

2018 SPRING SEMESTER APPLICATION FOR SCHOOL BUS PASS

POWAY UNIFIED SCHOOL DISTRICT • 13626 TWIN PEAKS ROAD
POWAY, CALIFORNIA 92064-3034 • (858) 679-2636



PASSES

Semester Round Trip

ONE CHILD

\$ 315.00

TWO CHILDREN

\$ 630.00

**FAMILY RATE
(THREE OR MORE)**

\$ 787.50

Spring Semester Bus Pass valid 01/22/2018 - 06/14/2018

PLEASE PRINT CLEARLY

PLEASE PRINT CLEARLY						DISTRICT OFFICE USE ONLY		
STUDENT LAST NAME		FIRST NAME		MI	DISTRICT ID#		DATA ENTRY	
BIRTH DATE—MM/DD/YY		<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE	SCHOOL	GRADE	FIRST YEAR AT PUSD? <input type="checkbox"/> YES <input type="checkbox"/> NO	REPL/SEM	COST	PAY CODE
PARENT/GUARDIAN NAME			PRIMARY TELEPHONE			AM ROUTE		AM STOP
RESIDENCE STREET ADDRESS			ALTERNATE TELEPHONE			PM ROUTE		PM STOP
CITY	ZIP CODE	E-MAIL ADDRESS			PAYMENT TYPE		# PASSES IN FAMILY	
MAILING ADDRESS IF DIFFERENT THAN ABOVE					DISCLOSURE FILED WITH			SCHOOL
<input type="checkbox"/> PLEASE CHECK IF ADDRESS HAS CHANGED			<input type="checkbox"/> REQUESTED STOP—COMPLETE PAGE 2			ISSUE DATE	ISSUE METHOD	TEMP ISSUED

PLEASE READ THE ENTIRE TRANSPORTATION PACKET:

- Your child must be registered at their school and with the Transportation Department under the same name.
- Fill out a separate application for each child applying for a bus pass.
- If you are applying for free bus service due to income level, you must fill out an Income Disclosure form (pages 9 and 10 of this packet) and provide verification of income/economic support for each semester that you need the free service. Only one Income Disclosure form is required per family, per semester.
- If you are applying for free bus service due to Foster Status, a copy of the Foster-Parent Agreement is required.
- If you are applying for free bus service due to Special Education, it must be indicated in your child's Individual Education Program (IEP). RSP and DIS students do not qualify for free transportation.
- Your child will be assigned to the safest stop for your residence.
- If you are requesting transportation for your child to/from child care, or to/from an address other than your residence, you must complete the Parents Acceptance of Responsibility form on the reverse side of this application (page 2).
- Parents are advised that the District does not supervise bus stops, and the District is not responsible for the control and conduct of students at the bus stops. Parents are encouraged to supervise their children until they are safely aboard the school bus.
- Lost or stolen passes will be replaced upon the payment of a non-refundable \$20.00 fee.** The original pass will be deactivated and no longer valid for use. If found, the original pass is to be returned to the District for proper disposal.
- Prorated refunds will be made based on the date the valid bus pass is received in the Transportation Department, minus a \$20.00 service charge.** All refunds are subject to provisions of Administrative Procedure 6.56.1.
- I understand my child must present a valid pass or other ridership authorization for each trip. Persistent failure to do so may result in refusal of transportation to your student. I have reviewed the Safe Riding and Bus Conduct Rules with my child, and they understand their responsibility.

PARENT/GUARDIAN SIGNATURE

DATE

***** ORDER AND PAY BY CREDIT/DEBIT CARD ONLINE: WWW.POWAYUSD.COM/TRANS *****

Make checks payable to: Poway Unified School District

Mail completed application to: Poway Unified School District, Transportation Dept. FTS, 13626 Twin Peaks Road, Poway, CA 92064

The Transportation Department is open from 7:30 am to 4:00 pm Monday through Friday

During high volume periods you may experience parking problems and long waiting lines.

