

Instructions for Subscription Busing Online Registration



Registration and payment for subscription busing for the 2018-19 school year will be available beginning Tuesday, May 1, 2018.

All subscription busing requests can be completed online at www.piscatawayschools.org with payment on or before **June 30th**. Assignment to routes, dependent on location of residence, will be based on a **first come, first served basis once application and payment is received**. Families with more than one child attending the same school will receive a 15% discount. Families who wish to participate in the subscription busing program must be registered to attend school in the district prior to applying. **Subscription busing applications will not be processed unless all fees and fines (Ex. Food service account balances, book fines, iPad fines, etc.) are paid in full by June 30th**. Families who prefer a paper application may obtain one by calling the Transportation Department at 732-572-2289, ext. 2365 or at the Enrollment Center in the Administration Building.

Once registered, all fees are non-refundable. Students will receive mail notification of their bus number and stop location assignment by the last week of August.

All subscription applications received after June 30th will be considered a *“late application”*, and will be placed on a waiting list. Wait list applications will be reviewed after September 15th, and as seat(s) become available, your payment will be processed and we will notify you by mail of your child’s bus assignment with details.

All families who qualified for Free/Reduced Lunch this year will be eligible for subscription busing with proper documentation/verification at a reduced rate. **Please verify your eligibility before registering for subscription busing services.**

How to Register for Subscription Busing

1. Visit the district website at www.piscatawayschools.org. Select **“Community Pass Online Registration”** under **Quick Links** on the right side of the page.
2. **Existing Users: IMPORTANT:** Do not create a new account. In the Existing Users box on the right side of the page, enter the User Name and Password that you have used for previous registrations, such as Before/After Care, or previous Subscription Busing enrollment. If you do not remember your user name and password, call the Transportation Office at 732-572-2289, ext. 2365 for assistance.
3. **New Users:** Select **Create Your Account Now!** Create a user name and a password. Next, create your family account. The name that you enter should be the primary contact name (such as a parent or guardian). All fields in red must be entered.
4. In the “Select Activity” dropdown, choose “Transportation Subscription Busing 2018-19” and click “Register Now!”
5. Choose the child(ren) to be registered for subscription busing. **IMPORTANT: DO NOT SELECT ANY CHILDREN WHO ALREADY RECEIVE MANDATED BUSING.**
6. On the next screen, select “Subscription Busing” and then click “Continue.”
7. Review the Refund Policy on the next page, select “Accept” and click “Continue.”
8. **Non-refundable payment in the amount of \$425.00 is due at time of registration.** Select your method of payment, and click “Continue.” Check the billing information and enter the credit card number, if applicable. Click “Complete Transaction.”

Your registration receipt will reflect all payments. Click “Finish” to complete your transaction, which will generate a confirmation to your e-mail address. Be sure to “log out” at the top right corner of the screen when you have completed your child(ren)’s enrollment.

If you require assistance during the registration process, you may call the Transportation Office at 732-572-2289, ext. 2365 between the hours of 9 a.m. – 4 p.m. Monday – Friday. You may also e-mail your questions to transportation@pway.org.