

**WORCESTER PUBLIC SCHOOLS  
WORCESTER, MASSACHUSETTS**

**BULLETIN #2 FINANCE AND OPERATIONS SERIES SEPTEMBER 2010**

**TO:** All Administrators  
**FROM:** The Division of Finance and Operations  
**SUBJECT:** Bus Breakdowns and Delays

As in previous years, the following procedure is required of principals when school buses are late fifteen (15) minutes or more on arrival. This is a necessity because the busing contracts allow for penalties in these instances.

Information regarding the delays should be called into the office of Mr. John Hennessey at 799-3152. In addition to the telephone call, it will be necessary to follow through with a written notice, via E-Mail, to Mr. Hennessey. The notice should contain the following information:

**SCHOOL:**

**DATE:**

**BUS #:**

**SCHEDULED TIME OF ARRIVAL:**

**ACTUAL TIME OF ARRIVAL:**

Your prompt attention to this matter would be greatly appreciated.

Dr. Melinda J. Boone,  
Superintendent

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Ju lutem telefononi zyren qendrore te shkolles ne se deshironi ta kini kete dokument te perkthyer ne nje gjuhe tjeter pervec Anglishtes*

*Xin gọi điện thoại cho văn phòng nhà trường nếu quý vị muốn tài liệu này được dịch ra một ngôn ngữ khác hơn tiếng Anh*