*** DON'T WAIT IN LINE *** PAY ONLINE *** VISIT WWW.POWAYUSD.COM/TRANS ***

**POWAY UNIFIED SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
PARENTS ACCEPTANCE OF RESPONSIBILITY FORM**

In an effort to assist parents with their student transportation needs, the Transportation Department may allow students access to an alternate existing school bus stop, and students who do not live within the transportable boundary for their school to access existing school bus stops for the school of attendance if their parents give written assurance that their children will be safely delivered and picked up by their parents from these existing school bus stops. Because there may be hazardous streets between the child's home and the nearest active school bus stop, **it must be understood by parents choosing to access such a school bus stop that they assume the full responsibility of providing a safe means of transportation to and from the assigned school bus stop.** The Poway Unified School District transportation fee structure is applicable. In the event that a District school bus reaches maximum capacity, students whose transportation needs cannot be accommodated will be reimbursed, applying the standard District reimbursement of fees schedule, and after appropriate notice to parent/guardian is provided.

PARENT ACCEPTANCE OF RESPONSIBILITY:

I, _____, accept full responsibility for providing safe transportation of my child, _____ to AM Bus stop # _____ located at _____ and from PM Bus stop # _____ located at _____ for transportation to/from their school of attendance _____.

I understand that providing access to an existing school bus stop within the District's transportation program is my responsibility, as my child does not live within the established transportable boundary for the school of attendance and/or I am requesting access to an alternate stop for my child.

DATE

SIGNATURE OF PARENT/GUARDIAN

REQUEST FOR DUAL STOPS

To accommodate students with a need for consistent transportation to or from a secondary address, the Transportation Department may assign dual stops for their use. Stop assignment is determined by the safest stop for the student's addresses. Assignment of dual stops is subject to approval by the Transportation Department. Please indicate your student's secondary parent/guardian address below:

PARENT/GUARDIAN NAME		PRIMARY TELEPHONE	
STREET ADDRESS		ALTERNATE TELEPHONE	
CITY	ZIP CODE	E-MAIL ADDRESS	
MAILING ADDRESS IF DIFFERENT FROM ABOVE			

PLEASE CHECK IF ADDRESS HAS CHANGED

POWAY UNIFIED SCHOOL DISTRICT
Transportation Department

HOW TO OBTAIN BUS PASSES

1. You may apply online at www.powayusd.com/trans. For printed applications, mail or deliver completed application with payment to:
Poway Unified School District, Transportation Department FTS, 13626 Twin Peaks Road Poway, California 92064-3034.
All passes issued during the school year will be sent to the student's school to be picked up in the Administrative Office.
2. Single-ride fare shall be four dollars (\$4.00) per person each time riding the bus. If using cash to pay the bus driver students must have the exact amount as **drivers do not carry change**. Single-ride tickets may be purchased at the Transportation Department for four dollars (\$4.00) per ticket. Fare tickets are non-refundable.
3. Special Education students whose Individual Education Programs (IEP) require transportation services *shall be issued free passes*.
Note: Students enrolled in RSP and DIS are not eligible for Special Education transportation.
4. Foster children and children of families with income at or below the eligibility guideline shall be eligible, upon approval, for free transportation if such students would otherwise be eligible for transportation services.
5. Possession of a current pass entitles a student to ride to and from the designated school and bus stop only on the assigned bus for grades TK-8. Passes will not be recognized for transportation on any other bus than the bus for which the pass was issued. Reassignment to a different bus or a different stop, due to the change of address or personal preference, may be requested by submitting a written request, together with a \$20.00 fee, to the Director of Transportation; however, all decisions regarding assignments to buses and stops are at the sole discretion of the District. Middle and high school students who possess a current pass, correct fare or single-ride ticket will also be eligible to ride the after-school activity bus at each location by presenting their current pass, fare or single-ride ticket; however, not every bus stop is serviced by the activity buses. High school students may ride any regular bus that services their school.
6. Students holding passes will be given priority on assigned buses. Transportation of other students will be on a space available basis only, including students who purchase single-ride tickets.
7. **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. Passes rendered illegible or inactive due to abuse or mutilation must be replaced upon the payment of a \$20.00 non-refundable fee. Lost or stolen passes will be replaced upon the payment of a \$20.00 non-refundable fee, after prior pass purchase has been verified and deactivation of the original pass. Application for a replacement pass can be made at the student's school or at the Transportation Department. For passes ordered online, application for replacement passes is available online.
8. Prorated refunds will be made based on the date the **current valid bus pass is surrendered to the Transportation Department, minus a \$20.00 service charge.** All refunds are subject to the provisions of Administrative Procedure 6.56.1.

