



Orange Unified School District Transportation Department

726 W. Collins Ave., Orange, CA 92867
Dispatch: 714.997.6357 Bus Pass: 714.538.8295
Training: 714.516.2742 Vehicle Maintenance: 714.997.6196
Business Office: 714.997.6244

School Year 2016-2017

Dear Parents/Guardians;

The Orange Unified School District will continue to offer a parent pay program for students wishing to use home-to-school bus transportation. Please read this packet thoroughly for information and instructions regarding the issuance of bus passes. Also included are the Bus Regulations to review with your student(s). All families needing school bus transportation must complete a current application each school year.

The Transportation fee program offers families the option of an annual bus pass or semester bus pass (half year) in your choice of round-trip or one-way.

According to Senate Bill 2019-(Bergeson), parents must select the designated school bus stop determined to be the safest and closest school bus stop to their service address. All students are required to be identified, including their designated school bus stop. The bus pass must be presented when the student boards the school bus on the first day of school and every day thereafter.

The Bus Pass Office will begin issuing new bus passes Monday, July 18, 2016. To avoid a long line, you are encouraged to purchase your bus pass(es) by mail using check, VISA, or MasterCard. Mail orders must include a legal size, self-addressed stamped envelope with two stamps. Please remember to include a current wallet-size photograph of each student applying. Also, remember to mail early for faster service.

All families wishing to be considered for reduced cost or subsidized bus passes must apply in person and provide current proof of income and/or other required documents. Information regarding this program is included in this packet.

If you have any questions, including school bus stop inquiries, please call the Bus Pass Office at (714) 538-8295. Office hours are 7:30 a.m. – 4:00 p.m., Monday through Friday. Families may apply in person or mail to:

O.U.S.D. Transportation Bus Pass Office
726 W. Collins Ave. (between Glassell and Batavia)
Orange, CA 92867

Sincerely,

Pamela McDonald
Director of Transportation

2016-2017 SCHOOL BUS PROGRAM

Students are required to possess a bus pass before boarding school buses. All bus passes require a current wallet-size photograph. The family provides this photograph at the time of issuance. Parents choosing to participate in the OUSD busing program must complete an application and select the designated bus stop determined to be the safest and closest bus stop to their service address. Students are **not** required to accompany their parents when purchasing bus passes.

Prices for school bus passes for the 2016-2017 school year are in the chart on the back page as well as a map showing our location. The Bus Pass Office will use the Special Considerations and Gross Income Eligibility Guidelines to determine which price you pay for bus passes.

Mail Orders: To avoid our long lines, you are encouraged to purchase your bus pass (es) by mail using check, VISA or MasterCard. Mail orders must include a legal size, self-addressed stamped return envelope with two stamps. Please remember to include a **current wallet-size photograph** of each student applying. Also, remember to mail early for faster service. No mail-in requests for subsidized will be processed.

Special Education Students: Subsidized school bus transportation may be provided to students whose IEP's direct transportation services. A copy of the IEP will be required for verification. Round-trip school bus transportation, from a designated bus stop to the home school special education program will be provided. You must apply for a bus pass to use this transportation.

GROSS INCOME ELIGIBILITY GUIDELINES

Subsidized bus passes are available for qualifying low-income families. The Bus Pass Office will use the Gross Income Eligibility Chart and the definitions below to decide eligibility. You must present documentation of your income to qualify. All documentation must show current, year-to-date income and **must be for all members of the household**. Families wishing to be considered under this program must **apply IN PERSON with the necessary documentation in hand. No mail-in applications will be accepted for this purpose.** Subsidized bus passes are only valid for one semester and must be renewed each semester. You will be required to show proof of eligibility each semester. Acceptable documents include:

