



**MID-PLACER PUBLIC SCHOOLS
TRANSPORTATION AGENCY**

13121 BILL FRANCIS DRIVE, AUBURN, CA 95603-9022

OFFICE (530) 823-4820

FAX (530) 823-7264

SCHOOL BUS PASS

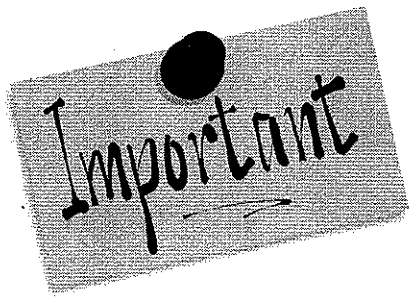
APPLICATION

2017 – 2018

for

COLFAX ELEMENTARY SCHOOL DISTRICT

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



June 2017

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TRANSPORTATION INFORMATION: 2017-2018 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.

The application and fees are due by **Monday July 10, 2017**. Applications received after July 10, 2017 could result in a delay of transportation services. To those students who qualified for free or reduced lunch in 2016-2017, please refer to the section under Financial Hardship.

All students are required to have a 2017-2018 application on file in order to ride.

Bus Passes will be handed out by the driver. Please contact our parent pay department for any questions at (530) 823-4820 ext. 118. Routing details will be sent by postcard prior to the start of school.

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

Summer Office hours: **7:00 A.M. to 3:30 P.M. June 5, 2017 thru August 4, 2017**

*****Our office will be closed August 3, 2017 for annual in-service.*****

Sincerely,

Sarah Lawson
Parent Pay

Mid-Placer Public Schools Transportation Agency

Parent Pay Transportation Program

All students, grades Kindergarten - 8, will be entitled to participate in home-to-school transportation services sponsored and operated by the Agency for a fee. 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 the regulations of the State of California.

TRANSPORTATION FEE SCHEDULE 2017-18

Bus Pass

One Child: \$100 per semester/\$150 per year
Two Children: \$180 per semester /\$270 per year
Three or more: \$255 per semester /\$390 per year

The bus pass fee may be paid in two installments of \$100 for 1 child, \$180 for 2 children family or \$255 per child for 3 children family 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, fee and/or eligibility letter to the Mid-Placer office in Auburn.

FINANCIAL HARDSHIP (Indigent Students):

A copy of the 17-18 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 'Lost 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 a free or reduced fee bus pass in 2016-17 will be assumed to have the same status in 2017-18. These students will be issued bus passes, after an application and a photograph have been submitted, and will be permitted to ride until September 1, 2017. **To continue to ride after September 1, 2017, 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 at the Mid-Placer Office between 9:00 AM and 4:00 PM.

17-18 FREE/REDUCED LUNCH APPLICATIONS may be obtained at the following location:

On-line after July 18th <http://www.colfax.k12.ca.us/food-services.html>

OR

Beginning August 1, 2017: Available at COLFAX ELEMENTARY SCHOOL DISTRICT:

Colfax Elementary School, 24825 Ben Taylor Road, Colfax. Phone (530) 346-2202

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

Reduced fees: One Child: \$30 per semester / \$60 per year
Two Children: \$55 per semester / \$110 per year
Three or more: \$80 per semester / \$160 per year

BUS PASSES

Students are **required** to show their bus pass daily when boarding the bus BOTH A.M. and P.M.

NOTE: 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 'Lost Pass'.

PASS SALES:

Passes will be processed and issued only by the Agency Office in Auburn. Before the beginning of the school year and 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. Additional applications are available at the school office. **One application form per student is required every year.**

ISSUANCE OF BUS PASS:

Passes will be issued annually or for designated periods throughout the school year. Passes will be issued only upon receipt of the proper fee, current 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 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 mailed to participating students by November 30, 2017. ***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 18, 2017. If the fee is not received, transportation privileges will be suspended effective January 5, 2018.

LOST PASS:

In the event a bus pass is lost, damaged or stolen, please follow the steps listed below in order to receive a replacement pass:

1. Mail, or bring, the following items to the Agency:
 - a. Current, small photograph
 - b. \$7.00 replacement fee (check, do not mail cash)
 - c. First and Last name of student
 - d. School of attendance

Upon receipt of above items, the Agency will notify the driver so the student can 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 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 on 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 bus stops:

Grade	Distance
K - 3	3/4 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. Stops must be within the enrollment boundary. Any changes after the pass is made will require a request in writing and a \$7.00 fee along with the existing pass.

For bus stop assistance, you may call our office at (530) 823-4820. Office hours are 9:00 a.m. - 4:00 p.m.