Passes can be purchased online, at the school, and at the Transportation Department from 7:30 a.m. to 4:00 p.m.

PUSD Transportation Office is closed during all scheduled school breaks and holidays, including
Winter Break December 25, 2017-January 5, 2018
District Recess February 19-23, 2018
Spring Break April 9-13, 2018

To avoid waiting in line and parking problems, the best way to obtain passes is to apply online or mail your application to the address noted in #1 above.

GENERAL INFORMATION

WHICH BUS TO BOARD

Ride only the bus to which you have been assigned. Riding an unassigned bus, boarding or leaving a bus at an unassigned stop may only be done by presenting the driver with dated written permission from the parent and endorsed by a school official. Students must be at the bus stop no more than five minutes before departure time. High school students may ride any regular bus that services their school.

LEAVING THE BUS AFTER BOARDING AT A SCHOOL SITE

Once a student has boarded the school bus at a school site, he or she may not leave the bus unless escorted by a school official.

SCHOOL BUS DEPARTURES

For the safety of all students and to avoid children chasing after a moving bus, once a school bus has departed from the curb, at either the school site or bus stop, the driver is not permitted to stop the bus to board late students.

WHEN THE BUS DOES NOT SHOW UP ON TIME

If you are reasonably sure that the delay is not due to weather conditions, please allow at least 15 minutes before leaving the bus stop. School buses have to endure the same rush hour traffic conditions that plague commuters. A traffic snarl, traffic accident, minimum days or a longer than scheduled loading at a previous school bus stop can easily throw your bus 10-15 minutes off schedule.

- **On extremely foggy or rainy days the buses will run late.**

- **If at the end of 15 minutes, if your bus still has not arrived, you may wish to call the Transportation**

Department at (858) 679-2535. Please be patient and don't worry—the school will be notified of the late arrival.

MUST BE MET KINDERGARTEN STUDENT

If you desire your kindergarten student not to be released at the bus stop unless an adult is there to receive them, a letter **MUST** be on file in the Transportation Department so stating. If, once a letter is on file, your child is not met the driver will return your child to school.

TWO-WAY COMMUNICATION

For student safety and route control each bus is equipped with a two-way radio. The Transportation Department is in constant communication with each bus on its scheduled runs.

If there is a problem, such as a late bus or perhaps a student riding the wrong bus, the Transportation Department will be able to contact the bus and make the necessary corrections.

LOST ITEMS ON BUSES

If a driver finds a lost item on a bus, they will attempt to return the item to the student the next school day, as we do not have a Lost & Found. Wallets, cell phones, musical instruments and purses will be turned in to the Transportation Office.

FIELD TRIPS

General rules of conduct applicable to regular home-to-school/school-to-home transportation also apply to educational, athletic and other trips. A faculty member or parent is required on each bus for each field trip.

ATHLETIC BUS TRIPS

Conduct and behavior are to remain the same as on a home-to-school/school-to-home ride. While teachers and chaperones are expected to maintain appropriate conduct of the students, the bus driver is the ultimate authority aboard the bus at all times.

Regardless of materials, cleats may not be worn aboard buses and must be replaced with appropriate foot coverings.

No food, drinks, gum, candy, sunflower seeds, etc. are to be brought aboard the buses. Food items may be loaded in the baggage compartment, if your bus is so equipped.

Dangerous objects, such as starting guns, shot puts and other loose projectiles will only be transported if the items can be safely stored either in a baggage area or stowed within a seating compartment. Other equipment must be loaded so as not to protrude into exit areas, the aisle or step well of the bus. Items cannot be transported in the aisles or be carried where they could block an emergency exit.

