

**ANTELOPE VALLEY JOINT UNION HIGH SCHOOL DISTRICT**

44811 SIERRA HIGHWAY, LANCASTER, CALIFORNIA 93534-3226

(661) 948-7655

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July 1, 2017

Dear Parents/Guardians:

The 2017-18 school year will begin soon. I hope your pupil will have a positive, rewarding experience in our District as a student at one of our schools.

The State of California does not require school districts to provide home-to-school transportation services; however the Antelope Valley Union High School District has elected to provide busing services to students who reside more than the three-mile radius from each comprehensive high school. To ensure continued ridership and to assist with operating costs of this program, a charge is allowable to help reduce the expense of this service.

The transportation fee for the 2017-18 school year will be assessed at \$100.00 per student rider, per semester, or \$200.00 annually per student. As has been the practice, parents whose children qualify for the free and reduced lunch program will also qualify for free school bus transportation to and from school. There is also an annual \$10.00 processing fee for all bus passes. This is in addition to the semester/annual fee and also includes free and reduced bus passes.

We regret the need to charge families for home-to-school transportation, however be assured that every effort is being made to keep operating costs at a minimum. Funds that are saved on the cost of providing buses are used to support other student classroom expenses.

We continue to appreciate your cooperation and willingness to work with us on this issue.

Sincerely,

David J. Vierra, Ph.D.  
Superintendent

DJV/mj

## Application for School Bus Pass – 2017/2018

ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY  
670 W. Avenue L-8, Lancaster, CA 93534  
(661) 945-3621

### Check one or both

First Semester Bus Pass .....08/07/2017 through 12/15/17 .....   
 Second Semester Bus Pass ..... 01/08/2018 through 05/31/2018.....

SEMESTER FEES	
One Pupil:    \$100.00	Second Pupil:    \$100.00
<b>There is a yearly <u>one-time</u> \$10.00 Processing fee for ALL bus passes. This is in addition to the Semester/Annual Fee.</b>	

**FOOD SERVICES •44809 Beech Avenue, Lancaster, CA 93534 • (661) 575-1051.**

**If the student qualifies for a free or reduced meal, please attach a copy of a current food service letter to qualify for a reduced price pass.**

Bring completed application with payment (check, money order, or cash) along with the Food Service Approval Letter (if applicable) to Antelope Valley Schools Transportation Agency, 670 W. Avenue L-8, Lancaster, CA 93534. Antelope Valley Schools Transportation Agency will be open to process applications from 8:00 a.m. to 4:00 p.m. weekdays starting 07/17/2017. **All passes issued on or after 08/14/2017 (First Semester) and on or after 01/16/2018 (Second Semester) will be subject to a \$10.00 late fee.**

PLEASE PRINT OR TYPE - <u>ONE STUDENT PER APPLICATION</u>					<b>OFFICE USE ONLY</b>	
STUDENT'S	LAST	FIRST	MIDDLE	SCHOOL & GRADE	STUDENT ID #	
NAME OF PARENT/GUARDIAN (PLEASE PRINT)					HOME TELEPHONE	PARENT CODE
ADDRESS - HOUSE NUMBER, STREET, CITY, ZIP CODE					PARENT'S WORK TELEPHONE NUMBER	STOP NUMBER
IS YOUR CHILD CURRENTLY UNDER TREATMENT FOR ANY OF THE FOLLOWING? ___ DIABETES (may include insulin, glucagon injections)      ___ EPI-PEN (for prevention of allergies/anaphylaxis)      ___ OTHER ___ SEIZURE (taking daily medication)      ___ ASTHMA (taking regular medication)      ___ HEART CONDITION						
IS YOUR CHILD ALLERGIC TO ANY MEDICATION? (please list)						
IS YOUR CHILD CURRENTLY ENROLLED IN A SPECIAL EDUCATION PROGRAM? ___ YES ___ NO						

- Instructions for Completing the Application** - Read these instructions and all attachments in this packet. **Please print or type all entries.**
1. One student per application. Enter the **Last Name** first, then first name, then middle initial of student applying for bus pass, the school of attendance, and the grade. Use the name under which the student is registered in school.
  2. Make no entries in the *Office Use Only* section of the application.
  3. Enter parent/guardian name, full address and telephone number(s).
  4. Sign, acknowledging parental understanding and acceptance of conditions and responsibility.
  5. Return the whole application sheet. (Do not cut off the instructions: our filing system does not accommodate half-sheets.)

