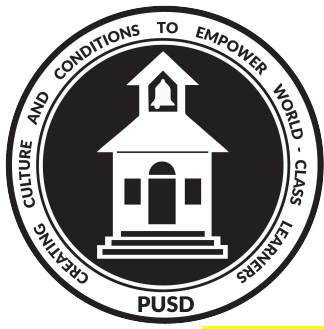




APPLICATION FOR SCHOOL BUS PASS

POWAY UNIFIED SCHOOL DISTRICT • 13626 TWIN PEAKS ROAD

POWAY, CALIFORNIA 92064 • (858) 748-0010 ext. 2061

PASSES

- ☐ Year (Round Trip)
- ☐ Semester (Round Trip)
- ☐ Replacement

ONE CHILD

\$ 950.00
\$ 525.00
\$ 20.00

TWO CHILDREN

\$ 1,900.00
\$ 1,050.00

FAMILY RATE (THREE OR MORE)

\$ 2,375.00
\$ 1,312.50

Applications open July 1st and December 1st! Please Apply Online!

						DISTRICT OFFICE USE ONLY			
STUDENT LAST NAME		FIRST NAME		MI		DISTRICT ID#		DATAENTRY	
BIRTH DATE—MM/DD/YY		SCHOOL		GRADE		☐ CAL FRESH ☐ YIT		☐ LOW-INCOME ☐ F&N DIRECT CERT.	
PARENT/GUARDIAN NAME				PRIMARY TELEPHONE		AM ROUTE		AM STOP	
RESIDENCE STREET ADDRESS				ALTERNATE TELEPHONE		PM ROUTE		PM STOP	
CITY		ZIP CODE		E-MAIL ADDRESS		PAYMENT TYPE		# PASSES IN FAMILY	
MAILING ADDRESS IF DIFFERENT THAN ABOVE						DISCLOSURE FILED WITH		SCHOOL	
☐ Cash ☐ Credit Card (See Page 11)						ISSUE DATE		ISSUE METHOD	
						TEMP ISSUED			

Important: Please Read the Entire Transportation Packet.

Welcome! To ensure your child has a smooth and safe journey, please review the following 12 guidelines. **Submission of this application acknowledges that you have read and accepted these terms.**

Registration & Applications

1. **Consistency is Key:** Your child must be registered with their school and the Transportation Department using the exact same name and home address. All routing is based on the address registered with the school.
2. **One Child per Form:** Please submit a separate application for each child who needs a bus pass.

Qualifying for Free Service

3. **Income-Based Service:** To apply for free service based on income, you must complete Appendix A (pages 9–10). Only one form is required per family. Recertification is required each semester.
4. **Foster Status:** If applying under Foster Status, please provide a copy of your **Foster-Parent Agreement**.
5. **CalFresh Benefits:** If you receive CalFresh benefits, please complete Appendix A (pages 9–10) and include your **current benefits letter** with your application. Recertification is required each semester.

Stop Locations & Alternate Stop Requests

6. **Standard Stops:** Children are automatically assigned to the safest designated stop closest to their home residence.
7. **Alternate Stops:** If your child needs pick-up or drop-off at a childcare facility or an address other than your home, you must complete the **Alternate Stop Request Form** (page 2).

Safety & Supervision

8. **Bus Stop Responsibility:** Please note that the District does **not** supervise bus stops and is not responsible for student conduct at these locations. We strongly encourage parents to stay with their children until they are safely on the bus.
9. **Safe Riding Rules:** By signing, you confirm that you have reviewed the **Safe Riding and Bus Conduct Rules (Pages 6-8)** with your child and that they understand their responsibilities.

Pass Management & Refunds

10. **Lost or Damaged Passes:** Replacement passes cost a non-refundable **\$20.00 fee**. Once a replacement is issued, the original pass is deactivated. If you find a lost pass later, please return it to the Transportation Department.
11. **Requirements:** Students **must** show a valid pass for every trip. Frequent failure to present a pass may result in the suspension of transportation services.
12. **Refund Policy:** Prorated refunds are available (minus a \$20.00 service charge) for a limited time once the physical pass is returned to the Transportation Department. All refunds follow *Administrative Regulation #AR 3250*.

PARENT/GUARDIAN SIGNATURE

DATE

Mail or bring completed application to: Poway Unified School District, Transportation Dept. FTS, 13626 Twin Peaks Road, Poway, CA 92064

Transportation Department regular hours: 7:30 am to 4:00 pm, Monday - Friday

**POWAY UNIFIED SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT
ALTERNATE STOP REQUEST**

To assist families with student transportation needs, the Transportation Department may allow students to access an existing school bus stop other than their assigned stop or allow students living outside transportable boundaries to access an existing stop for their school of attendance.

Terms and Conditions

- **Parental Responsibility:** Because hazardous streets may exist between the student's home and the nearest bus stop, parents assume full responsibility for providing a safe means of transportation to and from the assigned stop.
- **District Approval:** Approval is granted on a case-by-case basis. The District reserves the right to deny any stop request if the transition or location is deemed unsafe.
- **Capacity & Fees:** Standard PUSD transportation fees apply. If a bus reaches maximum capacity, students will be placed on a waitlist.
- **Written Assurance:** Access is only granted if parents provide written assurance that the student will be safely delivered to and picked up from the requested stop.

**PARENT ACCEPTANCE OF
RESPONSIBILITY**

STUDENT NAME		PARENT NAME	
AM BUS STOP AND LOCATION		PM BUS STOP AND LOCATION	
SCHOOL	REASON FOR REQUEST		

I understand that by requesting an alternate stop or a stop outside of my transportable boundary, I am assuming all responsibility for my child's safety between our home and the bus stop. I acknowledge that the District may deny this request for safety or capacity reasons.