BUS DISCIPLINE PROCEDURES (Excerpt from Administrative Procedure 6.51.3)

Violation of the posted rules and regulations may result in the loss of bus-riding privileges. A student who rides the bus in the Poway Unified School District is disciplined in accordance with the statutes of the State of California, and will be subject to disciplinary actions for violation of any of the rules of student discipline in the Poway Unified School District, as outlined in Board Policies and Administrative Procedures 5.8 and 5.9.

Disciplinarians shall normally apply progressive discipline procedures with:

1. The first offense, a warning;
2. The second offense, five school days of bus-riding suspension;
3. The third offense, ten school days of bus-riding suspension;
4. The fourth offense, forty school days of bus-riding suspension;
5. The fifth offense, suspension from the bus for the remainder of the school year.

However, disciplinarians shall have the latitude to increase or decrease the normal corrective measure, within reason, considering the student's age, frequency and severity of offense, and other patterns of behavior. In cases where the disciplinarian determines that the student's behavior causes a danger to persons or property, the student may be immediately suspended from ridership.

BUS PASS VIOLATIONS (Excerpt from Administrative Procedure 6.56.2)

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

1. Using, or attempting to use, an expired pass:
 - a. First Offense: A warning referral shall be issued.
 - b. Second Offense: Bus privileges shall be suspended for one week.
 - c. Third Offense: Bus privileges shall be suspended for two weeks.
 - d. Fourth Offense: Bus privileges shall be suspended for the remainder of the school year.
2. Using, or attempting to use, a stolen, found or forged pass or a fake single-ride ticket, borrowing a bus pass or altering one's own temporary or permanent pass:
 - a. First Offense: A warning referral shall be issued.
 - b. Second Offense: Bus privileges shall be suspended for two weeks.
 - c. Third Offense: Bus privileges shall be suspended for the remainder of the school year.
3. Loaning a bus pass:
 - a. First Offense: The pass will be confiscated and retained in the Transportation Office until a parent and the student make an appointment to reclaim the pass. A warning referral shall be issued.
 - b. Second Offense: A prorated refund will be issued to the parent and bus riding privileges shall be suspended for the remainder of the school year.

Possession of any pass, not the property of the possessor, shall constitute prima facie evidence of improper possession. Use or attempt to use the pass shall be reason to exercise disciplinary measures as in paragraph 2 or 3 above.

