



**MID-PLACER PUBLIC SCHOOLS  
TRANSPORTATION AGENCY**

13121 BILL FRANCIS DRIVE, AUBURN, CA 95603-9022

OFFICE (530) 823-4820

FAX (530) 823-7264

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**SCHOOL BUS**

**PASS**

**APPLICATION**

**2019 – 2020**

For

**COLFAX ELEMENTARY SCHOOL DISTRICT**

Mid-Placer is a Joint Powers Agreement  
serving its member School Districts

May 2019



**TRANSPORTATION INFORMATION: 2019-2020 SCHOOL YEAR**

Dear Parents/Guardians:

The Mid-Placer Public Schools Transportation Agency is responsible for administering the transportation program for your student's school district. Enclosed in this packet are instructions on how to obtain a bus pass. Also included are the general operational policies, bus rules, and semester renewal information.

For the 2019 – 2020 school year, we are implementing a strict policy that could impact student transportation, if specific deadlines are not met. Ridership will commence 5 days following the submission of a completed application to the Mid-Placer office. No email or faxed applications will be accepted.

An application is considered complete when the request form is accompanied by a form or payment and a picture of the student. If the application is submitted by the deadline, the student will receive their bus pass in the mail before school begins, and transportation delays will not occur. Please review the entire packet for details.

The application and fees are due by **Wednesday July 10, 2019**. Applications received after July 10, 2019 will result in delay of transportation services.

***All students are required to have a 2019-2020 application on file in order to ride.***

Please contact our Parent Pay department for any questions at (530) 823-4820 ext. 118. Routing details will be sent by mail prior to the start of school.

Normal Office hours: **9:00 A.M. to 4:00 P.M.**

Summer Office hours: **9:00 A.M. to 3:30 P.M. June 3, 2019 thru August 9, 2019**

**\*\*\*Our office will be closed August 7& 8, 2019 for annual in-service. \*\*\***

Sincerely,

Sarah Lawson  
Parent Pay

# Mid-Placer Public Schools Transportation Agency

## Parent Pay Transportation Program

All students, grades Kindergarten – 8, are eligible to participate in home-to-school transportation services. The Agency will provide pupil transportation to and from school for a fee when, in the judgment of the Governing Board, such transportation is necessary, practical and economical, in accordance with regulations of the State of California.

### TRANSPORTATION FEE SCHEDULE 2019-20

#### Bus Pass

One Child:	\$105 per semester / \$155 per year
Two Children:	\$190 per semester / \$280 per year
Three or more:	\$270 per semester / \$405 per year

The bus pass fee may be paid in two installments of \$105, \$190 or \$270 due prior to the beginning of each school semester. To meet a proposed daily rate, bus passes shall be used and sold on a semester basis. The maximum fee (fare) will be calculated in accordance with state guidelines as authorized by Sections 39800 through 39809.5 of the Education Code.

**RIDERSHIP** begins **5 DAYS** following submission of application, photo, and fee and/or eligibility letter to the Mid-Placer office in Auburn.

#### **FINANCIAL HARDSHIP (Indigent Students):**

A copy of the 19-20 FREE OR REDUCED LUNCH ELIGIBILITY LETTER from Colfax Elementary School District will entitle students to free or reduced fee home-to-school transportation. A bus pass will be issued to all students who live outside the walking distance area. In the event a bus pass is lost, damaged, or stolen the \$7.00 fee will be imposed. Refer to section 'Replaced Bus Pass'.

In an effort to provide improved service at the start of school, and encourage early submission of bus pass applications to Mid-Placer, students that received free or reduced fee bus pass in 2018-19 will be assumed to have the same status in 2019-20. These students have until August 30, 2019 to turn in an eligibility letter. **To continue to ride after August 30, 2019, the parents must either submit to Mid-Placer a copy of the Eligibility Letter confirming the student's status, or pay for the full bus pass.** Copies of the Eligibility Letter may be placed in an envelope and given to the driver, mailed or dropped off all Mid-Placer Office between 9:00 AM and 4:00PM.

#### **19-20 FREE OR REDUCED LUNCH APPLICATIONS:**

Households may apply online for free/reduced-price school meals for school year 2019-20 starting August 1, 2019 online at – <http://www.colfax.k12.ca.us/food-services.html>

OR

Beginning August 1, 2019: Available at Colfax Elementary School District

Address: 24825 Ben Taylor Rd, Colfax. Phone: (530) 346-2202

Completed Free or Reduced Lunch Applications must be sent to the School District to generate an Eligibility Letter.

