



Dear Parents and Students of AVUHSD and 2021-2022 Incoming Freshman:

Antelope Valley Schools Transportation Agency will be selling SMART-Tags for our high school bus riders for the 2021-2022 school year. A SMART-Tag pass is required for all general education high school students riding a bus to and from school. These passes will go on sale using our new online request form located on our website www.avsta.com, by clicking the "SMART-Tag Order Form", beginning **July 26, 2021**.

SMART-Tag Costs:

- \$100 per semester or \$200 per school year (the \$10.00 processing fee has been waived for ALL students)
- With the approval letter for Free & Reduced Lunches (the approval letter or email must be presented at the time of purchase) The \$100 per semester fees will be waived.
 - To determine eligibility for a waiver of the \$100 per semester fee, families must complete the Titan School Solution Income Verification Form to AVUHSD located at www.avfood.org. For questions related to eligibility, contact Food Services at 661-575-1051.

Our online request form is easy and simple to complete. **Paper applications will no longer be accepted.** Once your online request form has been received and processed, you will receive a confirmation email with the stop information, instructions with disbursement of the SMART-Tag, and payment instructions (if applicable). Please allow 2-3 business days for requests to be completed.

If you are unable to access a computer, smart phone, or tablet; a kiosk is available at the Antelope Valley Schools Transportation Agency office at 670 West Avenue L-8 in Lancaster beginning **July 26, 2021**, from 8:00 AM until 4:00 PM, Monday through Friday.

Payments may be made by cash, check, or money order. A \$10.00 late fee will apply starting August 16, 2021.

If you have questions or need additional information, you may call 661-945-3621.

A handwritten signature in black ink, appearing to read "Morris Fuselier III".

Morris Fuselier III
Antelope Valley School Transportation Agency
CEO

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 air-mile radius from their school of 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.

2021/2022 School Year	\$100.00 semester fee per student	\$200.00 annual fee per student
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Methods of payment include cash, check, money order, or cashier's check. Refunds will not be issued.

To determine eligibility for a fee waiver of the \$100.00 transportation fee, families must complete the Titan School Solution Income Verification Form. Once the form is submitted the district can determine whether the information provided qualifies for the \$100.00 transportation fee waiver. You can complete the Titan Form located at www.avfood.org.

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. **Please submit a copy of the letter along with your application for transportation services.** If this letter is turned in after the issuance of the bus pass, the full 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.

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.

Issuance of SMART-Tag Pass

A SMART-Tag pass shall be valid on a semester/annual basis based on the pass paid for. This pass will provide home-to-school transportation at the beginning and end of the normal academic school day. The SMART-Tag pass is only issued once (unless lost or stolen) and is to be used throughout the students' entire high school years. **No one way passes will be sold.**

A SMART-Tag pass may be requested using the new online request form located at www.avsta.com and paid for 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 July 26, 2021 (Monday-Friday). **There will be a \$10.00 late fee beginning August 16, 2021 (First Semester) and on or after January 18, 2022 (Second Semester).**

Note: Effective August 16, 2021 a student must have a valid SMART-tag to board the school bus for the first semester and January 18, 2022 for the second semester.

Instructions for Completing the SMART-Tag Request Form

A SMART-Tag pass can be requested by submitting the new online request form is located at www.avsta.com. All parents must submit this online form to request a NEW or RENEWAL pass for the upcoming school year/semester. **Paper applications will no longer be made available.**

All information submitted on the request form MUST match the information on file with the school. The Agency will validate information prior to issuance and/or renewal. Submittal of the form does not guarantee transportation as transportation boundaries apply.

Fill out all required fields in order for the Agency to process your request form. Be sure to sign your name, acknowledging your understanding and acceptance of all conditions. Incomplete applications will not be received or processed.

Late Fees

A late fee of \$10.00 will be charged to **ALL** transportation applications received on or after **August 16, 2021 (First Semester) and on or after January 18, 2022 (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 SMART-Tag will be confiscated by the bus driver. Returned checks are subject to a \$20.00 service charge.