VIDEO CAMERAS

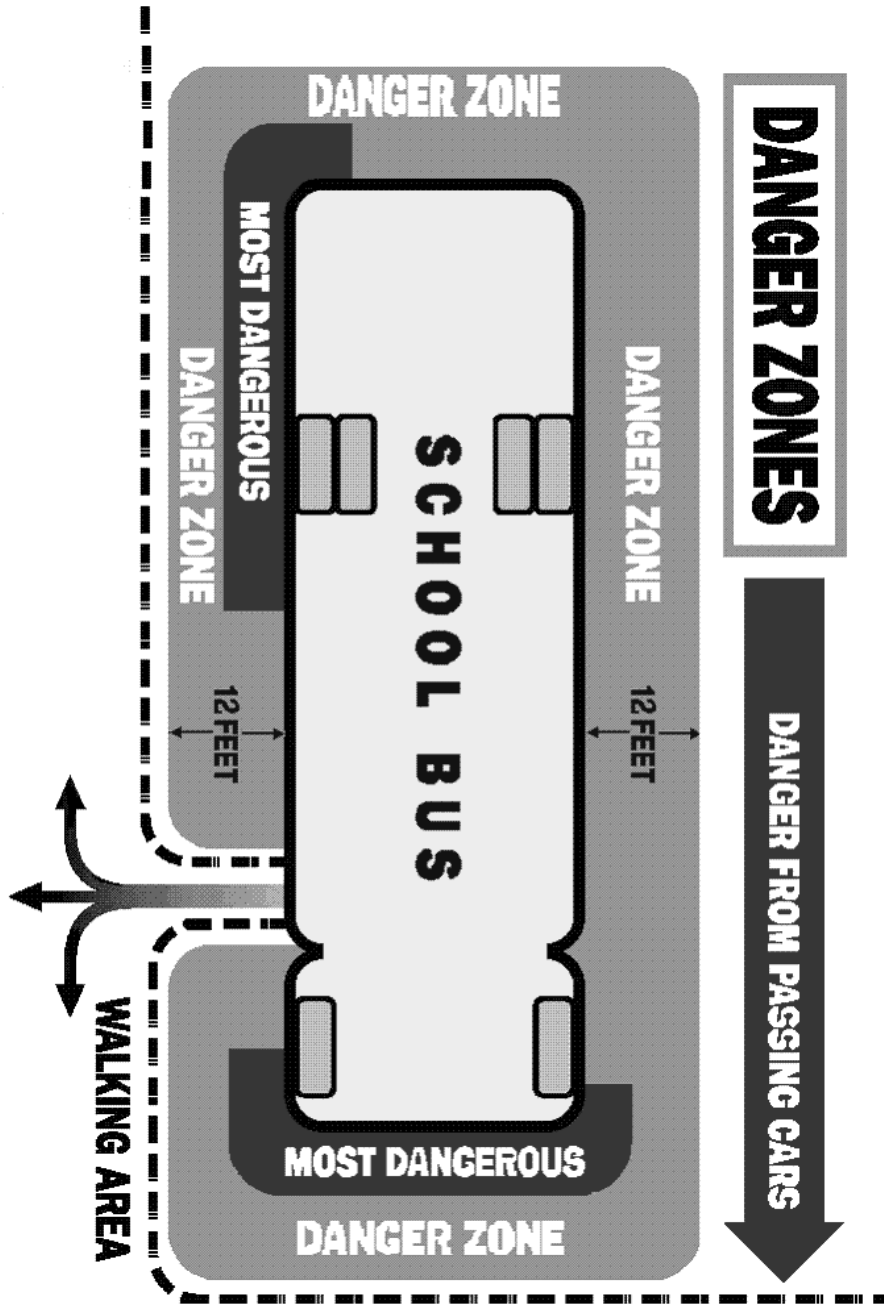
Most of our school buses are equipped with video cameras to record student behavior. District Administrative Procedure 6.51.10 outlines how these cameras will be used.

POWAY UNIFIED SCHOOL DISTRICT
Transportation Department

STUDENT SAFETY AROUND THE SCHOOL BUS

Please review the following safety diagram and the Pedestrian Safety Rules on page 7 with your child, so that he or she is aware of the dangerous blind spots around a school bus, how to walk safely to the school bus stop, and how to safely cross the street with the assistance of the school bus driver.

DANGER ZONES:



POWAY UNIFIED SCHOOL DISTRICT
Transportation Department

PEDESTRIAN SAFETY RULES

1. Cross only at street corners, so that drivers can see you.
2. Always use a crosswalk when available, but make sure the traffic sees you and has stopped before stepping off the curb.
3. At intersections with traffic signals, use the push button when possible and cross when the WALK signal is displayed.
4. Look in all directions for cars, pedestrians and bicycles before crossing.
5. While crossing, watch for cars that are turning left or right who may not see you.
6. Never cross the street from between parked cars— drivers can't see you.
7. Walk on the sidewalk, or if there are no sidewalks, on the left side of the road facing traffic, so you can see oncoming traffic.
8. Wear or carry something white at night to help drivers see you.
9. Always walk in an orderly manner and avoid running, pushing and playing near streets and vehicles.

**ESCORTED CROSSOVER INSTRUCTIONS FOR
KINDERGARTEN TO 12TH GRADE**

1. Wait until instructed by the school bus driver that it is safe to cross.
2. When directed by the school bus driver, students must cross between the bus and the school bus driver, directly to the opposite side of the street.
3. Students must also be escorted across the street in the morning if they arrive at the stop after the bus has arrived. The student must wait until the students waiting at the bus stop have boarded the bus, then the bus driver can properly shut down the bus to do the escorted crossover.

