



PARADISE UNIFIED SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
610A Pearson Road
Mailing address: 6696 Clark Road
Paradise, CA 95969
(530)872-6484



Dear Parents/Guardians:

Welcome to the **2018/19 school year!** Did you know that California has the nation's best trained school bus drivers? On average, PUSD bus drivers transport over 1,300 students to/from school safely every day. According to the **US Department of Transportation**, *"Today's school buses are tougher and more diligently maintained than ever before. School bus drivers receive special training in safety, security and medical procedures; undergo regular drug and alcohol testing; and receive regular driving record checks. School bus traffic laws designed to protect students are strictly enforced."* According to the **National Highway Traffic Safety Administration (NHTSA)**, *"The school bus is the safest vehicle on the road—your child is much safer taking a bus to and from school than traveling by car. Students are about 70 times more likely to get to school safely when taking a bus instead of traveling by car."*

Does your child require district transportation? We have enclosed along with this letter a **Bus Pass Application** and **Student Expectations**. Please take the time to read over all of the enclosed information. Paradise Unified School District charges a transportation fee for students to ride the bus. Students are required to present to the bus driver a ticket or pass for each ride.

You may be eligible for Free or Reduced cost bus passes. If you think your income might qualify for a free or reduced pass, please fill out both sides of the pass application. Determination will be made upon receipt of the application and the appropriate pass will be issued. *This is a separate form from the Food Service Program.* Applicants are subject to random income verification.

Obtaining a Bus Pass

BUS PASSES ARE REQUIRED TO RIDE THE PUSD SCHOOL BUS. Bus passes are available in annual or biannual (twice a year) periods and offer a 10% discount over the cost of punch card prices. One way passes for either AM or PM are available at half the cost. Families will not be required to pay for more than three students. We also have punch passes with ten rides or individual tickets available for sale. The costs for all of these options can be found on the pass application.

Applications, annual and biannual passes, punch passes, and tickets are available at the transportation office.

Payment may be made by cash, check made out to PUSD, or money order. We are unable to accept credit or ATM cards. Office hours are Monday – Friday, from 8:30 am – 3:00 pm. The office is closed for lunch from 11:30 am – 12:30 pm.

Replacement/Lost Passes

If a bus pass is lost or stolen, a replacement pass must be purchased at the transportation office for a fee of \$6.00. **Misuse of passes will result in confiscation of the pass and a replacement will need to be purchased.**

Refunds for Bus Passes

Requests for refunds must be made in person at the transportation office. The refund amount will be prorated for the remaining time valid from the date the pass is surrendered. Please allow two weeks for a check to be mailed.

Bus Conduct

Please review with your children the enclosed Bus Rules and Procedures. Students will be held accountable for their behavior. Help them understand that riding the bus is a privilege and failure to follow the directions of the bus driver or follow the bus rules could result in the loss of bus riding privileges. Our drivers receive thorough training on the rules and regulations pertaining to safe student transportation as well as many in-service hours regarding safe school bus operation. Your child's cooperation will assist our driver in performing their job effectively.

Ready to Ride

YOUR CHILD SHOULD ALWAYS HAVE THEIR BUS PASS WITH THEM TO SHOW THE BUS DRIVER WHEN BOARDING THE BUS. Students may receive a written warning leading to possible denial of transportation. **Students WILL NOT BE TRANSPORTED HOME without a bus pass.** Bus drivers are not able to accept money from your child and we do not require them to remember if your child has a valid pass. Students must not get off at any stop except for their designated stop.

Our transportation department transports over 1,300 students daily. There are times when the bus is delayed due to traffic situations, inclement weather, mechanical or student behaviors. **We require that you arrive at the bus stop five minutes before the scheduled pick up time.** If your child's bus is running late, please remind your child to wait at the stop. If the bus is over 15 minutes late, please contact our office. In the afternoon, students should be dropped off at their designated stop within a five minute time frame. If you are ever concerned about your child's whereabouts, do not hesitate to call our office at **872-6484**.

Kindergarten students (or students noted as requiring a parent) will not be released at the bus stop without an adult to receive them. If the designated parent/guardian is not at the bus stop, the student will be returned to school and will need to be picked up there. ***Transportation may be suspended for students who have been returned to school 3 or more times.***

SKATEBOARDS & ANIMALS OF ANY SORT (WITH THE EXCEPTION OF SERVICE ANIMALS) ARE PROHIBITED ON ALL SCHOOL BUSES.
CELL PHONES AND ELECTRONIC DEVICES MUST NOT BE SEEN.

Filling Out the Application

Only one application needs to be filled out per household. If you wish to apply for a free or reduced price bus pass, please fill out both sides of the application. The information submitted will be handled as a confidential document and only used to verify the eligibility of your child to receive free or reduced cost bus transportation.

A household is any group of related or non-related individuals (parents, children, grandparents, aunts, uncles, roommates, etc.) who are living as one economic unit. They share rent, a kitchen, utility bills, etc. The name of everyone in the household should be on the form. A foster child is considered a one-member household if the welfare placement agency maintains legal responsibility for the foster child. Please indicate on the form in the space provided if the child is a foster student. **Verification is needed for foster students.**

Gross income is total household income before deductions. It includes but is not limited to salary or wages; earnings from self-employment, farming, or unemployment; child or spousal support; welfare payments (not food stamps); pensions, Social Security, S.S.I.; income from investments, and all other income for all members of the household as defined above.

Punch passes and individual tickets are not available at reduced cost. Bus pass costs are prorated daily after the beginning of the school year.

The transportation department will assign a stop based on the closest serviced stop to your home. You may also elect to have one alternate bus stop per child. A parent signature is required on the pass application to release the district of liabilities arising from using the alternate stop. Please make sure there is an emergency phone number for us to contact if the need arises. Also, if your child has any health concerns that might require emergency intervention (calling 911) please write down the information (i.e. bee stings, seizures, asthma, etc.).

Please label the items your children bring on the bus (i.e. backpacks, jackets, etc.) with your child's name and school.

Finally, if you have any questions concerning any of this information, please contact the **Transportation Office** at **872-6484** between the hours of **8:30 to 3:00** and we will be happy to assist you.

HAVE A GREAT SCHOOL YEAR!

