

# Antelope Valley Union High School District Parent-Pay Transportation

## Eligibility for Transportation Services

To be eligible for transportation services, students must live beyond a minimum of a three-mile radius and comply with current administrative regulations and/or Board policy.

## Transportation Fees

Parents or guardians who desire to purchase transportation services for their children may do so by making payment to Antelope Valley School Transportation Agency according to the schedule below. All students riding school buses home-to-school shall pay fees as set forth by the Board of Trustees.

<b>2010/2011 School Year</b>	\$100.00 semester fee per student	\$200.00 annual fee per student
----------------------------------	--------------------------------------	------------------------------------

## Family Plan:

Students who use home-to-school transportation will be assessed a \$200.00 annual transportation fee. This fee may be paid either in a single payment or in semester payments of \$100.00 prior to the utilization of service. A maximum of \$400.00 per family, per year would be imposed for transportation services involving multiple students within a family. Methods of payment include cash, check, money order, or cashier's check.

## Full Year Bus Pass

**Bus passes purchased for the entire year, free or reduced passes for the 2010/2011 year will be YELLOW in color. These passes DO NOT have to be renewed for the 2<sup>nd</sup> semester. These passes will be processed for the entire year.**

## Exemptions

The following students shall be exempt from the fee schedule as stated above:

- a. Special Education students who are severely handicapped or orthopedically handicapped students who require door to door transportation specified in their I.E.P.'S. (Education Code Section 39807.5)

**Note: Students enrolled in RSP, SDC, EMR or Title I classes are not considered severely handicapped students.**

- b. Students who qualify for free and reduced school lunches (Education Code Section 39807.5), only if students would otherwise be eligible for transportation services. **Please submit a copy of the food services letter along with your application for transportation services.** If this document is turned in after the issuance of the bus pass, a \$10 refund processing fee will apply.

Rate Adjustments:

The Board of Trustees may annually review and adjust the maximum annual fee as needed in accordance with the limitations of State guidelines as authorized by Education Code Section 39800 through 39809.5.

**Late Fees**

A late fee of \$10.00 will be charged to **ALL** transportation application's received starting August 16, 2010.

**Refunds**

Written requests for refunds shall be made directly to the AVSTA Transportation Fee Coordinator and should contain the following information: name of student, date the pass would no longer be used, reason for refund request, school of attendance, bus stop and location where refund is to be sent. The bus pass, accompanied by the request for refund, shall be submitted to the Transportation Fee Coordinator not later than ten days after transportation service will not be utilized.

Since the bus fee is not a daily ride fee, a refund based upon unused days for illness, suspension from school or loss of bus riding privileges because of violations of bus rules will not be given.

If a pupil moves from the district, a refund will be processed. The prorated refund amount will not include the month in which the fee refund is requested. The bus pass must be returned or a \$10 fee will be charged for the lost pass.

## **Returned Checks**

Checks that are returned from a bank due to insufficient funds will be forwarded to the transportation department of the district. Transportation staff will contact the parent/guardian for financial settlement including all associated bank fees.

If financial settlement cannot be made within five business days of bank notification, then the parents/guardian, school, student, and bus driver shall be notified beginning the next school day that transportation privileges will be denied the student and the bus pass will be confiscated by the bus driver. Returned checks are subject to a \$20.00 service charge.

## **Issuance of Bus Passes:**

Passes shall be issued on a semester basis. This pass will provide home-to-school transportation at the beginning and end of the normal academic school day. **No one way passes will be sold.**

Passes may be purchased through the mail, or at the Antelope Valley Schools Transportation Agency, 670 W. Avenue L-8, Lancaster, CA 93534, (661) 945-3621, between the hours of **8:00 a.m. and 4:00 p.m. starting 7/19/10 (Monday-Friday). There will be a \$10.00 late fee beginning 8/16/10. \*\*\*Be sure to include a snapshot of the bus rider\*\*\*.**

***Note: Effective 8/16/10, a student must have a valid 2010/2011 bus pass to board the school bus.***

**Instructions for Completing the Application** - Read these instructions and all attachments in this packet. **Please print or type all entries.**

1. One student per application. Enter the ***Last Name*** first, then first name, then middle initial of student applying for bus pass, the school of attendance, and the grade. Use the name under which the student is registered in school.
2. Make no entries in the *Office Use Only* section of the application.
3. Enter parent/guardian name, full address and telephone number(s).
4. Sign, acknowledging understanding and acceptance of conditions and responsibility.