POWAY UNIFIED SCHOOL DISTRICT
Transportation Department
SCHOOL BUS SAFETY RULES

We have adopted the format of the six pillars from the Character Counts Program to define the behavior we expect from students on school buses. Please take the time to review these rules with your children and impart to them the safety issues behind each of these expectations and how important it is for them to not distract the school bus driver while the bus is in motion. We consider the safety of your children on our school buses to be our most important responsibility.

TRUSTWORTHINESS Be honest • Don't deceive, cheat or steal • Be reliable— do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal— stand by your family, friends, school and country

- Follow the school bus driver's instructions at all times. Seating may be assigned.
- Have your bus pass available, scanning when entering and exiting the bus. Show the driver your bus pass, prepaid ticket or exact fare as you board the bus.
- Bus passes are the property of PUSD and may not be used by other students.

RESPECT Treat others with respect— follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

- Show respect to the driver and your fellow students.
- Harassment, profanity, vulgarity or obscene gestures will not be tolerated.

RESPONSIBILITY Do what you are supposed to do • Persevere— keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act— consider the consequences • Be accountable for your choices

- Emergency exits or driver controls are only to be used in an emergency.
- Non-high school students must be delivered to their assigned bus stop or released to a school administrator.
- Non-high school riders must have a note from their parents, signed by a school administrator, to use a different bus stop.

FAIRNESS Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

- Behave in an orderly manner while waiting for the school bus.
- When the bus approaches stay back 12 feet, with bus pass holders boarding first.
- Enter the bus and take your seat in an orderly manner.
- Remain properly seated, facing forward, keeping your hands to yourself.
- Talk quietly, making no noise that would distract the driver or disturb others.
- Wait until the bus is completely stopped, and the brake is set, before standing.
- Depart the bus in an orderly manner.
- If crossing, follow the driver's instructions.

CARING Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

- Take pride in your school bus— keep it safe and clean.
- Do not damage seats or equipment.
- Eating, drinking, gum or tobacco chewing, spitting and smoking are not permitted. Animals, birds, reptiles, fish, insects, breakable containers, hazardous materials, weapons or any unsafe object, such as balloons, that have the potential to distract or block the visibility of the driver will not be transported.

CITIZENSHIP Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

- Students must be fully attired, including shoes; no spiked or cleated shoes.
- No intimate behavior of any kind is allowed on the school bus.
- All parts of the body must be kept inside the bus. Objects shall not be thrown inside or from the school bus.

APPENDIX A
INCOME DISCLOSURE
QUALIFICATION FOR LOW INCOME STATUS

POWAY UNIFIED SCHOOL DISTRICT
 13626 Twin Peaks Road, Poway, CA 92064-3034 • Telephone (858) 679-2636

To apply for free school bus transportation due to income status, you must:

1. Complete and sign **ONE** Income Disclosure form per family, **PER SEMESTER**.
2. Complete and sign a **SEPARATE** bus pass application for each child, **PER SEMESTER**.
3. Incomplete information will delay processing. Incorrect information may result in loss of benefits and/or legal action.
4. Provide income verification for the past **TWO MONTHS**.
5. Copy of lease/rental agreement.

A. ADULT MEMBERS (Including Adult Children)

NAME (Last, First)	SOCIAL SECURITY NUMBER
1.	
2.	
3.	
4.	

B. CHILDREN FOR WHOM APPLICATION IS MADE (List Name, School, Grade)

NAME (Last, First)	SCHOOL	GRADE
1.		
2.		
3.		
4.		

C. OTHER CHILDREN (List the names and ages of all other children who live in your household.)

1.	3.
2.	4.

INCOME:

For the purposes of this application, income is all economic support and/or money (not food stamps) received by **ALL MEMBERS OF YOUR ECONOMIC FAMILY*** household. It includes salary or wages; earnings from self-employment, including farming; welfare and unemployment; child support and alimony; strike benefits; Social Security, pensions, retirement and disability payments; dividends, interest, rent, or other income from stocks, bonds, deposits, real estate, or other investments; military benefits such as subsistence, housing allowance, Section 8 housing, financial aid for college students; and any other fiscal income received.