#### Reduced Fees:

One Child:	\$35 per semester / \$65 per year
Two Children:	\$65 per semester / \$120 per year
Three or more:	\$95 per semester / \$175 per year

## BUS PASSES

Students are **required** to show their bus pass daily when boarding the bus, BOTH AM and PM. Students who do not show their pass for 3 consecutive days will have to get a replacement and may have transportation privileges suspended. (Refer to section "Replacement Bus Pass").

### PASS SALES:

Passes will be processed and issued only by the Agency Office in Auburn. Before the beginning of the school year prior to each designated period, a Transportation Application or Renewal form will be mailed to the parents/guardians of the students who have previously participated in the Transportation Program. Applications are available on-line at [www.midplacer.com](http://www.midplacer.com). **One application form per student is required every year.**

### ISSUANCE OF BUS PASS:

Passes shall be issued annually or for designated periods throughout the school year. **Passes will be issued only upon receipt of the proper fee, photograph, eligibility letter (if applicable), and the signed application acknowledging that you and your student have read the rules concerning bus riding.** Passes will be distributed through the mail or by the bus driver.

### RENEWAL OF BUS PASS:

Bus passes may be renewed by mailing the **expiring bus pass and the fee** to Mid-Placer Public Schools, 13121 Bill Francis Dr., Auburn, CA 95603. A reminder will be sent to participating students by November 29, 2019. ***Renewal of the bus pass is the responsibility of the parent/guardian whether or not the reminder is received.*** Renewals must be received in our office by December 16, 2019. If the fee is not received, transportation privileges will be suspended effective January 6, 2020.

### REPLACEMENT BUS PASS:

Replacement bus passes cost \$7.00. In the event the bus pass is lost, stolen or damaged, the pass will need to be replaced. If a student moves (changes home addresses) or changes schools the bus pass will need to be replaced to show the student's new home address/school change. Follow the steps below in order to receive a replacement pass:

- A) Provide current photo of student
- B) Provide a \$7.00 replacement fee
- C) Provide name of student
- D) Provide the school of attendance
- E) Provide a note showing the student's new home address, or reason for replacement.

Upon receipt of above items, the Agency will notify the driver so the student can continue to ride and will process the replacement pass within ten (10) days and distribute to the student through the bus driver.

## GENERAL INFORMATION

### CHARGE CARD:

The agency accepts most major credit cards (America Express, Discover, Master Card, and Visa). If you are using your credit card to pay bus fees, you must complete the portion of the Transportation Application that asks for your account number, expiration date, dollar amount, security code (from back of card) and authorized signature.

### RETURNED CHECKS:

A \$15 charge will be imposed for each check not processed and returned to the Agency. Transportation privileges **will be suspended immediately** until financial settlement is made.

### REFUNDS:

Refunds will be made only to parents/guardians on year/semester passes when a student is leaving the area served by the Agency. This request shall be made in writing to the Agency office. The refund, if approved, will be prorated according to the number of unused days.

***NOTE: No refunds will be made on passes when the student has been suspended from the bus or the school for disciplinary reasons.***

**NON DELIVERY OF STUDENTS:**

Students who do not disembark the bus at their scheduled stop, thereby causing additional time for the driver and additional miles for the bus may be subject to the parent/guardian being billed at the rate of:

\$20.00 per hour

\$1.90 per mile

**WALKING DISTANCE:**

Students are expected to walk the following distances to school or to the bus stops:

Grade	Distance
K – 3	¾ Mile
4 – 8	1 Mile
9 – 12	2.5 miles

**BUS AND BUS STOP ASSIGNMENTS:**

Students are assigned to the stop nearest the street address stated on the Transportation Application. Any changes after the pass is made will require a request in writing and a \$7.00 fee along with the existing pass.

Possession of a current pass entitles a student to ride to and from the designated school and bus stop only on assigned bus.