- **Paycheck, pension, or other stubs** (*Must show current year-to-date income*)
- **Current AFDC Notice of Action** (*Or print-out showing past 12 months income*)
- **State of California Benefit ID Card (MediCal)** (*Must provide current print-out of eligibility from doctor's office*)
- **Letters from employers verifying income** (*Must be on business stationery*)
- **Unemployment receipts**
- **Evidence of child support**
- **Proof of direct deposits of income**
- **Savings account statements**
- **Other proof of income as required, including income from out of area** (*City, County, State, Country, etc.*)
- **2016 W-2 Forms** (*Required for 2nd Semester only*)
- **2016 Federal Income Tax Returns** (*Required for 2nd Semester only*)

OPEN ENROLLMENT AND INTER-DISTRICT TRANSFERS

As outlined in the open enrollment contract, parents must provide transportation to and from the requested school.

REPLACEMENTS AND REFUNDS

Replacements: Bus passes are the property of Orange Unified School District and will be returned upon request. They will be collected on or near their expiration date. OUSD is not responsible for lost or stolen bus passes. A \$10.00 replacement fee is required.

Refunds: Refunds will be made for unused bus passes when a student moves out of the school district or into the walk area for his or her home school. Please return the bus pass, with a written request, to the Bus Pass Office for a prorated refund. Upon approval, a refund check will be mailed. Please allow four to six weeks for processing. Refunds will not be made for loss of service due to disciplinary reasons. No other refunds are considered.



BUS PASS APPLICATION

Orange Unified School District – 2016/2017 School Year

If you are not eligible for subsidized bus passes, please complete this side.

1. Information about Parent or Guardian (Please Print)

Name _____ Home Phone (____) _____

Address _____ Cell Phone (____) _____

City, State, and ZIP _____

E-mail Address _____ Work Phone (____) _____

2. Information about Student(s) and Pass(es)

FIRST STUDENT

Full Name _____ Date of Birth _____ Grade _____ Student ID _____

School _____ Bus Stop _____

Type of Bus Pass (Check one)

- | | | |
|---|---|---|
| <input type="checkbox"/> Annual round-trip (\$335.00) | <input type="checkbox"/> Annual one-way A.M. (\$225.00) | <input type="checkbox"/> Annual one-way P.M. (\$225.00) |
| <input type="checkbox"/> Semester round-trip (\$215.00) | <input type="checkbox"/> Semester one-way A.M. (\$165.00) | <input type="checkbox"/> Semester one-way P.M. (\$165.00) |

SECOND STUDENT

Full Name _____ Date of Birth _____ Grade _____ Student ID _____

School _____ Bus Stop _____

Type of Bus Pass (Check one)

- | | | |
|---|---|---|
| <input type="checkbox"/> Annual round-trip (\$335.00) | <input type="checkbox"/> Annual one-way A.M. (\$225.00) | <input type="checkbox"/> Annual one-way P.M. (\$225.00) |
| <input type="checkbox"/> Semester round-trip (\$215.00) | <input type="checkbox"/> Semester one-way A.M. (\$165.00) | <input type="checkbox"/> Semester one-way P.M. (\$165.00) |

THIRD STUDENT

Full Name _____ Date of Birth _____ Grade _____ Student ID _____

School _____ Bus Stop _____

Type of Bus Pass (Check one)

- | | | |
|---|---|---|
| <input type="checkbox"/> Annual round-trip (\$335.00) | <input type="checkbox"/> Annual one-way A.M. (\$225.00) | <input type="checkbox"/> Annual one-way P.M. (\$225.00) |
| <input type="checkbox"/> Semester round-trip (\$215.00) | <input type="checkbox"/> Semester one-way A.M. (\$165.00) | <input type="checkbox"/> Semester one-way P.M. (\$165.00) |

3. **Instructions:** Please **mail** or bring this **application**, your **payment**, a **current wallet-size personalized photograph** of each student to: O.U.S.D. Transportation Department, Attention: Bus Pass Office, 726 W. Collins Ave., Orange CA 92867 Telephone: (714) 538-8295.