Possession of SMART-Tag

Each student must have a valid SMART-Tag in his/her possession each time he/she wishes to ride the bus. SMART-Tags are considered the property of the District, rented to the bearers, who are charged with custodial responsibility and are expected to safeguard them accordingly.

Lost, Stolen or Forgotten SMART-Tag

The District assumes no responsibility for lost or stolen passes. Damaged or lost passes will be replaced upon payment of a \$5.00 replacement fee. Refunds **will not** be made for reasons stated above. The Request for a Replacement SMART-Tag is located on www.avsta.com.

Any student with a valid school ID whose SMART-Tag is lost or stolen, or who forgets his/her SMART-Tag will be allowed to ride, but will be issued a bus ticket. It will be processed per the Agency progressive discipline policy.

Ridership Eligibility Conditions

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

Students will be required to present their SMART-Tag pass 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 their SMART-Tag to other students, or use a SMART-Tag that does 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.

SMART-Tag Requirements

Students will be required to scan their SMART-Tag to load and unload at their assigned stop. Beginning with the Fall semester, students must present their SMART-Tag or they will be denied transportation. A SMART-Tag must be presented to the bus driver each time they enter or exit 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.

SMART-Tag 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.

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 valid SMART-Tag entitles a student to ride only on the designated bus to and from a designated stop before and after the regular academic day. SMART-Tag passes **will not** be recognized on any bus other than the bus for which the pass was issued. The bus stop assignment will be determined by the current home address on file with the school. 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.

SMART-Tag Order Information

Lancaster School District and Westside Union School District general education students will receive all passes at no charge. To request a SMART-Tag, see a school administrator to complete a Transit Bus Transportation Request (TBTR) form. The parent/guardian must complete the request form and the student must return it to the school site within 5 business days to avoid loss of ridership. After the request for a new pass has been processed, students will receive the SMART-Tag pass from their school bus driver. If the student loses or damages the SMART-Tag, a replacement pass must be requested by the parent/guardian at www.avsta.com on the Bus Rider or SMART-Tag portal. After the request for a replacement pass has been processed, the student will receive the SMART-Tag from their school bus driver.

High School general education students are required to pay a \$200.00 per year or a \$100.00 per semester bus pass fee, unless qualified for the transportation fee waiver through the AVUHSD Food Services program. A qualification letter is required each school year and must be attached to the SMART-Tag order form. A \$5.00 fee will be charged for each replacement pass and must be picked up and paid for in person at AVSTA; 670 West Avenue L-8; Lancaster.

1. Order online at www.avsta.com on the Bus Rider Portal or the SMART-Tag Portal. This service is available to High School Students ONLY.
2. To order in person, come to AVSTA; 670 West Avenue L-8; Lancaster.

All Special Needs Students will receive their SMART-Tag pass at no charge, including replacement passes. All special needs students will receive their pass from their bus driver once placed on a route. If the student loses or damages the SMART-Tag, a replacement pass must be requested by the parent/guardian at www.avsta.com on the Bus Rider or SMART-Tag portal. After the request for a replacement pass has been processed, the student will receive the SMART-Tag from their school bus driver.

Incomplete orders will not be processed.

If you have any questions, please contact the Administrative Assistant at 661-945-3621.



Dear Parents,

The SMART tag system helps increase safety and security for students riding on a school bus, leveraging technology to improve student management and communications on school buses.

SMART tag monitors student loading and unloading, providing real-time information to the Transportation Department, and you, the parent.

SMART tag will help...

- increase driver, school, and parent awareness
- ensure riders will load on the right bus and unload at the right stop
- maximize rider safety and security
- enable drivers to efficiently and effectively carry out their duties
- ensure Special Education and Pre-K students are released to authorized guardians.*

SMART tag Parent Portal

- SMART Alerts – sign up for SMART Alerts and receive emails or text messages when your child is approximately 10-15 minutes from their stop.
- SMART Locate – allows parents to view a map showing the bus as their child is being transported.
- Authorized guardian release feature. This tool allows parents to update authorized guardians through the Parent Portal.*

Make sure to register!

