

**TRANSPORTATION FEES**

**Fee Schedule and Collection**

Transportation fees charged by the district shall not exceed the statewide average nonsubsidized cost of providing such transportation to a student on a publicly owned or operated transit system, as determined by the Superintendent of Public Instruction. (Education Code 39807.5)

The total amount received by the district from the state and parent/guardian fees shall not exceed the actual operating cost of home-to-school transportation during the fiscal year. If excess fees are collected due to errors in estimated costs, fees shall be reduced in succeeding years. (Education Code 39809.5)

The Governing Board shall certify to the County Superintendent of Schools that the district has levied fees in accordance with law and that, in the event that excess fees have been charged, the fees have been reduced and excess fee revenue eliminated. (Education Code 39809.5)

**Fees for Additional Services**

The district may also charge fees for:

1. Students traveling to full-time occupational classes provided by a Regional Occupational Program or Center (Education Code 39807.5)
2. Matriculated or enrolled adults traveling to and from school, or adults pursuing other educational purposes (Education Code 39801.5)
3. Community recreation as provided in Education Code 39835 (Education Code 10913)

*(cf. 3541 - Transportation Routes and Services)*

**Exemption from Fees**

Eligibility for free transportation based on indigency shall be based on the income eligibility scales used for the free and reduced-price lunch program and/or proof of receipt of Temporary Assistance to Needy Families (TANF). All economic support received by the students economic family will be evaluated for consideration of issuing a free school bus pass per semester.

*(cf. 3553 - Free and Reduced Price Meals)*

## **TRANSPORTATION FEES** (continued)

At the beginning of the school year and whenever a new student is enrolled, parents/guardians shall receive information about free transportation eligibility standards, application procedures and appeal procedures.

*(cf. 5145.6 - Parental Notifications)*

All applications and records related to eligibility for free transportation shall be confidential and used only for purposes directly connected with the free transportation program.

*(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential/Privileged Information)*  
*(cf. 5125 - Student Records)*

Students receiving free transportation shall not be identified by the use of special bus passes, tickets, lines, seats or any other means. They shall in no way be treated differently from other students, nor shall their names be published, posted or announced in any manner or used for any purpose other than the transportation program.

### **Ridership Fees**

All users of the transportation system shall pay fees as published annually by the Board except as follows:

1. Special Education students whose individual education programs call for transportation services.
2. Children of families with verification of income at or below that shown in the income eligibility guidelines for free bus passes, provided by the Transportation Department, which is updated annually.
3. Foster children when application is provided by foster parent and a foster parent agreement form with case number is attached.
4. Families purchasing passes for two students to ride at the regular fare receive a reduced rate for the third child. No family shall pay for passes for more than three children in any one school year.

## **TRANSPORTATION FEES** (continued)

### **Issuance of Bus Passes**

Passes shall be issued annually or for designated periods throughout the school year. Round-trip passes will provide for round trip home-to-school and school-to-home transportation for each school day.

Passes may be purchased through the mail or at each school site at specified times throughout the school year. Students purchasing school bus passes will be guaranteed space on a school bus.

Students desiring to ride only on an occasional basis may pay the prescribed single-ride fare (exact change needed) or use single-ride tickets for each ride, each way. Single-ride tickets may be purchased at the Transportation Department. Cash and single-ride tickets will allow for ridership on a space-available basis only.

### **Ridership Eligibility Conditions**

All students will be eligible to ride upon presentation of a valid bus pass, and on a space-available basis upon presentation of a single-ride ticket or proper fare, except when student ridership has been suspended by the district. All eligible school students without a pass, proper fare, or a single-ride ticket will be allowed to ride a bus; however, the driver will write a Notice of Non-Pass Rider (NPR) for the student. Excessive number of NPR's will be cause to deny transportation.

All students will be required to comply with rules and regulations regarding student transportation as set forth elsewhere in the district policies and procedures. Furthermore, students who continually forget to bring their bus passes, students loaning passes, or students using bus passes that do not belong to them, and students who attempt to obtain transportation service without paying the proper fees may be denied transportation services permanently.

### **Refunds, Replacement, and Prorations for Bus Passes**

**Refunds:** Written requests for refunds shall be made directly to the Director of Transportation and should contain the following Information: Name of student, date that pass would no longer be used, reason for refund request, school of attendance, and address where refund is to be sent, The original bus pass, accompanied by the request for refund, shall be submitted to the Director of Transportation not late than ten (10) days after transportation services will not be utilized or after the district has denied services for disciplinary reasons. In the event that a student bus pass has previously been replaced and then a request for a refund is submitted, only a refund of \$20 will be refunded.

**TRANSPORTATION FEES** (continued)

Refunds shall be based on the date that the original bus pass arrives in the Transportation Office. Refunds shall be provided for the following reasons, subject to a \$20.00 service charge:

1. Prorated refunds will be made for paid riders who are subsequently reassigned to Special Education classes and become legally eligible for free transportation.
2. Prorated refunds will be made for students moving out of a busing area.
3. Refunds will be made for students who are denied transportation for disciplinary reasons if services are denied for a period exceeding fifteen (15) school days.

Refunds will not be made for any reason other than the reasons stated above unless approved by the Director of Transportation.

**Replacement of Bus Passes:** 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 or tickets. Readable mutilated passes will be replaced upon the payment of a \$20.00 service charge. Missing bus passes will be replaced upon the payment of a \$20.00 service charge and after prior pass purchase has been verified. Bus passes being replaced for any other reason will be charged a \$20.00 service charge.

**Emergencies**

In the event conditions beyond the control of the district prevent the district from providing the expected transportation services, the liability of the district will be limited to the refund of an amount that equals the single-ride fare.

**Bus and Bus Stop Assignments**

Possession of a current pass entitles non-high school students to ride to and from the designated school and bus stop only on the assigned bus. Passes will not be recognized for transportation on any other bus than the bus for which the pass was issued, other than high school students, who may ride any bus to and from any active school bus stop. Reassignment to a different bus or a different stop can be requested by submitting a request to the Director of Transportation; however, all decisions regarding assignments to buses and stops are at the sole discretion of the district. Middle school and high school students, who possess a current pass, correct fare, or single-ride ticket, will also be eligible to ride the activity buses at each location by presenting their current pass, fare, and/or single-ride ticket.