

## Home to School Transportation Fees

### **School Bus Pass Information**

While school districts are not required to provide regular transportation service, the Galt Joint Union High School District has elected to provide limited service to students in the eligible service area for a fee (EC39807.5). To qualify for busing, a student must live within the eligible service area for their school of attendance. **All students must complete the School Bus Pass Application and submit to District Office before boarding the bus.** Please do not attempt to have your student board a bus without a bus pass. Passes identify your student, the school they attend and their assigned bus stop. To help the district plan for the appropriate number of buses and bus stop locations, please register your student to ride in advance.

- A bus pass must be purchased **PRIOR** to use of the district transportation system.
- Students must carry passes at all times and are required to show their transportation pass each time they board the bus.
- Payments and Waiver Applications must be delivered to the district office to obtain a bus pass that will contain the following information:
  - Student's name
  - I.D. number
  - Picture
  - Bus Stop
  - Pass status - (annual or semester pass)
- Bus passes will be mailed to the student's home address or delivered to students by their bus driver when boarding the bus.
- Students that use the Twenty-ride punch pass will be required to show their student I.D. card as well to verify enrollment in the district.

### **Payment Information**

Pass purchases can be made at the Galt High School District Office located at:

12945 Marengo Road                      Galt, California 95632

District Office Hours:    8:00am – 4:00pm            Monday through Friday

Accepted payment types include cash, check, money order and Visa/Master Card

- For questions regarding pass purchases or waiver applications, please contact Jacquie Mitchell at Ph. (209) 745-3061    Ext. #8
- For questions regarding schedules and replacement passes, please contact the Transportation Department at (209) 745-1059

### Payment Options

- Annual Pass \$200.00 (purchased at beginning of school year)
- Semester Pass \$105.00 (purchased at beginning of each semester)
- Twenty-ride Punch Pass (one-way) \$35.00 (available for purchase at district office only)
- Lost or mutilated replacement pass \$15.00
- Returned check charge \$8.00 (Cash/Money Order/Cashier's Check at district office)

### Lost and Mutilated Passes

- A replacement pass will be issued only after the parent/guardian submits a **School Bus Pass Application (complete section – Replacement Pass)**. Please call the district office at (209) 745-3061 ext. #8 to arrange for a replacement pass. (Application forms will be available upon request)
- The charge for a lost or mutilated pass will be \$15.00.
- Parents must request a one-day **"courtesy pass"** from the transportation department at Ph. (209) 745-1059 to insure their student's ride remains uninterrupted pending the pass replacement process.

### Lost Punch Passes

- There will be no refunds made for lost punch passes.

### Refunds

Pro-rated refunds will be made by check less a \$20.00 processing fee. Parents/guardians must return the bus pass along with a letter requesting a refund. Refunds will be allowed only for the reasons stated below:

- Students moving out of district or into a non-service area.
- Students who have paid to use transportation services but will not be able to use the system for a period of more than 1 semester due to injury or serious illness.
- Students who subsequently become eligible for free or reduced-cost transportation.
- Please note: No refund will be given if a student's riding privileges are suspended due to behavior problems. Please review the bus riding rules with your student.

### Free Transportation

The following students are eligible for free transportation however students must still register to ride and obtain a bus pass before boarding a district bus.

- Special Education students with an I.E.P. specifying transportation service.
- Students eligible due to Foster Status. (Parents/Guardians must complete Low Income Bus Transportation Verification Form regarding qualifying Foster Children)
- Students eligible due to Low Income or approved for Free/Reduced Lunch Program.

(Parents/Guardians must complete Low Income Bus Transportation Verification Form)

- Students that meet the criteria of homeless.

### **New Student Enrollment**

If a new student enrolls after the semester has begun and wants bus transportation, the parent/guardian must complete the School Bus Pass Application form. Cost will be pro-rated for transportation if enrolled more than 10 days after the start of the semester. The bus driver will be notified that a new student will be riding the bus.

