

# SCHOOL BUS PASS APPLICATION

2012-2013 SCHOOL YEAR

**ALL Payment types need to fill this form out completely** and return to CUSD Transportation Department,

P.O. Box 788 – San Andreas, CA 95249  
 Questions? Call us at 754-2315 or go to our website: www.calaveras.k12.ca.us

<b>Family Information:</b>			<b>FOR OFFICE USE ONLY</b>		
<b>Parent/Guardian Name: (print)</b>			Processed Date		Fee
Home Phone	Cell Phone	Work Phone	Chk Amt	Chk #	Cash
Address		Apt. #	Accepted By:		
City/Zip			Mail      Walk In      Online		
By signing below I confirm I have read and will adhere to the CUSD transportation regulations concerning the transportation of students and the rules that are enforced on District buses for the safety of students. I also verify the information contained in this document is true and correct. I understand falsification of information is cause for the revocation of bus service without refund. I further understand the bus pass must be displayed when boarding the bus and a \$10.00 PROCESSING CHARGE will be assessed for replacement passes for any reason. I further understand that my signature commits me to paying the entire amount due.			<b>REPLACEMENT PASSES</b>		
			Request Date: _____		
			Name(s) of Student _____		
			Amt. Paid: _____		
<b>Signature of Parent/Guardian:</b> _____			Pmt. Made By: _____		
			Check # _____ Cash: _____		
<b>Date</b> _____			Request Date: _____		
			Name(s) of Student _____		
			Amt. Paid: _____		
			Pmt. Made By: _____		
			Check #: _____ Cash: _____		

<b>Student(s) Information</b>		All student(s) information must be completed. Students will be assigned a stop, relative to your home address, if one is not listed below.			
NAME	GRADE	SCHOOL	BUS STOP/ROUTE #		

**On Reverse: Free & Reduced Guidelines – Refund Policy – Discipline/Denial Policy**

<b>Type of Service/Fees</b>							
<b>Students:</b>	One	Two	Three	Four	Five	Add'l	<b>If you qualify for reduced rate your price is half off</b>  Please check the appropriate box if your student(s) qualify fo reduced or free rate.  Please attach a copy of the approval letter from Food Service or copies of documents as listed on the reverse side  Free <input type="checkbox"/> Reduced <input type="checkbox"/> (price of half off regular price)
<b>Annual Service</b>	\$180	\$360	\$540	\$630	\$720	\$90 Ea.	
Round Trip	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Punch Cards (20 1-way trips) \$20 X _____ = \$ _____ (Subject to space available) <i>Lost punch cards: \$20 to replace</i>							<b>OFFICE USE ONLY</b>  Verified: <input type="checkbox"/> Free <input type="checkbox"/> Reduced (1/2 Off) <input type="checkbox"/> Documents Attached Type of Documents: _____
CHECK PAYMENT TYPE: <input type="checkbox"/> Check <input type="checkbox"/> Cash							
Semester Payment Plan: <input type="checkbox"/> 1st Semester <input type="checkbox"/> 2nd Semester (Due January 9)  \$25 Charge for Returned Checks							

FREE or REDUCED: MUST BE ELIGIBLE UNDER FEDERAL INCOME REGULATIONS, APPLICATIONS MUST BE COMPLETE AND INCLUDE DOCUMENTATION

The following is a list of documents that will be considered as proof of income for FREE or REDUCED Fees:

- Earnings/Wages/Salary - Current paycheck stub or letter from Employer (on business stationary) stating gross wages paid and how often paid.
- Social Security/Pension/Retirement - Social Security Benefit letter or Pension Award letter.
- Unemployment Compensation/Disability or Workers Compensation - Copy of Award letter or check stub.
- Welfare Payments - Benefit letter from Welfare Department stating current eligibility and amount of award. (Passport of Services)
- Child Support/Alimony - Court decree or agreement.
- All Other Income-If you have any other type of income, provide documents showing amounts of income and how often it is received.
- Self-Employment - Copies of last 12 months of bank statements and the last year's annual Federal Tax Return.
- No Income - If you have no income, provide a brief note explaining how you provide food, clothing, and housing and when you expect an income. Include last year's Federal Tax Return.

### **REFUND POLICY**

Refunds must be submitted on appropriate form, available in the district office .

1. After a student leaves the District, refunds will be prorated, based on the number of quarters the student was enrolled in the District and able to utilize services.
2. After paying transportation fees a student has been determined to be eligible for Free or Reduced fees.
3. No refund will be issued for students who are ill or who are suspended from the bus or school for disciplinary reasons or due to Board action.
4. A written request for refund along with the bus pass must be sent directly to the Transportation Department and should contain the following information: Name of student, date that the pass would no longer be used, reason for the refund, school of attendance and address where the refund is to be sent. **No refund will be made for punch cards**

**Students will be required to show their transportation pass when boarding the bus both a.m. and p.m.** The student must have the pass ready to show the driver before boarding the bus. The passes may be attached to the student's backpack for safety, but the student must show the pass when boarding the bus. Parents must select a bus stop from the District's approved list of bus stops. Possession of a current pass entitles a student to ride to and from the designated school and bus stop on the assigned bus. Reassignment to a different bus or a different stop can be accomplished through written request to the Transportation Department (209) 754-2315. If the parent does not indicate a bus stop location on the application, transportation staff will assign a bus stop. Per transportation rules and regulations, **students planning to get off the bus anywhere other than their assigned bus stop, must present a note from their parent/guardian to their driver.**

**DENIED SERVICE** - Initially, no child will be left in the morning for non-payment. However, if fees remain unpaid for a period of 10 school/attendance days or documentation is not provided for the free/reduced bus service, the following steps will be taken:

1. A child will be denied bus service in the afternoon and sent back to school office to call the Parents/Guardians to pick up the child at the school of attendance. Parents/Guardians who fail to pick up children in a timely manner, (1 hour after the close of the school day) will be referred to the Calaveras County Children's Protective Services (CPS). This practice will be consistent with other districts who have instituted a bus fee system.
2. If a transportation problem remains unresolved for an additional five days, the parent/guardian will be notified by mail that both morning and afternoon bus service is denied.
3. Parents failing to send students to school because of denied bus service would be referred to the Calaveras County Student Attendance Review Board (SARB).