(For mail service, be certain to include a legal size, self-addressed stamped return envelope with two stamps on it).

4. **Method of Payment:** Please do not send cash.

- Check or Money Order - Payable to O.U.S.D. Transportation
Please note - O.U.S.D. will assess a \$25.00 fee for checks returned by a bank.
- Charge to: MasterCard VISA - Please complete the following for credit cards.

Credit Card # _____ Expiration Date _____

Authorized Signature _____

5. **Certification:** I certify the above student(s) have my permission to participate in the O.U.S.D. student transportation program. The above information is correct and verifiable by school officials. I also understand there are NO REFUNDS on regular passes unless the family moves out of the District or into a walk area.

Signature of Parent/Guardian _____ Date _____



APPLICATION FOR SUBSIDIZED BUS PASSES

Orange Unified School District – 2016/2017 School Year

If you are eligible for subsidized bus passes, complete this side.

1. Request for Subsidized Bus Passes (Please check one)

- School-to-school transportation for student enrolled in the N.C.L.B. program
 Home-to-school transportation for students who possess **current** proof of AFDC and/or MediCal benefits

Enter family gross income \$ _____ and number of people in household _____
(Monthly/Annually)

2. Information about Parent or Guardian (Please print)

Name _____ Home Phone (____) _____

Address _____ Cell Phone (____) _____

City, State, and ZIP _____

E-mail address _____ Work Phone (____) _____

3. Information about Student(s) and Passes (es)

FIRST STUDENT

Full Name _____ Date of birth _____ Grade _____ Student ID _____

School _____ Bus Stop _____

Type of Bus Pass (Check one)

- Annual Round-trip Semester Round-trip Semester One-way

SECOND STUDENT

Full Name _____ Date of birth _____ Grade _____ Student ID _____

School _____ Bus Stop _____

Type of Bus Pass (Check one)

- Annual Round-trip Semester Round-trip Semester One-way

THIRD STUDENT

Full Name _____ Date of birth _____ Grade _____ Student ID _____

School _____ Bus Stop _____

Type of Bus Pass (Check one)

- Annual Round-trip Semester Round-trip Semester One-way

- 4. Instructions:** Please bring this **application**, your **proof of eligibility**, a **wallet-size photograph**, and a **\$10.00 processing fee** for each student to: OUSD Bus Pass Office, 726 W. Collins Ave., Orange, CA 92867. The office is located in the old house on the south side of Collins between Glassell and Batavia and west of the railroad tracks. The phone number is (714) 538-8295. Office hours: Monday – Friday, 7:30 a.m. – 4:00 p.m.

- 5. Certification:** I certify the above student(s) have my permission to participate in the O.U.S.D. student transportation program. The above information is correct and verifiable by school officials.

Signature of Parent/Guardian _____ **Date** _____

2016-2017 School Bus Pass Program

Gross Income Eligibility Chart

(Effective from July 1, 2016 through June 30, 2017)