### **Bus Pass Violations**

These procedures apply to the start of the school year. All students that wish to ride are required to have a bus pass for the first day of riding. Students will be required to present a bus pass each time they board the bus. Students not presenting a bus pass will be issued a “Warning Notice”. All AM riders without a pass will be transported to school and name written on a “Rider without a Pass” list. PM riders without a pass will be instructed to go to the office to phone home for parent/guardian pickup. **Students continually not having their pass/ticket will be denied transportation.**

### **Consequence for no bus pass upon boarding**

Grades 9 through 12 will be on a “No Pass – No Ride” policy. Drivers will not allow a student in grades 9-12 board a bus without a pass.

### **Non Service Areas**

Transportation services are not available for students residing with-in the non-service area. Walking distances for the Galt Joint Union High School District are listed below:

Grades 9 – 12                      2 miles

### **Bus Rules/Discipline Process**

The State of California and the Galt Joint Union High School District have established rules and regulations for students riding school buses. The Transportation Department for the District needs your help to ensure that each student rider is transported safely and efficiently. You can begin by reading these rules and regulations and discussing them with your student. The Transportation Procedure Committee developed the following rules and regulations regarding pupil-passenger conduct. The California Code of Regulations Title 5, Section 14103 states: *“Pupils transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible directly to, the driver of the bus, and the driver shall be held responsible for the orderly conduct of the pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent*

*refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations.”*

1. Students will arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
2. Have your bus pass ready to show to the driver upon boarding the bus.
3. Buses are not allowed to stop at any place other than a designated school bus stop. Parents should not flag down or drive in front of a bus in order to stop it.
4. When necessary to cross the street, always cross in front of the bus. Wait for the driver’s instructions.
5. Respect the rights and property of others while at the bus stop and on the bus. Students defacing property at the bus stop or on the bus will be required to pay for damages and may lose bus riding privileges.
6. Students are to follow the instructions of the driver; no insolence or disrespect will be tolerated and will be subject to suspension of riding privileges. Do not use profane language, obscene gestures, or create distractions that may affect the driver’s ability to operate the bus safely.
7. Help keep the bus free of litter by not eating or drinking on the bus unless authorized by the driver.
8. If not a regular rider, have written permission from parent or guardian and approved in advance by the school site administration in order to ride the bus.
9. If departing the bus at a different bus stop other than your own, give the driver written permission, signed by parent or guardian upon entering the bus.
10. Remain seated, facing forward with legs, feet and other objects clear of the aisle while the bus is in motion.
11. Keep all parts of the body inside the bus at all times.
12. Avoid all abusive body contact while at the bus stop and while on the bus. Fighting at the bus stop or on the bus is an automatic and immediate suspension of riding privileges.
13. Remain quiet at railroad crossings.
14. Littering public roadways is an unlawful offense, punishable by fines. Do not throw anything out of the bus windows.
15. No tampering with the controls, emergency exits or other equipment on the bus or in any way endangers the safety of others.
16. Pets, rodents, bugs or snakes of any kind may not be transported on the bus.
17. Hazardous or destructive objects of any kind (i.e. firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, lighters, matches or balloons) will not be accepted for transportation.
18. Any sporting equipment must be enclosed in a bag before boarding the bus. Emergency exits and aisles must be kept clear in case of emergency.

#### **Transportation Discipline Process**

Any student who breaks the rules and/or regulations of the Transportation Department will receive a “Bus Conduct Report” and may be denied transportation. It is important to remember that pupils have responsibilities which they must meet if they are to retain the privilege of riding a school bus. If you have any questions pertaining to the rules and regulations listed above, please contact the Transportation Department at (209) 745-1059. \* For cases of severe misconduct, students may be assigned more severe penalties than provided in the normal process.

**1st Citation -** Warning and notification of parent or guardian \*

**2nd Citation -** 3-5 day suspension of transportation privileges and notification of parent or guardian \*

- 3rd Citation -** 10 day suspension of transportation privileges and notification of parent or guardian \*
- 4th Citation -** Transportation privileges denied for remainder of the school year and notification of parent and guardian \*