Possession of a current pass entitles a student to ride to and from the designated school and bus stop only on the assigned bus. **ALTERNATE STOPS ARE ONLY PERMITTED TO ALTERNATE BETWEEN DIVORCED PARENTS.**

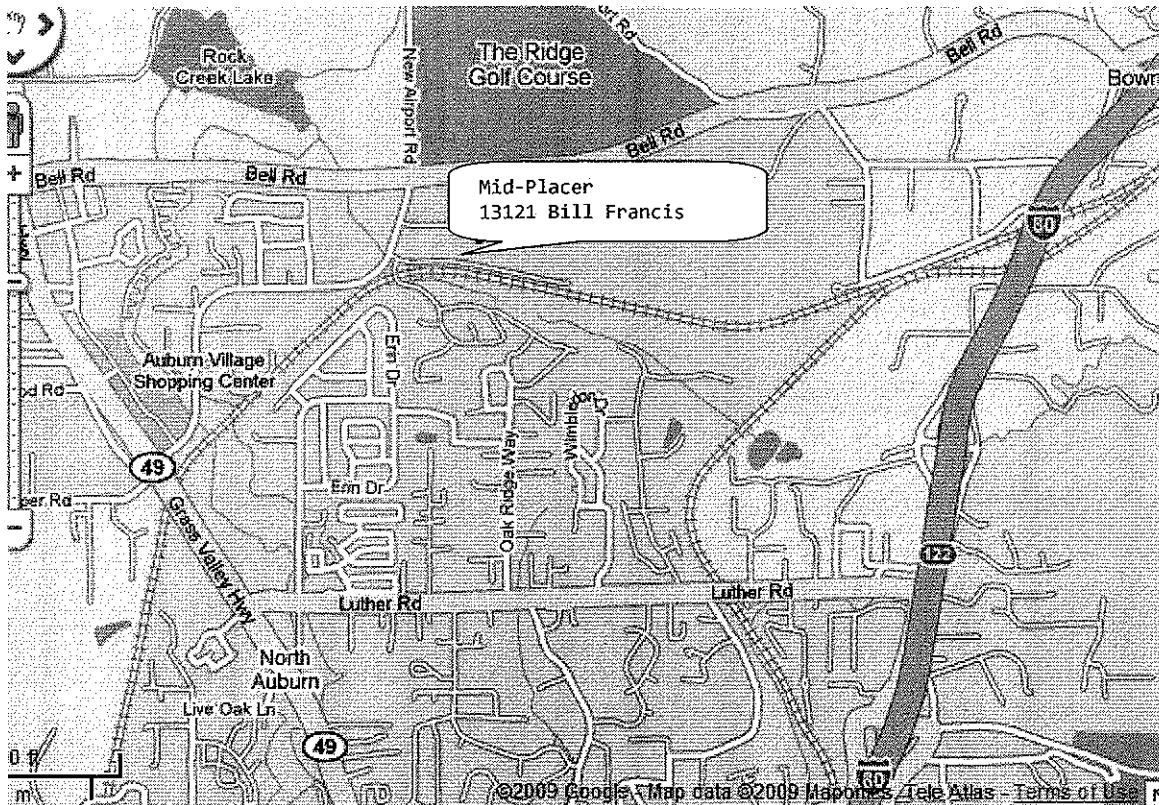
PASSES will not be recognized for transportation on any other bus than the bus for which the pass was issued unless a signed and dated note has been verified by the school office. This note is required for each day a different bus/stop is needed. Reassignment to a different bus or a different stop can 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 cards will be mailed with the estimated pick-up and drop-off times and bus stop name. The post cards are sent out to the students 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, 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

2nd Incident: Step "A" Citation = Written Warning

3rd Incident: Step "B" Citation = Suspension

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

****CITATIONS ARE KEPT ON FILE FOR 12 MONTHS FROM 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

NOTE: ALL times are approximate. The afternoon stops will be the same as the morning, no times are listed for afternoon stops due to the variation of school let out times.

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 released 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.

In addition, up to date School Closures and Delays can be seen at www.midplacer.com/snow.html

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

**KAHI
950 AM**

**KCRA
Channel 3**

**KNCO, Grass Valley
830 AM**

APPLICATION CHECK LIST:

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

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.

The Authorization may be submitted with the bus pass application, or given to a driver at a later date, when needed.

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

NOTIFICATIONS

The Dispatchers have a tool that can send a standardized message to an email or text address when they know a bus will be delayed. To be included please provide your contact information.

Preferred Method (may check more than one, may have up to three email or text addresses. For a text the carrier must be identified, i.e. Sprint, AT&T, Verizon, etc.)

For Student: _____
(Name)

_____ Email: _____ @ _____

_____ Email: _____ @ _____

_____ Text: _____ Carrier: _____

_____ Text: _____ Carrier: _____

Please give this information to the driver, submit with your bus pass application, or email to:
mward@midplacer.k12.ca.us



Mid-Placer Public Schools Transportation Agency

COLFAX ELEMENTARY SCHOOL DISTRICT
2017-2018 Transportation Application

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

Pass#

[Empty box for Pass#]

(Office Use only)

Mid-Placer Public Schools

PASS MUST BE DISPLAYED TO BOARD THE BUS

Student Information		
Name:	Grade:	School:
Family Information		
Parent/Guardian Name:		
Home Phone:	Cell Phone:	Work Phone:
Address:		
Mailing Address:		

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:		
Home Phone:	Cell Phone:	Work Phone:
Address:		

Payment Schedule

	Yearly Fee	Semester Fee	Reduced Year	Reduced Semester
One Student	<input type="checkbox"/> \$150	<input type="checkbox"/> \$100	<input type="checkbox"/> \$60	<input type="checkbox"/> \$30
Two Students	<input type="checkbox"/> \$270	<input type="checkbox"/> \$180	<input type="checkbox"/> \$110	<input type="checkbox"/> \$55
3 or More:	<input type="checkbox"/> \$390	<input type="checkbox"/> \$255	<input type="checkbox"/> \$160	<input type="checkbox"/> \$80

Free/Reduced Lunch Program **MUST ATTACH 2017-2018 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

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