Household Size*	Gross Income			Charge for Bus Pass
	Week	Month	Year	
1	\$ 297 or less	\$ 1,287 or less	\$ 15,444 or less	No Charge
	\$ 298 through \$423	\$ 1,288 through \$ 1,832	\$ 15,445 through \$ 21,978	Reduced Charge
	\$ 424 or more	\$ 1,833 or more	\$ 21,979 or more	Full Charge
2	\$ 401 or less	\$ 1,736 or less	\$ 20,826 or less	No Charge
	\$ 402 through \$570	\$ 1,737 through \$ 2,470	\$ 20,827 through \$ 29,637	Reduced Charge
	\$ 571 or more	\$ 2,471 or more	\$ 29,638 or more	Full Charge
3	\$ 504 or less	\$ 2,184 or less	\$ 26,208 or less	No Charge
	\$ 505 through \$718	\$ 2,185 through \$ 3,108	\$ 26,209 through \$ 37,296	Reduced Charge
	\$ 719 or more	\$ 3,109 or more	\$ 37,297 or more	Full Charge
4	\$ 608 or less	\$ 2,633 or less	\$ 31,590 or less	No Charge
	\$ 609 through \$865	\$ 2,634 through \$ 3,747	\$ 31,591 through \$ 44,955	Reduced Charge
	\$ 866 or more	\$ 3,748 or more	\$ 44,956 or more	Full Charge
5	\$ 711 or less	\$ 3,081 or less	\$ 36,972 or less	No Charge
	\$ 712 through \$1,012	\$ 3,082 through \$ 4,385	\$ 36,973 through \$ 52,614	Reduced Charge
	\$ 1,013 or more	\$ 4,386 or more	\$ 52,615 or more	Full Charge
6	\$ 815 or less	\$ 3,530 or less	\$ 42,354 or less	No Charge
	\$ 816 through \$1,160	\$ 3,531 through \$ 5,023	\$ 42,355 through \$ 60,273	Reduced Charge
	\$ 1,161 or more	\$ 5,024 or more	\$ 60,274 or more	Full Charge
7	\$ 919 or less	\$ 3,980 or less	\$ 47,749 or less	No Charge
	\$ 920 through \$1,307	\$ 3,981 through \$ 5,663	\$ 47,750 through \$ 67,951	Reduced Charge
	\$ 1,308 or more	\$ 5,664 or more	\$ 67,952 or more	Full Charge
8	\$ 1,023 or less	\$ 4,430 or less	\$ 53,157 or less	No Charge
	\$ 1,024 through \$1,455	\$ 4,431 through \$ 6,304	\$ 53,158 through \$ 75,647	Reduced Charge
	\$ 1,456 or more	\$ 6,305 or more	\$ 75,648 or more	Full Charge

* If there are more than 8 in your household, go to the Bus Pass Office for guidelines.

DEFINITIONS OF TERMS IN THE CHART

Household Size is the number of people in your household. 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 living expenses including rent, clothing, food, utility bills, etc.. A foster child is considered a one-member household if the welfare placement agency maintains legal responsibility for the foster child.

Gross Income is total household income **before** deductions. It includes wages, welfare payments, food stamp allotments, pensions, Social Security, S.S.I., child support, alimony, income from investments, and all other income for all members of the household.

2016- 2017 School Bus Program

O. U. S. D. Transportation Department - Bus Pass Office

726 W. Collins Avenue, Orange CA 92867

Phone #: (714)538-8295

Begin Issuing New Bus Passes on Monday, July 18, 2016
Office Hours: 7:30 A.M. - 4:00 P.M. Monday through Friday

Map (Not to Scale)



Bus Pass Price Chart

School Period	Type of Trip	Charge Category	Price
Annual	Round-Trip	Full	\$ 335.00
	One-Way	Full	\$ 225.00
Semester	Round-Trip	Full	\$ 215.00
		Reduced	\$ 125.00
	One-Way	Full	\$ 165.00
		Reduced	\$ 100.00

A \$10.00 processing fee will be charged for each free pass, not to exceed \$30.00 per family.

Bus Conduct Regulations

Because the behavior of school bus passengers can directly affect their safety and the safety of others, the following regulations apply at all times when pupils are riding a school bus. School personnel, parents, or guardians and pupils must follow these regulations.

In accordance with CCR #14103, pupils transported in a school bus or in a pupil-activity bus shall be under the authority of and responsible directly to the driver of the bus. Specific rules follow:

1. Follow the instructions of the bus driver. Bus drivers are authorized to assign seats, assign three pupils to a seat, assign seat mates, and other actions needed for the safe passage of pupils.
2. Arrive at the bus stop at least five, but not more than ten minutes, before the school bus is due. Whenever possible, pupils shall walk to and from the school bus stop in groups. Behave in an orderly manner at the bus stop.
3. As the school bus arrives, form a line and stand at least six feet back from the curb. Do not move toward the school bus until it has come to a complete stop and the door is open.
4. Use only the designated school bus stop and the school bus assigned to you. Any changes require daily parental permission including the principal's approval.
5. When you board the school bus, display your bus pass to the bus driver. Do not use a bus pass that has expired. Use only your own bus pass.
6. All electronic signaling devices, including cell phones shall be set to silent or vibrate upon entering the school bus. Use while on the bus is limited to purposes related to the health and safety of the pupil.
7. Aboard the school bus, find a seat quickly and remain seated at all times, facing forward. If the school bus is equipped with seat belts, pupils must buckle up.
8. Talk quietly. Do not shout, yell, use profane language or gestures, or behave in a boisterous manner. Do not engage in unnecessary conversation with the bus driver.
9. Keep all body parts inside of the school bus. Do not spit or throw anything inside or out of the school bus.
10. Do not eat, drink, or chew gum.
11. Do not bring animals (except registered service dogs), glass objects, skates, skateboards, large, bulky, or hazardous articles on the school bus. Do not use any writing instruments while on the bus.
12. Do not litter at school bus stops or in the school bus. Do not engage in vandalism, destruction of property, or graffiti. Costs will be billed to the guilty pupils and their parents.
13. Shoes must be worn at all times. No cleats are allowed.
14. Do not play or tamper with any part of the school bus.
15. Remain quiet as the school bus stops and while it is crossing railroad tracks.
16. Do not possess or use tobacco, drugs, or alcohol.

17. Do not bring weapons of any type.

18. Observe safety procedures and follow them at all times.

19. When exiting the school bus, always use the handrail and follow the bus driver's instructions. If you live on the opposite side of the street, alert the bus driver and always cross in front of the school bus. Pupils must always be alert for traffic when leaving the school bus.

20. Pupils shall be aware of the "Danger Zones" surrounding the school bus. These zones include twelve (12) feet around the school bus with the most dangerous zones being directly in front of the bus and by the passenger side rear tires.

21. Go directly home after getting off the bus. Do not talk to strangers and do not accept rides from strangers.

Remember: For the safety of everyone aboard, the bus driver must devote full attention to the road. The safety of the whole group depends upon the proper, safe conduct of each individual. Pupils are responsible for safekeeping, controlling, and presenting their passes. For added security, District video/audio equipment may be used on school buses.

Note: Regulations and safety information, including the loading and unloading of pupils from school buses, are provided for all pupils in the Student Handbook which is updated and distributed each school year. Changes and updates in these regulations will be made as determined necessary.

Bus Discipline Procedures

Violations of Bus Regulations will result in Bus Conduct Reports as follows:

A Bus Conduct Report may be issued for any student in violation of the rules or who, in the judgment of the bus driver, impairs the safe driving of the bus and/or the safety of the students.

First Violation: The student will be counseled by the school administrator. In serious matters, the parent (or guardian) will be contacted.

Second Violation: If recommended by the driver and supported by the school administrator, the student may be refused bus transportation for up to three (3) days. Parent (or guardian) will be notified.

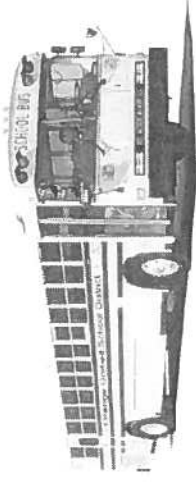
Third Violation: The student may be refused bus transportation for five (5) or more days. The penalty will be determined by a conference that may include the principal, the student, a parent or guardian, the bus driver, and/or a representative of the transportation department. The effective date of suspension and resumption of bus privilege will be determined at that conference. If no parent or guardian is present, implementation of penalty will be effective at the time a parent or guardian is notified.

Gross Violation: In serious matters, even on first violation, a student may be refused all bus transportation.

No Refunds: There will be no refunds for days that students are refused transportation for violations of Bus Regulations.

