

## APPLICATION FOR SCHOOL BUS PASS 2009-2010

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

PASSES
$\square$ Year Round Trip
$\square$ Semester Round Trip
First Semester Bus Pass $\qquad$ 08/20/09-01/19/10
Second Semester Bus Pass ..... 01/20/10-06/08/10


1. Please read the entire Transportation Packet.
2. Your child must be registered in school and Transportation under the same name.
3. Fill out a separate application for each child applying for a bus pass.
4. If you are applying for free bus service due to income level, you must fill out an Income Disclosure form and provide verification of income for each semester that you need the free service. (Only one Income Disclosure form is required per family per semester.)
5. If you are applying for free bus service due to Foster Status, a copy of the Foster-Parent Agreement is required.
6. 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.
7. Your child will be assigned to the safest stop for your residence.
8. If your child is going to child care, other than your residence, you must complete the Verification of Child Care form on the reverse side of this application.
9. We recommend putting your child's picture on their pass for identification purposes. If you would like this service, please provide us with a picture approximately $2^{\prime \prime} \times 2$ " that would fit a credit card size bus pass. Any other size will not be used and cannot be returned.
10. 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 bus stops. Parents are encouraged to supervise their children until they are safely aboard the school bus.
11. Lost or stolen passes will be replaced upon the payment of a $\$ 10.00$ service charge. The service charge is refundable if the missing pass is found and the replacement pass is returned to the Transportation Office.
12. Prorated refunds will be made based on the date the ORIGINAL bus pass is received in the Transportation Department, minus a $\$ 10.00$ service charge. Replacement bus passes turned in for refund are worth $\$ \mathbf{1 0 . 0 0}$. All refunds are subject to provisions of Administrative Procedure 6.56.1.
13. I understand my child must present a valid pass or other ridership authorization for each trip. Persistent failure to do so will cause refusal of transportation to any student. I have reviewed the Safe Riding And Bus Conduct Rules with my child and they understand their responsibility.

SIGNATURE OF STUDENT, GRADE 6 AND ABOVE X
SIGNATURE OF PARENT/GUARDIAN X

- Mail completed application with payment to: Poway Unified School District, Transportation Department, FTS 13626 Twin Peaks Road, Poway, CA 92064. Please make checks payable to: Poway Unified School District.
- The Transportation Department is open from 7:30 a.m. to 4:30 p.m. Monday through Friday. During high volume periods you may experience parking problems and long waiting lines.


## Credit Card Sales By Mail:

$\square$ Visa $\square$ MasterCard
$\square$ Discover

## Credit Card No

Credit Card Expiration (Month/Year) $\qquad$ 1 $\qquad$ - $\qquad$ .

My signature below authorizes Poway Unified School District to charge my Visa, MasterCard or Discover credit card account as payment for school bus pass fees.
$\qquad$

## TRANSPORTATION DEPARTMENT

In an effort to assist parents with their student transportation needs, the Transportation Department will allow 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 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 given access to busing under these provisions will be the first to be removed applying the standard District reimbursement of fees schedule and after appropriate notice to parents/guardians is provided.

## PARENT ACCEPTANCE OF RESPONSIBILITY:

I, $\qquad$ , accept full responsibility for providing safe
transportation for my child, $\qquad$ , to AM Bus Stop \# $\qquad$
located at $\qquad$ and from PM Bus Stop \# $\qquad$ located at $\qquad$ for their school of attendance
$\qquad$ . 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.

## VERIFICATION OF CHILD CARE

Transportation needed for child care provider's address:
$\square$ To School
$\square$ From School

## TO BE COMPLETED BY CHILD CARE PROVIDER:

Child for which care will be provided $\qquad$
Name of child care provider $\qquad$
Address $\qquad$
$\qquad$
City $\qquad$ Zip $\qquad$

Date care will commence $\qquad$ Inclusive Hours $\qquad$ I agree to notify the Transportation Department (858) 748-0010, Dawn Everly, Ext. 2061 when these arrangements are terminated.

