

## Totowa Borough Public Schools

294 Totowa Road, Totowa, NJ 07512

**Phone: 973-956-0010 Ext. 6002 Fax: 973-553-2257 E-Mail: [vincent.varcadipane@totowa.k12.nj.us](mailto:vincent.varcadipane@totowa.k12.nj.us)**

*Patricia Capitelli*  
Superintendent

*Vincent Varcadipane*  
School Business Administrator/Board Secretary

September 1, 2021

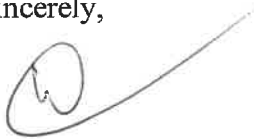
Dear Parents/Guardians

In order to help ensure the safety and well-being of all students on the bus, procedures have been put in place for the 2021-2022 school year. The shuttle has been suspended and will not operate during this school year. If you have waived your right to busing, a seat **has not** been assigned to your child(ren). Anyone without a seat assignment is not permitted to take the bus. All other students entitled to a bus have been assigned a seat within the bus. To view your child(ren)'s bus and seat assignment, please log into the parent portal, click the menu button and select the Transportation Tab. In this tab, the Bus In field will be your child(ren)'s bus assignment and the Bus Out field will be your child(ren)'s seat assignment. Please note all seats on the bus behind the bus driver are odd starting with seat one (1) and all seats on the opposite side of the bus driver are even starting with seat two (2). Assigned seats will be the same for both A.M. and P.M. routes.

Bus routes begin each morning at 8:30 A.M. If you miss the bus, it **will not** come back and rerun the route. It is the parent/guardian's responsibility, at that time, to bring their child(ren) to school that day. To ensure everyone's safety and well-being the following rules must be followed at all times. Please be respectful to all others at your bus stop. Seats on the bus have been assigned to each household or grade level as best possible. Changing seats and moving during the route will not be tolerated and will result in removal from the bus. Please also note that face coverings are mandatory on the bus and refusal to comply will result in removal from the bus.

If your child(ren) are not taking the bus home on a given day, an email to [msattendance@totowa.k12.nj.us](mailto:msattendance@totowa.k12.nj.us) and/or [wpsattendance@totowa.k12.nj.us](mailto:wpsattendance@totowa.k12.nj.us) is required by 12:00 P.M. If a change is needed after 12:00 P.M. an email is still required but a phone call to the applicable main office will also be required. If you have any questions or concerns, please feel free to contact me at 973-956-0010 ext. 6002 or at [vincent.varcadipane@totowa.k12.nj.us](mailto:vincent.varcadipane@totowa.k12.nj.us).

Sincerely,



Vincent Varcadipane  
SBA/Board Secretary