A copy of the income eligibility guideline for free busing is available at the Transportation Office upon request.

* **FAMILY** is defined as a group of related or non-related individuals who are living as one economic unit.

A. SOURCES OF INCOME:

1. List by source, the total monies received by **ALL** household members **BEFORE DEDUCTIONS (gross income)**.
2. Weekly incomes must be multiplied by 4.2, bi-weekly incomes must be multiplied by 2.1, annual incomes must be divided by 12.
3. Provide verification for all income. **VERIFICATION OF INCOME IS REQUIRED.**
4. Incomplete information will delay processing. Incorrect information may result in loss of benefits and/or legal action.
5. All documents are kept confidential.

B. TOTAL MONTHLY INCOME OF ALL HOUSEHOLD MEMBERS:

SOURCE AND ADDRESS OF INCOME	EMPLOYER'S PHONE	MONTHLY GROSS INCOME
1.		
2.		
3.		
4.		

C. TOTAL MONTHLY INCOME:

D. TOTAL NUMBER OF MEMBERS IN HOUSEHOLD:

E. ACCEPTABLE FORMS OF VERIFICATION ARE:

- **Child Support/ Alimony**— Court decree, agreement or copies of checks received.
- **Unemployment Compensation**— Current unemployment receipts, Social Security or pension check stubs.
- **TANF/CalWORKs Documentation**— Most recent "Notice of Action" (within the last six months) from the county, a letter from your Social Worker stating benefit amount, or past 2 months transaction history statement for your account/s.
- **SSI/SSA Documentation**— Most recent Social Security benefit statement for all household individuals receiving SSI/SSA
- **Pay Stubs**— Pay stubs from the last two months showing gross salary, or a letter from employer (on company letterhead) verifying gross salary from the last two months.
- **Profit and Loss Statements**— Self-employed individuals must provide statements from the past two months on company letterhead.
- **Other proof of income as requested.**

SIGNATURE: (Must be signed and dated)

I, _____, **declare under penalty of perjury that the foregoing is true and correct.**
Executed at Poway, California this _____ day of _____, 2017/18.

The information provided is a confidential pupil record pursuant to Education Code section 49060 et seq. and not subject to disclosure to third parties, except as required by law. I understand that school district officials must verify the information on the application; that the Social Security numbers furnished on this application could be used to verify the information on this application; and that deliberate misrepresentation of the information may subject me to prosecution under applicable state and federal statutes. Further, I certify that all adult household members have been informed that Social Security numbers may be utilized to verify income.

 Signature of Parent or Guardian

 Address

 Name (PLEASE PRINT)

 Date

 Phone Number (daytime)

INSIDE COVER BLANK

POWAY UNIFIED SCHOOL DISTRICT
13626 Twin Peaks Road
Poway, California 92064-3034
858.679.2636

2017 - 2018 Spring (Semester 2) School Bus Transportation Information

**DURING THE SCHOOL YEAR ALL PERMANENT BUS PASSES ARE SENT TO THE
SCHOOL FOR PICK UP IN THE ADMINISTRATION OFFICE**

POWAY UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT



OUR MISSION IS...

TO SAFELY TRANSPORT PASSENGERS IN AN EFFICIENT MANNER
TO AND FROM ALL LEARNING EXPERIENCES.

TO FULFILL OUR MISSION...

WE WILL PROVIDE PROFESSIONALLY-TRAINED, EXPERIENCED
EMPLOYEES; USING QUALITY, WELL-MAINTAINED VEHICLES; AND
STAYING CURRENT WITH ALL LAWS AND SAFETY STANDARDS.

FUNDAMENTAL TO OUR MISSION ARE...

EFFECTIVE COMMUNICATION, TEAMWORK, PROFESSIONAL AND
PROGRESSIVE ATTITUDES, OPENNESS TO CHANGE, AND MUTUAL
RESPECT FOR ALL.

<http://www.powayusd.com/trans>