## POWAY UNIFIED SCHOOL DISTRICT <br> Transportation Department

## HOW TO OBTAIN BUS PASSES

1. Mail or deliver completed application with payment to Poway Unified School District, Transportation Department FTS, 13626 Twin Peaks Road, Poway, California 92064-3098. All passes will be mailed to the home until August 14th, 2009. Starting August 15th, 2009 the passes will be mailed to the school sites.
2. Single ride fare shall be four dollars (\$4.00) per person. If you use cash to pay the bus driver, we advise that you have the exact amount as the drivers do not carry change. Single ride tickets may be purchased at the Transportation Department for four dollars (\$4.00) per ticket.
3. Special Education students whose Individual Education Programs 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 approved application, 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 K-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 $\$ 10.00$ fee, to the Director of Transportation. However, all decisions regarding assignments to buses and stops are at the sole discretion of the District. Middle school and High school students who possess a current pass, correct fare, or single-ride ticket, will also be eligible to ride the late afternoon or afterschool activity buses 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 bearing 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. Unreadable mutilated passes will be replaced upon the payment of a $\$ 5.00$ service charge. Lost or stolen passes will be replaced upon the payment of a $\$ 10.00$ service charge and after prior pass purchase has been verified. Replacement can be made at the school or at the Transportation Department. The service charge for the replacement of a missing pass is refundable if the missing pass is subsequently found and the replacement pass surrendered.
8. Prorated refunds will be made based on the date the ORIGINAL bus pass is surrendered to the Transportation Department, minus a $\$ 10.00$ service charge. Replacement passes turned in for refund are worth $\$ 10.00$. All refunds are subject to the provisions of Administrative Procedure 6.56.1.

> Starting immediately, passes can be purchased at the Transportation Department from 7:30 a.m. to 4:30 p.m.

To avoid waiting in line and parking problems, the best way to obtain passes is to mail your applications as soon as possible, as noted in \#1 above.

## GENERAL INFORMATION

## WHICH BUS TO BOARD

K-8 must ride only the bus to which they have been assigned. Riding an unassigned bus, or boarding or leaving a bus at an unassigned stop may only be done by presenting the driver with dated written permission from the parent, endorsed by the school official. Students must be at the bus stop before the bus arrives, but no more than five minutes before departure time. High school students may ride any 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, at the school site, 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 DOESN'T 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.

If at the end of 15 minutes, your bus still has not arrived, you may wish to call the Transportation Department at (858) 679-2535.

On extremely foggy or rainy days the buses will run late. 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. However, wallets, cell phones, musical instruments and purses will be returned to the Transportation office.

## FIELD TRIPS

General rules of conduct applicable to regular home-school/school-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 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.
No food, drinks, gum, candy, sunflower seeds, etc. are to be brought aboard the buses. Food items may be loaded in the baggage compartment.

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, aisle or stepwell 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, five school days of bus-riding suspension;
3. The third, ten school days of bus-riding suspension;
4. The fourth, forty school days of bus-riding suspension;
5. The fifth, 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 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 authorization 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 and a warning referral shall be issued.
b. Second Offense: Bus riding privileges shall be suspended for the remainder of the school year. A prorated refund will be issued to the parent.

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.

## STUDENT SAFETY AROUND THE SCHOOL BUS

Please review the following safety diagram and the safety rules on the back of this page with your child so that she or he 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 <br> Transportation Department 

PEDESTRIAN SAFETY RULES

1. Cross only at street corners so 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. If there are no sidewalks, walk 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. Avoid running, pushing and playing near streets and vehicles.

## ESCORTED CROSSOVER INSTRUCTIONS FOR <br> KINDERGARTEN THROUGH 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 (or students) must wait until all the other students have boarded the bus and the driver can properly shut down the vehicle to do the escorted crossover. VC 22112

## 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.
- Show the driver your bus pass, prepaid ticket or 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 10 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, skateboards, weapons or any unsafe object, such as balloons, that have the potential to distract or block the visability of the driver, or hazardous materials will not be transported.

CITIZENSHIP Do your share to make your school and community better • Cooperate $\cdot$ 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.