ORANGE UNIFIED SCHOOL DISTRICT

School Bus Transportation Information



TRANSPORTATION DEPARTMENT

Bus Pass Office

726 W. Collins Ave.
Orange CA 92867

(714) 538-8295

Business Office

(714) 997-6244

BOARD OF EDUCATION

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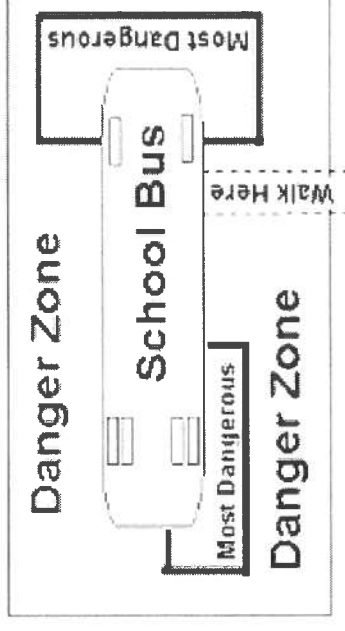
Transportation Manager

School Bus Transportation Frequently Asked Questions

1. Q. Who needs a bus pass?
A. Any pupil living outside the walking area for his or her home school.
2. Q. What are walking areas?
A. For elementary schools, within 1.0 mile of home, for middle schools, within 2.5 miles of home, and high schools, within 3.0 miles of home.
3. Q. Are there deadlines for obtaining bus passes?
A. No, but pupils must have bus passes to ride school buses.
4. Q. Is the pupil required to carry the pass daily?
A. Yes. It must be shown to board and exit the bus.
5. Q. How do I get a bus pass?
A. By mail or in person. Applications and passes are available at the address on the front of this folder.
The office is in the old house on the south side of Collins, between Batavia and the railroad tracks, west of Glassell.
6. Q. What are the hours of the Bus Pass Office?
A. 7:30 a.m. to 4:00 p.m., Monday through Friday.
7. Q. Will there be a long line waiting to purchase a bus pass?
A. Quite possibly. Lines are usually shorter early in the morning and longest during lunch hour and after 3:00 p.m. The office closes at 4:00 p.m.

8. Q. Is there a program for low-income families?
A. Yes, see the Gross Income Eligibility Guidelines attached to the letter. Under this program, applicants must apply in person at the bus pass office with the necessary documentation, a photograph of each pupil, and a \$10.00 processing fee per bus pass.
9. Q. How do I purchase a bus pass by mail?
A. A full-price bus pass may be purchased by mail. See instructions on the application. Please enclose a photograph of each pupil with the name on the back and allow 10 to 14 days for delivery. Reduced-price and free of charge bus passes are not available by mail.
10. Q. What if a bus pass is lost or stolen?
A. Obtain a replacement from the bus pass office. The cost is \$10.00.
11. Q. What if we move or have no further need for bus transportation?
A. If a pupil moves out of the district or moves into his or her walking area, a refund of the unused portion of a bus pass will be processed when the bus pass is returned with a written request. No other refunds will be processed.
12. Q. May bus passes be transferred from one pupil to another?
A. No, each pupil must have his or her own bus pass to board the bus.

Danger Zones Around Buses



Bus Pass Price Chart

School Period	Type of Trip	Charge Category	Price
Annual	Round-Trip	Full	\$335.00
	One-Way	Full	\$225.00
Semester	Round-Trip	Full	\$215.00
	One-Way	Full	\$165.00
Semester	Round-Trip	Reduced	\$125.00
	One-Way	Reduced	\$100.00

A \$10.00 processing fee will be charged for each subsidized bus pass, not to exceed \$30.00 per family.

If you are paying full price, apply by mail and avoid the line at the Bus Pass Office. See Question 9.

If you are paying by check or money order, please make check payable to O.U.S.D. Transportation.

Please note – O.U.S.D. will assess a \$20.00 fee for checks returned by a bank.