UAD Elementary Families,

We value your partnership in making the most out of every day in your student's education. We know that unreliable buses interrupt our students' learning and families' schedules. We are reaching out in response to a recent lack of reliable yellow bus service. In the past few days, several buses have been delayed or did not show up. Unfortunately, we anticipate delays and uncovered routes will continue this week.

Our top priority is our students' safety, and we do not want families to be disrupted by late or missing buses. We will reimburse the cost of a ride sharing service when it is needed to get your child to or from school safely. Additionally, we are working to make Charlie Ticket MBTA fare on hand for pick-up at our main office. For safety, children must be accompanied by an adult to/from school. Please let us know if you would like support setting up a ride sharing app on your phone, and please note that set-up will require that you have a credit card available.

See the back of this letter for more information about reimbursement of ride sharing services. Complete reimbursement submissions will be processed and available at the school's main office within one week.

As soon as we receive more specific information from BPS transportation about service, we will communicate to you via phone and text. To help us continue to advocate for better service, please report any bus concerns to the BPS Transportation Hotline at (617) 635-9520. It may also help to report concerns directly to the city by calling 311 or contacting your City Councilor.

We look forward to seeing every child at school every day, and we hope this effort minimizes the impact of service interruptions on our school community.

Sincerely,

Principal, Erica Andrew

Director of Operations, Julia Garcia

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Reimbursement Submission

To request reimbursement, please submit the following to Julia Garcia, Director of Operations:

1. Your receipt for transportation to and from school, and
2. All information in the box below. This information must be provided with each receipt, including a signature, in order to process the reimbursement.

Your Name		Phone number	
Child's Name		Bus Number	
Date of Expense		Expense Amount	
Signature		Date	
My signature verifies that I incurred this expense in order to transport my child to or from school as an alternative to yellow bus service.			

Reimbursements must be submitted within one month of the expense. Complete reimbursement submissions will be processed and available at the school's main office within one week.

Please direct any questions about this process to Julia Garcia, Director of Operations at [jgarcia@upacademydorchester.org](mailto:jgarcia@upacademydorchester.org).