**ALTERNATE STOPS ARE ONLY PERMITTED TO ALTERNATE BETWEEN DIVORCED PARENTS.**

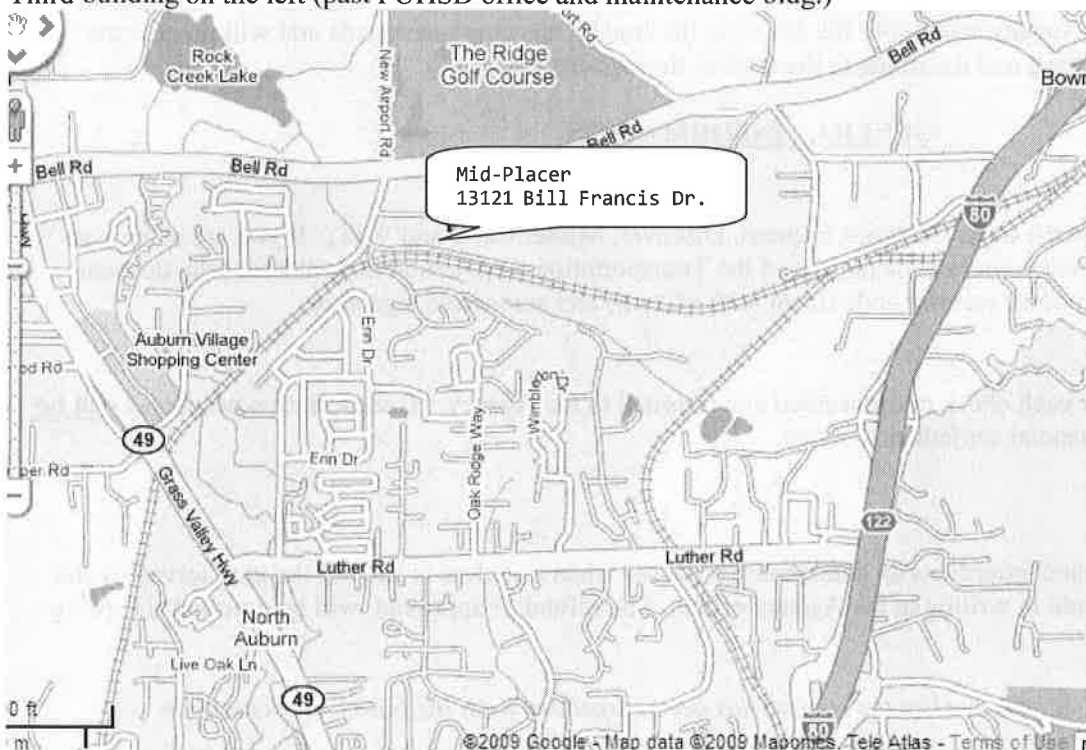
PASSES are only valid on the assigned route, unless a signed and dated note has been verified/counter-signed by the school office. This note is required for each day a different bus/stop is needed. Reassignment to a different bus or a different stop can be requested by submitting a written request, a \$7.00 fee and the existing pass to the agency.

**BUS SCHEDULES:**

Prior to the start of school post card/letter will be mailed with the estimated pick-up and drop-off times and bus stop name. The post cards/letters are sent out to the student who have turned in the applications, the proper fee, photograph, and eligibility letter, if applicable, by the due date.

**DIRECTIONS TO MID-PLACER PUBLIC SCHOOLS:**

- I-80 to Bell Road
- Left on New Airport Road (second stop light, approx. 2 miles)
- Left on Bill Francis Drive (approx. ¼ mile)
- Third building on the left (past PUHSD office and maintenance bldg.)



## STUDENT BEHAVIOR AND DISCIPLINE

Please read and go over the basic Student Responsibilities with your student(s). With your help, and with the cooperation of all the student passengers, we will be able to continue to provide safe transportation.

To ensure safe and orderly rides for all students, video cameras may be used on the buses at any time in conjunction with the following "Assertive Discipline Plan":

### Our Philosophy:

We believe all students can behave appropriately and safely while riding on a school bus. We will not tolerate students stopping drivers from doing their job or preventing other students from having safe transportation.

The following **Student Responsibilities** must be observed on the bus:

1. Follow The Directions of The Bus Driver.
2. Remain seated and face forward at all times during the bus ride.
3. Be courteous and considerate at all times.
4. No profane language or gestures.
5. Do not chew gum, eat, or drink on the bus.
6. Keep the bus clean - Use the trash box.
7. Do not throw objects out of the windows.
8. No spitting.
9. Remain seated until front door is opened.
10. No use or possession of tobacco, tobacco products, drugs, or alcohol.
11. Do not destroy property - costs will be billed to students/parents.
12. No live animals, reptiles, birds, or pets of any kind.
13. No glass jars, bottles, etc.
14. Cross the street only in front of the bus, between the driver and the bus.
15. No firearms, knives, explosives or other dangerous objects.
16. No child will refuse to share a seat with another child.
17. No fighting or roughhousing.
18. No extending of any body part, including hair, out of the bus.
19. The driver will stop to discharge passengers only at designated bus stops. (State Law)
20. Be at designated bus stop ten minutes prior to bus arrival.
21. Respect the 12 ft danger zone around the bus.
22. No flying missiles, snowboards, bike wheels.
23. Attempting to ride any bus after receiving a no-ride citation will result in further discipline.
24. No student will be allowed to damage, deface or tamper with the bus.
25. Lighting of matches, lighters, or firecrackers is strictly prohibited.
26. All passengers are to be quiet at railroad crossings.
27. Other unauthorized or unsafe actions are prohibited.
28. Students will not be allowed to get off at a stop other than that which is stated on the Transportation Application without a note signed by a parent or guardian and verified by the school office.