Go to parent.smart-tag.net and register to take advantage of the SMART tag Parent Features. If you are using a smart phone, you will be prompted to save the web app to your home screen. This will place the Parent App tile on your mobile device for easy access.

For more information about SMART tag, please visit our website at www.smart-tag.net.

* These are district configurable options

How it Works

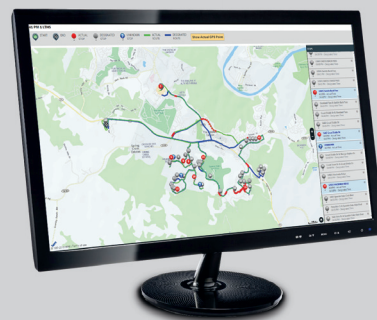


Student ID

Students are issued a Radio Frequency Identification (RFID) SMART tag ID. RFID technology is a newer technology that is replacing bar codes in many industries such as medical (patient, equipment & supplies tracking), libraries (book tracking), and even amusement park access (Disney World now uses RFID wristbands). These IDs communicate with the driver tablets. No student info is stored on the tag.

Bus Tablet

SMART tag school buses are equipped with a tablet computer and RFID reader. When loading and unloading a bus, riders present their ID onto the reader. The tablet will display if the rider is boarding the correct bus, and if they are getting off at their correct stop.

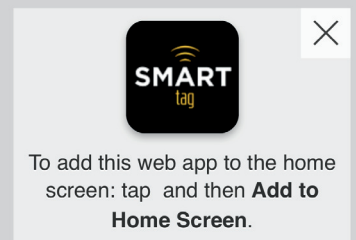


Transportation Administration

When bus activity begins, rider info is immediately available for the transportation administrators, so they can oversee all school bus activity.

Parent App

An online Parent Portal may be accessed at parent.smart-tag.net. On your iOS or Android smartphone you can save as web app to your home screen for easy access.



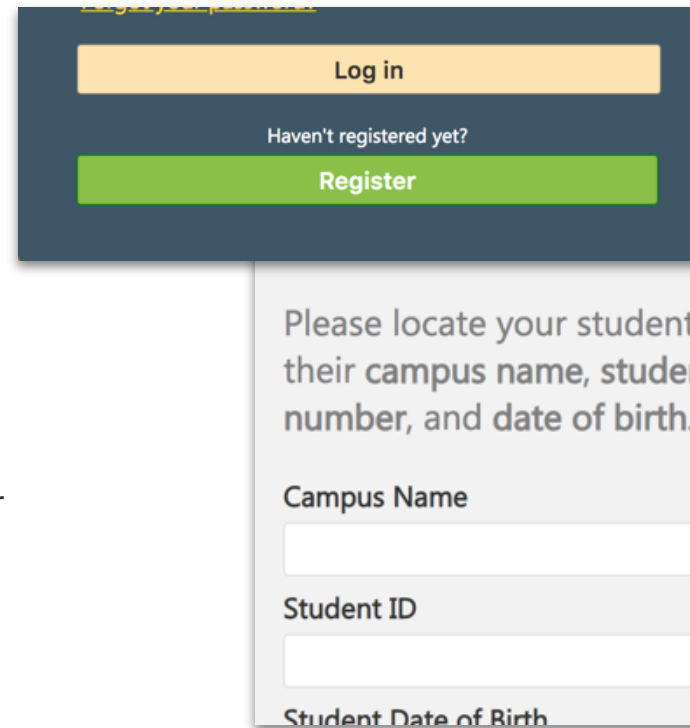
To add this web app to the home screen: tap and then **Add to Home Screen**.

What you will need

- The campus name for your child
- Your child's student id
- Their date of birth

Steps to Register:

- 1**
 - Using a web browser on your phone or computer, go to **parent.smart-tag.net**
 - Click on the green "Register" button
- 2**
 - Enter your child's campus name
 - Enter their student id
 - Enter their date of birth
 - Click 'Find'
- 3**
 - Confirm that the student shown is your child
 - Enter a valid email address and click 'Email Confirmation Code'
- 4**
 - Once you've received this confirmation email, click the link in your email and copy/paste the confirmation code from the email in the blank field
- 5**
 - Create a password, and confirm your password. Click 'Submit'
- 6**
 - You can now login into your new account



The screenshot shows the registration interface. At the top, there is a dark blue header with a yellow "Log in" button and a green "Register" button. Below the buttons, there is a link that says "Haven't registered yet?". Below this is a form with the following fields:

Please locate your student
their campus name, student
number, and date of birth.

