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School Bus Pass Information

In the state of California, school districts are not required to provide regular transportation service. The Galt Joint Union High School District has elected to provide limited home-to-school transportation service to students in the eligible service area, for a fee (EC39807.5). To qualify for transportation services, a student must live within the eligible service area for their school of attendance. **All students must complete the School Bus Pass Application and submit to the GJUHSD District Office before boarding the bus - bus drivers will not accept bus pass applications or payments.** Please do not attempt to have your student board a bus without a bus pass. Bus passes identify your student, the school they attend and their assigned bus stop. To help the district plan for the appropriate number of buses, and to assure a safe bus stop location for your student, please register your student to ride in advance.

- A bus pass must be purchased **PRIOR** to use of the district transportation system.
- Payments and Waiver Applications must be delivered to the district office in order to obtain a bus pass.
- Bus passes will be mailed to the student's home address or delivered to students by their bus driver when boarding the bus.
- Students must carry and are required to show their bus pass each time they board the bus, and at any time while riding the bus.
- Students that use the Twenty-ride punch pass will be required to show their student I.D. card in addition to the punch card to verify enrollment in the district.

Payment Information

Bus pass purchases can be made at the Galt High School District Office located at:
12945 Marengo Road, Galt, California 95632

District Office Hours: 8:00am – 4:00pm Monday through Friday

Accepted payment types include cash, check, and money order

- For questions regarding pass purchases or waiver applications, please contact Jacquie Mitchell at (209) 745-3061, Ext. #8
- For questions regarding schedules and replacement passes, please contact the Transportation Department at (209) 745-1059

Bus Pass Fee Schedule

- Annual Pass \$200.00 (purchased at beginning of school year)
- Semester Pass \$105.00 (purchased at beginning of each semester)
- Twenty-ride Punch Pass (one-way) \$35.00 (available for purchase at district office only)
- Lost or mutilated replacement pass \$15.00
- Returned check charge \$8.00 (Cash/Money Order/Cashier's Check at district office)

Lost and Mutilated Bus Passes

- A replacement bus pass will be issued only after the parent/guardian submits a **School Bus Pass Application (complete section – Replacement Pass)**. Please call the district office at (209) 745-3061, Ext. #8 to arrange for a replacement pass. (Application forms will be available upon request)
- The charge for a lost or mutilated pass will be \$15.00.
- Parents must request a one-day **"temporary pass"** from the school office to insure their student's ride remains uninterrupted pending the pass replacement process.

Lost Punch Passes

- There will be no refunds made for lost punch passes.

Refunds

Pro-rated refunds will be made by check, less a \$20.00 processing fee. Parents/guardians must return the bus pass along with a letter requesting a refund. Refunds will be allowed only for the reasons stated below:

- Students moving out of district or into a non-service area.
- Students who have paid to use transportation services but will not be able to use the system for a period of more than 1 semester due to injury or serious illness.
- Students who subsequently become eligible for free or reduced-cost transportation.
- *No refund will be given if a student's riding privileges are suspended due to behavior problems. Please review the bus riding rules with your student.*

Free Transportation

The following students are eligible for free transportation, however students must still register to ride and obtain a bus pass before boarding a district bus.

- Students eligible due to Foster Status. (Parents/Guardians must complete Low Income Bus Transportation Verification Form regarding qualifying Foster Children)
- Students eligible due to Low Income or approved for Free/Reduced Lunch Program. (Parents/Guardians must complete Low Income Bus Transportation Verification Form)
- Students that meet the criteria of homeless.
- Special Education students with an I.E.P. specifying transportation service.

New Student Enrollment

If a new student enrolls after the semester has begun and wants to utilize transportation services, the parent/guardian must complete the School Bus Pass Application form. Cost will be pro-rated for transportation if enrolled more than 10 days after the start of the semester. The bus driver will be notified that a new student will be riding the bus.

Non Service Areas

Transportation services are not available for students residing with-in the non-service area. Non-service areas for the Galt Joint Union High School District are listed below:

Grades 9 – 12 all locations within 2 mile radius of school of residence

Bus Pass Violations

All students who wish to ride the bus are required to have a bus pass in their possession for the first day of riding, and will be required to present a bus pass each time they board the bus.