5. Return the whole application sheet. (Do not cut off the instructions: our filing system does not accommodate half-sheets.)
6. **Enclose a 1"x1" color photograph\* of the bus rider with your application. Please write his/her name on the back and attach it to the application. The picture will be permanently laminated to the pass. \*\* Bus passes cannot be processed without a picture. \*\***

**\*This color photo may be cut from a larger photograph and used for the bus pass. Please be sure the photo is recent.**

### **Possession of Bus Passes**

Each student must have a current bus pass in his/her possession each time he/she wishes to ride the bus. Bus passes are considered the property of the District, rented to the bearers, who are charged with custodial responsibility and are expected to safeguard them accordingly. The District assumes no responsibility for lost or stolen passes. Mutilated or lost passes will be replaced upon payment of a \$10.00 service charge and after prior pass purchase has been verified.

### **Ridership Eligibility Conditions**

Students will be eligible to ride upon presentation of a valid bus pass, except when student ridership has been suspended by the Transportation Agency.

**Students will be required to present their passes to the bus driver or they will not be allowed to ride the school bus.**

Students will be required to comply with rules and regulations regarding pupil transportation as set forth elsewhere in the District and Transportation Agency policies and procedures. Students who loan passes to other students, or use passes that do not belong to them, or attempt to obtain transportation service without paying proper fees may be denied transportation services permanently.

Students who attend a school other than their home school of attendance will not be eligible for transportation services.

## **Displaying Bus Passes**

Students will be required to display their bus passes to the bus driver before boarding at bus stops and school loading zones. Beginning with the fall semester, students must present their bus passes or they will be denied transportation. Bus passes must be presented to the bus driver each time the student boards the bus.

Uninterrupted transportation service can only be maintained if students have in their possession a valid pass and present it to the bus driver as required.

## **Bus Pass Violation**

The following standards of progressive actions regarding abuse/misuse of school bus ridership authorization are established, and are separate from other disciplinary measures.

### **Using, or attempting to use, an expired pass, loaning, borrowing or altering a pass, using or attempting to use a stolen, found or forged pass:**

- A. First Offense: Bus privileges shall be suspended for one week.
- B. Second Offense: Bus privileges shall be suspended for the remainder of the school year.

Possession of any pass, not assigned to the possessor, shall constitute prima facie evidence of improper possession and shall be reason to exercise disciplinary measures as set forth above.

Lost, Stolen or Forgotten bus Passes: Any student whose pass is lost or stolen, or who forgets his/her bus pass will be allowed to ride, but will be issued a bus ticket. It will be processed per the district progressive discipline policy.

Refunds **will not** be made for reasons stated above.

## **Emergencies**

In the event conditions beyond the control of the district temporarily prevent the district from providing the expected transportation services, the district will have no liability for refund of fees.

## **Bus and Bus Stop Assignments**

Possession of a current pass entitles a student to ride only on the designated bus to and from a designated stop before and after the regular academic day.

Passes **will not** be recognized on any bus other than the bus for which the pass was issued. All decisions regarding assignments to buses and stops is at the sole discretion of the Transportation Agency.

Parents are advised that the District does not supervise bus stops and that the District is not responsible for the control and conduct of students at the bus stop. Parents should not neglect their responsibility for supervising their students until their students safely board the bus.

H:\WEBSITES\AVSTA\BUS PASS\INSTRUCTIONS 2010-2011