Refunds will not be made.

I understand my child must present a valid pass each trip. Failure to do so will cause refusal of transportation to the student. Persistent failure to do so may cause revoking of transportation to any student. Students are required to follow the bus rules. Failure to do so may cause loss of transportation.

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 the bus stop. Parents should not neglect their responsibility for supervising their students until their students safely board and / or exit the school bus.

\_\_\_\_\_  
Signature of Parent/Guardian

\_\_\_\_\_  
Signature of Student Applying for Bus Pass

\_\_\_\_\_  
Date

## Antelope Valley Union High School District Parent-Pay Transportation

### Eligibility for Transportation Services

To be eligible for transportation services, students must live beyond a minimum of a three-mile radius from their residence and comply with current administrative regulations and/or Board policy.

### Transportation Fees

Parents or guardians who desire to purchase transportation services for their children may do so by making payment to Antelope Valley School Transportation Agency according to the schedule below. All students riding school buses home-to-school shall pay fees as set forth by the Board of Trustees.

There is a yearly one-time \$10.00 Processing fee for **ALL** bus passes. This is in addition to the Semester/Annual fee.

<b>2017/2018 School Year</b>	\$100.00 semester fee per student	\$200.00 annual fee per student
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Refunds will not be issued.

### Family Plan:

Students who use home-to-school transportation will be assessed a \$200.00 annual transportation fee. This fee may be paid either in a single payment or in semester payments of \$100.00 prior to the utilization of service. A maximum of \$400.00 per family, per year would be imposed for transportation services involving multiple students within a family. Methods of payment include cash, check, money order, or cashier's check.

Students eligible for the free or reduced school lunches must submit a copy of the Eligibility Notification Letter from food services at the time of bus pass issuance. Otherwise full bus pass fee is charged. There is a \$10.00 dollar processing fee required to receive the school bus pass.

### Full Year Bus Pass

**Bus passes purchased for the entire year and free or reduced bus passes for the 2017/2018 year will be RED in color. These passes DO NOT have to be renewed for the 2<sup>nd</sup> semester. These passes will be processed for the entire school year.**

### Exemptions

The following students shall be exempt from the fee schedule as stated above.

- a. Special Education students who are severely handicapped or orthopedically handicapped students who require home to school transportation specified in their I.E.P.'S. (Education Code Section 39807.5)

**Note: Students enrolled in RSP, SDC, EMR or Title I classes are not considered severely handicapped students.**

- b. Students who qualify for free and reduced school lunches, (Education Code Section 39807.5), are eligible for free or reduced bus pass, only if students would otherwise be eligible for home to school transportation services. Students receiving free or reduced school bus passes will be required to pay the yearly one-time \$10.00 processing fee. **Please submit a copy of the food services letter along with your application for transportation services.** If this letter is turned in after the issuance of the bus pass, the full bus pass fee will still apply.

### Rate Adjustments:

The Board of Trustees may annually review and adjust the maximum annual fee as needed in accordance with the limitations of State guidelines as authorized by Education Code Section 39800 through 39809.5.

### Late Fees

A late fee of \$10.00 will be charged to **ALL** transportation applications received on or after August 14, 2017 (First Semester) and on or after January 16, 2018 (Second Semester)

### Returned Checks

Checks that are returned from a bank due to insufficient funds will be forwarded to the transportation department of the district. Transportation staff will contact the parent/guardian for financial settlement including all associated bank fees.

If financial settlement cannot be made within five business days of bank notification, then the parents/guardian, school, student, and bus driver shall be notified beginning the next school day that transportation privileges will be denied the student and the bus pass will be confiscated by the bus driver. Returned checks are subject to a \$20.00 service charge.