- AM riders without a pass will be issued a bus conduct report and required to show a student ID in order to be transported to school, and will be instructed to contact the school or District office to receive a temporary or regular bus pass in order to ride the bus home.
- PM riders without a pass will be instructed to go to the school office to contact parent/guardian for afternoon transportation.
- Students repeatedly attempting to ride the bus without their bus pass/ticket will be subject to disciplinary actions up to and including denial of transportation.
- **To assure the safety of all aboard the bus, drivers are instructed to deny transportation to individuals who do not present a bus pass or student identification prior to boarding the bus.**

Bus Rules/Discipline Process

The State of California and the Galt Joint Union High School District have established rules and regulations for students riding school buses. The Galt Joint Union High School District Transportation Department needs your

help to ensure that each student rider is transported safely and efficiently. You can begin by reading these rules and regulations, and discussing them with your student before riding the bus. The Transportation Procedure Committee has developed the following rules and regulations regarding pupil-passenger conduct:

The California Code of Regulations Title 5, Section 14103 states: *"Pupils transported in a school bus or in a school pupil activity 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 pupils while they are on the bus or being escorted across a street, highway, or road. Continued disorderly conduct or persistent refusal to submit to the authority of the driver shall be sufficient reason for a pupil to be denied transportation. A bus driver shall not require any pupil to leave the bus enroute between home and school or other destinations."*

1. Students will arrive at the bus stop at least five (5) minutes before the bus is scheduled to arrive.
2. Have your bus pass ready to show to the driver upon boarding the bus.
3. Buses are not allowed to stop at any place other than a designated school bus stop. Parents should not flag down or drive in front of a bus in order to stop it.
4. When necessary to cross the street, always cross in front of the bus. Wait for the driver's instructions.
5. Respect the rights and property of others while at the bus stop and on the bus. Students defacing property at the bus stop or on the bus will be required to pay for damages and may lose bus riding privileges.
6. Students are to follow the instructions of the driver; no insolence or disrespect will be tolerated and will be subject to suspension of riding privileges. Do not use profane language, obscene gestures, or create distractions that may affect the driver's ability to operate the bus safely.
7. Help keep the bus free of litter by not eating or drinking on the bus unless authorized by the driver.
8. If not a regular rider, have written permission from parent or guardian and approved in advance by the school site administration in order to ride the bus.
9. If departing the bus at a different bus stop other than your own, give the driver written permission, signed by parent or guardian upon entering the bus.
10. Remain seated, facing forward with legs, feet and other objects clear of the aisle while the bus is in motion.
11. Keep all parts of the body inside the bus at all times.
12. Avoid all abusive body contact while at the bus stop and while on the bus. Fighting at the bus stop or on the bus is an automatic and immediate suspension of riding privileges.
13. Remain quiet at railroad crossings.
14. Littering public roadways is an unlawful offense, punishable by fines. Do not throw anything out of the bus windows.
15. No tampering with the controls, emergency exits or other equipment on the bus or in any way endangers the safety of others.
16. Pets, rodents, bugs or snakes of any kind may not be transported on the bus.
17. Hazardous or destructive objects of any kind (i.e. firearms, weapons, glass objects or containers, explosives, sharp or pointed objects, lighters, matches or balloons) will not be accepted for transportation.
18. Any sporting equipment must be enclosed in a bag before boarding the bus. Emergency exits and aisles must be kept clear in case of emergency.

Transportation Discipline Process

It is important for pupils to understand that riding a school bus is a privilege, and that they have responsibilities which they must meet in order to retain that privilege. Any student who fails to observe the rules and/or regulations of the Transportation Department, fails to follow the direction of any school bus driver, or creates a safety hazard for themselves or any other individual, will receive a "Bus Conduct Report" and may be subject to disciplinary actions, including denial of transportation privileges.

Students must understand that the school bus is an extension of the school campus, and as such they are responsible for adhering to ALL rules and regulations of BOTH the Transportation Department AND the school campus at all times they are at a school bus stop or on the school bus.

The standard disciplinary process is listed below, however these are the minimum consequences. For cases of severe misconduct, students may be assigned more severe penalties.

- 1st Citation -** Warning and notification of parent or guardian *
- 2nd Citation -** 3-5 day suspension of transportation privileges and notification of parent or guardian *
- 3rd Citation -** 10 day suspension of transportation privileges and notification of parent or guardian *
- 4th Citation -** Transportation privileges denied for remainder of the school year and notification of parent and guardian *