## APPENDIXA

## INCOME DISCLOSURE QUALIFICATION FOR LOW INCOME STATUS <br> POWAY UNIFIED SCHOOL DISTRICT

13626 Twin Peaks Road, Poway, CA 92064-3034 • Telephone (858) 748-0010, Extension 2061 or 2249
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 the most recent two months worth of income verification.

## I. HOUSEHOLD MEMBERS:

A. ADULT MEMBERS (Including Adult Children)

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

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

|  | NAME (Last, First) | SCHOOL |
| :--- | :--- | :---: |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

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

| 1. | 3. |
| :--- | :--- |
| 2. | 4. |

## II. INCOME:

Income is all 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 subsistance, housing allowance, financial aid for college students, and any other fiscal income received; deposited to your account or withdrawn from any source that would be available for payment of transportation.

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

[^0]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.

| SOURCE AND ADDRESS OF INCOME (INCLUDE RANK IF MILITARY) | EMPLOYER'S PHONE | MONTHLY GROSS INCOME |
| :--- | :--- | :--- |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |

B. TOTAL MONTHLY INCOME OF ALL HOUSEHOLD MEMBERS
C. TOTAL NUMBER OF MEMBERS IN HOUSEHOLD
D. 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.
- AFDC Documentation - Most recent "Notice of Action" (within the last three months) from the county, or a letter from your Social Worker stating benefit amount.
- Pay Stubs - Last two month's pay stubs showing gross salary or letter from employer verifying two month's gross salary.
- Profit and Loss Statements - for individuals self employed, on letterhead (most recent two months).
- Other proof of income as requested. (I.E. bank statements)


## III. SIGNATURE:

I hereby certify that all of the above information is true and correct, and that all income is reported. I understand that school officials must verify the information on the application. The social security numbers furnished on this application could be used to verify the information on this application. The 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

Name (PLEASE PRINT)

## Address

Date
Phone Number (Day Time)

## DEFERRED PAYMENT PLAN

## To take advantage of the Deferred Payment Plan you must:

1. Fill out a separate bus pass application for each child that needs a bus pass. Make sure you mark the appropriate payment box at the top of the bus pass application.
2. Sign and date this form and attach to your bus pass application.
3. Please make your check payable to: PUSD in the appropriate amount for payment \#1, according to the DEFERRED PAYMENT FEE SCHEDULE at the bottom of this form. Attach your check and this form to the bus pass application.
4. Send all of the above information to:

> Poway Unified School District
> Transportation Department, FTS
> 13626 Twin Peaks Road
> Poway, CA 92064
5. Upon receipt of payment \#1 a First Semester round trip bus pass will be issued. If the application is received on or before Thursday, August 6th, 2009 the pass will be mailed to the home address. After that date all passes will be sent to the school for student pick up.
6. Payment \#2 is due on or before Friday, October 30, 2009. Upon receipt of payment \#2 a Year round trip pass will be made, held at the Transportation Office until the first week of January 2010, then mailed to the student's school for the student to pick up.
7. The postmark on your envelope will be the official receipt date for your payments.
8. If for any reason the second payment is not paid, or is not received by Friday, October 30, 2009, you will forfeit the annual pass savings, and it will be necessary for you to apply in January 2010 for a second semester pass.

I would like to take advantage of the DEFERRED PAYMENT PLAN. I have read, and I understand the above conditions.

X
SIGNATURE OF PARENT/GUARDIAN (REQUIRED)
DATE
DEFERRED PAYMENT FEE SCHEDULE

| PAYMENTS | ONE <br> STUDENT | TWO <br> STUDENTS | FAMILY PLAN <br> (THREE OR MORE STUDENTS) |
| :--- | :---: | :---: | :---: |
| Payment \#1Due Monday, August 3, 2009 240.00 | 480.00 | 600.00 |  |
| Payment \#2 | Due Monday, October 30, 2009 | 199.00 | 398.00 |

## 2009-2010 Transportation Information





'NOISSIW גחO OI
TO AND FROM ALL LEARNING EXPERIENCES.

-'•SI NOISSIW גOO

INヨWIJVdヨO NOIIVIVOdSNVปI


[^0]:    * "Family" is defined as a group of related or non-related individuals who are living as one economic unit.

