

2018-2019

PARENT TRANSPORTATION FEE GUIDELINES AND PROCEDURES

<u>General Information</u> - Students in the kindergarten through eighth grade may participate in home to school transportation service sponsored and operated by the district for a fee. The district will provide pupil transportation to and from school for a fee when, in the judgment of the board of Trustees, such transportation is necessary, practical and economical, all in accordance with the regulations of the State of California and Board policies.

<u>Walking Distances</u> - All existing policies and regulations regarding walking distance will remain in effect: <u>Elementary - 2 Miles</u> <u>Middle - 2.8 Miles</u>

<u>Bus Passes</u> – Bus passes will be sold on a monthly, semester or annual basis. Ticket books can be purchased at the individual schools. Bus pass applications will be accepted at the individual schools, District Office at 1050 Main St., and the Student Services Office at 1000 Darling Way.

**PLEASE NOTE THAT WALK-IN APPLICATIONS MAY TAKE UP TO ONE WEEK TO PROCESS BEFORE A PERMANENT PASS WILL BE AVAILABLE AT THE INDIVIDUAL SCHOOLS.

Passes will be distributed to the students at the individual schools during the first week of school for application received by July 20th.

<u>Forms</u> - School Bus Transportation Applications for passes may be obtained at the district website (<u>www.rcsdk8.org</u>), school offices, District Office, or Student Services Office.

Inter/Intra District Transfers - Bus service is NOT available for students on Inter/Intra District Transfers.

<u>Special Class Students</u> - Students who are placed on an Individualized Education Program (IEP) who require special transportation because of a handicapping condition shall be exempt from transportation fees. Special Education transportation applications are available through the Student Services Office.

<u>New Student Enrollment</u> - If a new student enrolls after the semester has begun and wants bus transportation, the parent/guardian will need to fill out a School Bus Transportation application. The school sites or the Transportation Department will calculate a pro-rated cost for transportation.

<u>Non-Authorization</u> - If a student does not have a pass to ride a bus to or from school, the student's name will be taken by the bus driver and the school will be notified.

<u>Lost Passes</u> - In the event a bus pass is lost or stolen, the parent should call the School Office and ask for a replacement pass. A fee will be charged for lost/stolen bus passes. Replacement passes will be processed within a day or two.

STUDENTS MUST CARRY THEIR BUS PASS EVERY DAY

<u>Refunds</u> - Refunds will be made ONLY to parents/guardians with semester or annual passes when a student <u>is leaving the District</u>. This request shall be made in writing to the Business Office. The refund will be prorated. No refunds will be made on passes when the student has been suspended from the bus or school for disciplinary reasons or have moved within the school district.

<u>Returned Checks</u> - A \$10 charge will be imposed on checks not processed and returned by the bank to the school district.

<u>Safety, Student Behavior and Discipline</u> - All existing policies and regulations regarding safety, student behavior, and discipline on school buses are in effect. Any student whose riding privileges are suspended because of behavior problems will **NOT** receive a refund for the time suspended.

<u>Change of Bus Exit</u> - Students planning to get off the bus anywhere other than their normal bus stop must bring a note from their parent/guardian with the requested change in bus stop to the school office. **ALL** notes to change stops must clear through the school office. When the request is approved, a form will be filled out and given to the bus driver.

<u>Financial Hardship</u> - Families experiencing financial hardship may be eligible for either a free or reduced**-price transportation pass. Proof of income must be presented with application to be considered for free or reduced pricing.

INCOME ELIGIBILITY GUIDELINES

Household Size	Annual	Monthly	Twice Per Month	Every Two Weeks	Weekly
1	\$22,459	\$1,872	\$936	\$864	\$432
2	\$30,451	\$2,538	\$1,269	\$1,172	\$586
3	\$38,443	\$3,204	\$1,602	\$1,479	\$740
4	\$46,435	\$3,870	\$1,935	\$1,786	\$893
5	\$54,427	\$4,536	\$2,268	\$2,094	\$1,047
6	\$62,419	\$5,202	\$2,601	\$2,401	\$1,201
7	\$70,411	\$5,868	\$2,934	\$2,709	\$1,355
8	\$78,403	\$6,534	\$3,267	\$3,016	\$1,508
For each additional family member, add:					
	\$7,992	\$666	\$333	\$308	\$154

^{**}Families who qualify for reduced-price transportation will receive a reduction of the standard bus pass rates equal to half of the standard bus pass fair.**