If a student chooses to break a rule, the following consequences will be applied:

1st Incident: Verbal warning by driver

2<sup>nd</sup> Incident: Step "A" Citation =Written Warning

3<sup>rd</sup> Incident: Step "B" Citation =Suspension

4<sup>th</sup> Incident: Step "C" Citation =Suspension with Parent/Principal/Agency/Student Conference

**\*\*CITATIONS ARE KEPT ON FILE FOR 12 MONTHS FORM DATE OF ISSUE\*\***

**IN CASES OF SEVERE AND/OR CONTINUOUS MISBEHAVIOR THE ABOVE STEPS ARE CANCELLED AND THE STUDENT LOSES BUS PRIVILEGES**

## SNOW CONDITIONS

### COLFAX AREA:

If snow is on the roadway, bus service will not be provided to Cape Horn. The stop will be at:  
**Cape Horn @ Norton Grade**

### ALL AREAS:

Snow can cause school delays and/or closures. A “modified snow schedule” means a 2-hour delayed school start and students will be release at the normal end-of-day time.

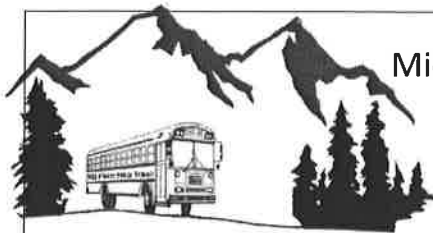
Schools use the auto-dialing phone systems to leave a recorded message for parents and students when school schedules are changed or school is canceled.

School closures and snow conditions will be announced on the following stations:

- **KAHI – 950AM**
- **KCRA-CHANNEL 3**
- **KNCO, GRASS VALLEY – 830AM**

### APPLICATIONS CHECK LIST:

- **Application – Signed**
- **Payment and/or eligibility letter**
- **Photograph**



Mid-Placer Public Schools Transportation Agency

COLFAX ELEMENTARY SCHOOL DISTRICT  
2019-2020 Transportation Application

13121 Bill Francis Dr, Auburn, CA 95603  
530-823-4820

Mid-Placer Public Schools

Pass#

(Office Use only)

<b>Student Information</b>		
Name:		Grade:
<b>Family Information</b>		<b>Relation:</b>
Parent/Guardian Name:		
Home Phone:	Cell Phone:	Work Phone:
Address:		
Mailing Address:		

**PASS MUST BE DISPLAYED TO BOARD THE BUS**

**Check all that apply for your student:**

Note: If you know that your child will ONLY ride One-Way Please indicate:  Both AM/PM  AM Only  PM Only  
 Student goes between two homes (Must have other Parent/Guardian Information Below)

Parent/Guardian Name:		Relation:
Home Phone:	Cell Phone:	Work Phone:
Address:		

**Payment/Fee Schedule**

	<b>Yearly Fee</b>	<b>Semester Fee</b>	<b>Reduced Year</b>	<b>Reduced Semester</b>
One Student	<input type="checkbox"/> \$155	<input type="checkbox"/> \$105	<input type="checkbox"/> \$65	<input type="checkbox"/> \$35
Two Students	<input type="checkbox"/> \$280	<input type="checkbox"/> \$190	<input type="checkbox"/> \$120	<input type="checkbox"/> \$65
3 or More:	<input type="checkbox"/> \$405	<input type="checkbox"/> \$270	<input type="checkbox"/> \$175	<input type="checkbox"/> \$95

Free/Reduced Lunch Program **MUST ATTACH 2019-2020 ELIGIBILITY LETTER IN ORDER TO PROCESS**

Foster/LC

Payment Method Accepted (Cash, Check (Make checks Payable to Mid-Placer) or Charge Card)

CHARGE CARD NO. \_\_\_\_\_ Expiration \_\_\_\_ / \_\_\_\_  
Security Code (back of card) \_\_\_\_\_