**Issuance of Bus Passes:**

Passes shall be valid on a semester basis. This pass will provide home-to-school transportation at the beginning and end of the normal academic school day. **No one way passes will be sold.**

Passes may be purchased at the Antelope Valley Schools Transportation Agency, 670 W. Avenue L-8, Lancaster, CA 93534, (661) 945-3621, between the hours of **8:00 a.m. and 4:00 p.m. starting 7/17/2017 (Monday-Friday).** **There will be a \$10.00 late fee beginning 8/14/17 (First Semester).** **There will be a late fee beginning 1/16/18 (Second Semester).**

***Note: Effective 8/14/17, a student must have a valid 2017/2018 bus pass to board the school bus.***

**Instructions for Completing the Application** - Read these instructions and all attachments in this packet. **Please print or type all entries.**

1. One student per application. Enter the ***Last Name*** first, then first name, then middle initial of student applying for bus pass, the school of attendance, and the grade. Use the name under which the student is registered in school.
2. Make no entries in the *Office Use Only* section of the application.
3. Enter parent/guardian name, full address and telephone number(s).
4. Sign, acknowledging understanding and acceptance of conditions and responsibility.
5. Return the whole application sheet. (Do not cut off the instructions: our filing system does not accommodate half-sheets.)
6. **Student must be present to take a photograph for the bus pass. No bus passes will be issued without a photo.**

**Possession of Bus Passes**

Each student must have a current bus pass in his/her possession each time he/she wishes to ride the bus. 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. Mutilated or lost passes will be replaced upon payment of a \$10.00 service charge and after prior pass purchase has been verified.

### **Ridership Eligibility Conditions**

Students will be eligible to ride upon presentation of a valid bus pass, except when student ridership has been suspended by the Transportation Agency.

**Students will be required to present their passes to the bus driver or they will not be allowed to ride the school bus.**

Students will be required to comply with rules and regulations regarding pupil transportation as set forth elsewhere in the District and Transportation Agency policies and procedures. Students who loan passes to other students, or use passes that do not belong to them, or attempt to obtain transportation service without paying proper fees may be denied transportation services permanently.

Students who attend a school other than their home school of attendance will not be eligible for transportation services.

### **Displaying Bus Passes**

**Students will be required to display their bus passes to the bus driver before boarding at bus stops and school loading zones. Beginning with the fall semester, students must present their bus passes or they will be denied transportation. Bus passes must be presented to the bus driver each time the student boards the bus.**

Uninterrupted transportation service can only be maintained if students have in their possession a valid pass and present it to the bus driver as required.

### **Bus Pass Violation**

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

**Using, or attempting to use, an expired pass, loaning, borrowing or altering a pass, using or attempting to use a stolen, found or forged pass:**

- A. First Offense: Bus privileges shall be suspended for one week.
- B. Second Offense: Bus privileges shall be suspended for the remainder of the school year.

Possession of any pass, not assigned to the possessor, shall constitute prima facie evidence of improper possession and shall be reason to exercise disciplinary measures as set forth above.

Lost, Stolen or Forgotten Bus Passes: Any student with a valid school ID whose pass is lost or stolen, or who forgets his/her bus pass will be allowed to ride, but will be issued a bus ticket. It will be processed per the Agency progressive discipline policy.

Refunds **will not** be made for reasons stated above.

### **Emergencies**

In the event conditions beyond the control of the district temporarily prevent the district from providing the expected transportation services, the district will have no liability for refund of fees.

### **Bus and Bus Stop Assignments**

Possession of a current pass entitles a student to ride only on the designated bus to and from a designated stop before and after the regular academic day.

Passes **will not** be recognized on any bus other than the bus for which the pass was issued. All decisions regarding assignments to buses and stops are at the sole discretion of the Transportation Agency.

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 the bus stop. Parents should not neglect their responsibility for supervising their students until their students safely board the bus.