Campus Name

Student ID

Student Date of Birth

You are done!

ANTELOPE VALLEY SCHOOLS TRANSPORTATION AGENCY BUS RULES

1. Authority of the driver: Pupils transported in a school 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 students while they are on the bus or being escorted across a street or highway. (Title V, Section 14103 – A, California Administration Code)
2. Cooperate with the driver. Follow directions the first time they are given.
3. Arrive at the bus stop waiting in line 5 minutes before the scheduled bus departure time. While going to and from the bus stop and while waiting for the bus, keep out of the street and off private property. Noise, rowdy behavior and property damage at the bus stop could cause the stop to be moved to a less convenient location. Students must use the designated stop closest to his or her home both A.M. and P.M. Students may not use multiple stops. Any student having to use another stop in an “emergency only” situation must have a note pre-approved by the school.
4. Board and leave the bus in an orderly manner. Do not push other students. Be seated promptly. Do not “save” seats for others. Be willing to share the seat with fellow bus riders. Follow driver’s instructions concerning seating location and unloading procedures.
5. Always sit facing the front of the bus. Remain seated when the bus is in motion. Do not change seats without permission of the driver.
6. Keep head, hands, and arms inside the bus at ALL times. Do not yell out of the windows to others outside the bus.
7. No physical contact of ANY kind is allowed. Keeps hands off other people and off others possessions.
8. Animals, insects, and reptiles are not permitted on the bus with the exception of service animals. (54.2. Civil Code)
9. Large musical instruments are prohibited on the bus. Other prohibited items include glass containers or other breakable items, skate boards, roller blades/skates, balloons, playground equipment, and other large bulky items. Special arrangements must be made for transportation of athletic equipment. Cleats and or spikes must be removed prior to boarding the bus.
10. Bus aisle and emergency exits must be kept clear of feet, legs, arms, books, and lunches.
11. Keep the bus clean. Students are not to eat, drink, or chew gum or tobacco on the bus.
12. Appropriate school dress must be worn at all times while on the bus. Appropriate footwear must also be worn. Hats/caps, hoodies, etc. are not to be worn while on the bus and must be removed prior to boarding. No open cosmetics or aerosol cans are permitted.
13. Do not use obscene or profane language. Smoking, any narcotics, weapons, and lighting of matches are not permitted on the bus. No hazardous materials, liquids, or gases are permitted on the bus.
14. Do not deface or destroy bus equipment. Damage to seats, windows and other parts of the bus are unnecessary and costly. The student will be responsible for the cost of repair.
15. Avoid loud talking, loud laughter or unnecessary confusion (it may divert the driver’s attention and could result in an accident).
16. Students living across streets, upon which the bus is stopped to unload them, should cross only when the driver indicates that it is safe to do so. Students must cross the street in front of the bus and walk straight across the street. The driver will escort Elementary and Junior High students across the street.
17. In school districts with bus passes, students MUST show their bus pass before boarding the bus and may not use another student’s pass.
18. Students are NOT allowed to use cell phones or any electronic devices while on the bus. These items must be placed in the off position and kept in the student’s possession at all times while on a bus.
19. Students that leave campus for any reason other than a school authorized, pre-approved appointment will NOT be allowed to ride the bus home in the PM.
20. If school bus is equipped with seat belts and shoulder straps, they MUST be worn at all times. Tampering with ANY seat belt or shoulder strap is PROHIBITED.

EVEN THOUGH A TRANSPORTATION FEE IS CHARGED, TRANSPORTATION IS A PRIVILEGE. FAILURE TO ABIDE BY ONE OR MORE OF THESE RULES MAY RESULT IN THE LOSS OF BUS RIDING PRIVILEGES.