Authorized Signature for Charge: \_\_\_\_\_

Bus pass **WILL NOT BE ISSUED** until the following is turned in: **CURRENT PHOTO OF STUDENT AND PAYMENT AND/OR A COPY OF THE FREE/Reduced LUNCH ELIGIBILITY LETTER (FOR APPLICABLE STUDENTS ONLY)**

**Approved bus stops will be assigned based on home address by Mid-Placer's routing process.**

**Authorization:**

By signing below I confirm I have read and will adhere to the Mid-Placer transportation regulations concerning the transportation of students and the rules that are enforced on buses for the safety of students. I also verify that the information on this document is true and correct. I further understand the bus pass must be displayed when boarding the bus and a \$7.00 PROCESSING CHARGE will be assessed for replacement passes for any reason. Video surveillance cameras are used on many buses. Boarding the bus is consent to audio and video recording.

Signature of Parent/Guardian: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_



**\*\*\*Office Use Only \*\*\***

**BUS STOP LOCATION**

Approved bus stops will be assigned based on home address by Mid-Placer's routing process. Use of an alternative stop will be considered based on space available and service to the stop.

AM RT# \_\_\_\_\_ LOCATION OF STOP \_\_\_\_\_

PM RT# \_\_\_\_\_ LOCATION OF STOP \_\_\_\_\_

ADDITIONAL STOP (if applicable):

AM RT# \_\_\_\_\_ LOCATION OF STOP \_\_\_\_\_

PM RT# \_\_\_\_\_ LOCATION OF STOP \_\_\_\_\_

**Student Pass Record**

Pass # \_\_\_\_\_ Pass Type:  Year  Semester  Other \_\_\_\_\_

**Original Received:**

Date: \_\_\_\_\_ Amt: \_\_\_\_\_ Payment Type:  Check (# \_\_\_\_\_)  Cash  Visa/MC

Date Input on Computer: \_\_\_\_\_ By: \_\_\_\_\_

Date Sent: \_\_\_\_\_ Delivery Method:  Mailed  Driver  Given to Parent

**Additional:**

Date: \_\_\_\_\_ Amt: \_\_\_\_\_ Payment Type:  Check (# \_\_\_\_\_)  Cash  Visa/MC

Reason for Additional Pass:  Lost  Stop Change  Semester Renewal

Date Sent: \_\_\_\_\_ Delivery Method:  Mailed  Driver  Given to Parent

Date: \_\_\_\_\_ Amt: \_\_\_\_\_ Payment Type:  Check (# \_\_\_\_\_)  Cash  Visa/MC

Reason for Additional Pass:  Lost  Stop Change  Semester Renewal

Date Sent: \_\_\_\_\_ Delivery Method:  Mailed  Driver  Given to Parent

Date: \_\_\_\_\_ Amt: \_\_\_\_\_ Payment Type:  Check (# \_\_\_\_\_)  Cash  Visa/MC

Reason for Additional Pass:  Lost  Stop Change  Semester Renewal

Date Sent: \_\_\_\_\_ Delivery Method:  Mailed  Driver  Given to Parent

## KINDERGARTEN THROUGH GRADE 3:

A parent is expected to meet students, Kindergarten through grade 3, at the bus stop in the afternoon unless another person is designated below.

If no one is at the bus stop to receive your student, the student will be kept on the bus and the driver will notify Dispatch. Dispatch will try calling the parent to arrange for a meeting location to deliver the student.

When the parent cannot be reached, or cannot meet the bus the student will be returned to school. If it is too late to return to school, the student will be delivered to law enforcement after the end of the route.

Submit Authorization with the bus pass application.

### AUTHORIZATION TO RELEASE

Mid-Placer Public Schools Transportation Agency is authorized to release my student,

\_\_\_\_\_ (student name) as directed below:

To Sibling \_\_\_\_\_  
(Name)

To adult \_\_\_\_\_  
(Name)

Without anyone to receive – on their own

Authorization given by Parent/Guardian:

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## TEXT/EMAIL ALERT NOTIFICATIONS

Mid-Placer dispatch office can communicate via TEXT or EMAIL about current location/status of your student's bus route if the bus is delayed or canceled.

To be included on the notification list please provide your contact information.

You may have up to three email or text addresses. For a text the carrier must be identified, (i.e. Sprint, AT&T, Verizon, etc.). Please print clearly.

For Student: \_\_\_\_\_  
(Name)

<b>Email/Cell Phone Number:</b>	<b>Service Provider:</b>	<b>Receiving Person (i.e. Student, Father, Mother):</b>

Please give this information to the driver, submit with your bus pass application, or email to: [passes@midplacer.k12.ca.us](mailto:passes@midplacer.k12.ca.us)