DATE: _____ **SIGNATURE OF PARENT/GUARDIAN:** _____

DUAL STOP REQUEST

To accommodate students who require consistent transportation to or from a secondary address (such as dual-custody or childcare arrangement), the Transportation Department may assign dual stops.

- **Safety First:** Stop assignments are determined by the District based on the safest existing stop available for each provided address.
- **Approval Required:** All dual stop assignments are subject to review and approval by the Transportation Department.
- **Consistency:** These stops must be used on a consistent, recurring schedule.

SECONDARY PARENT/GUARDIAN OR CHILDCARE ADDRESS:

CONTACT NAME		RELATIONSHIP TO STUDENT	
STREET ADDRESS		PRIMARY TELEPHONE	
CITY AND ZIP CODE		EMAIL ADDRESS	

Poway Unified School District Transportation & Bus Pass Guide

How to Apply

To avoid long lines and parking issues, the best way to obtain a pass is to apply as soon as possible via the following methods:

- **Online (Recommended):** Apply at powayusd.com by navigating to **Resources > Transportation & Bus Pass**.
 - **By Mail or In-Person:** Send or deliver your completed application and payment to:
Poway Unified School District > Transportation Department FTS, 13626 Twin Peaks Road, Poway, California 92064.
-

1. Bus Pass Issuance & Office Hours

- **Pickup Location:** For all applications received on or after July 21st, passes will be sent directly to the student's school for pickup in the Administrative Office.
- **Office Hours:** The Transportation Department is open from 7:30 a.m. to 4:00 p.m.
- **Closures:** The PUSD Transportation Office is closed during all school holidays and school breaks.

2. Single-Ride Fares

- **Fare Amount:** The single-ride fare is **\$5.00 per person, per trip**.
- **Cash Payments:** Students paying the driver must provide the **exact amount**; drivers do not carry change.
- **Ticket Purchases:** Single-ride tickets are available at the Transportation Department for **\$5.00** each.
- **Refund Policy:** All single-ride fare tickets are non-refundable.

3. Free Transportation Eligibility

- **Income-Based Service:** To apply for free service based on income, you must complete Appendix A (pages 9–10). Only one form is required per family. Recertification is required each semester.
- **Foster Status:** If applying under Foster Status, please provide a copy of your Foster-Parent Agreement.
- **CalFresh Benefits:** If you receive CalFresh benefits, please complete Appendix A (pages 9–10) and include your current benefits letter with your application. Recertification is required each semester.
- *Meets all other standard district transportation requirements. Eligibility is subject to application and approval.*

4. Bus Usage & Priority

- **Guaranteed Seating:** Students with a permanent bus pass have priority on their assigned buses.
- **Space-Available Basis:** Transportation for all other students—including those using single-ride tickets—is provided **only if space is available**.
- **Grades TK–8:** A bus pass entitles the student to ride **only** their assigned bus to and from their designated school and bus stop.
- **High School Students:** Students may ride any regular bus that services their specific school.
- **Activity Buses (Middle & High School):** Students with a valid pass/fare may use activity buses **Monday–Thursday only**. These buses use **combined stops**; check the bus schedule for details.

5. Ownership & Replacement Passes

- **Responsibility:** Bus passes are District property and are "rented" to the student. The District is not responsible for lost or stolen passes or tickets.
- **Replacement Fee:** If a pass is lost, stolen, or becomes unusable (damaged/illegible), it must be replaced for a **\$20.00 non-refundable fee**.
- **Process:** Once the original purchase is verified, the old pass will be deactivated and a new one issued.
- **Where to Apply:** Replacements can be requested at the student's school, the Transportation Department, or online (if the original was an online order).

6. Changes & Refunds

- **Requesting a Change:** To change a bus or stop (due to a move or preference), submit a written request and a \$20.00 fee to the Transportation Fee Coordinator. Approval is at the District's sole discretion.
- **Refund Policy:** Prorated refunds are calculated based on the date the current valid pass is surrendered to the Transportation Department, minus a **\$20.00 service charge** (per Administrative Regulation #AR 3250). Refunds available July through April 15th.

General School Bus Guidelines

Boarding and Departures

- **Assigned Routes:** Students must ride their assigned bus and use their assigned stop.
 - *Exceptions:* To change stops or buses, students must provide a dated note from a parent that has been endorsed by a school official.
 - *High Schoolers:* High school students may ride any regular bus servicing their school.
- **Arrival Time:** Be at the stop **5 minutes** before the scheduled departure.
- **Safety Zone:** For safety reasons, once a bus pulls away from the curb (at school or a stop), the driver **cannot stop** to board late students.
- **School Site Security:** Once a student boards at school, they may only exit the bus if escorted by a school official.

When the Bus is Late

Buses deal with the same traffic and weather as commuters. If your bus is delayed:

- **Wait Period:** Please wait at least **15 minutes** past the scheduled time.
- **Contact:** If the bus has not arrived after 15 minutes, contact the **Transportation Department at (858) 679-2535**.
- **Note:** On foggy or rainy days, delays are expected. Don't worry—the school is always notified when a bus is running late.

Special Procedures

TK & Kindergarten Students

- **"Must Be Met" Policy:** If you require an adult to be present for your TK or Kindergarten student to be released, a letter **must** be on file with the Transportation Department.
- **No Adult Present:** If a letter is on file and no adult is at the stop, the driver will return the child to the school.

Lost & Found

- **Small Items:** Drivers will try to return general items to the student the following school day.
- **Valuables:** Wallets, cell phones, musical instruments, and purses are turned in directly to the **Transportation Office**.

Communication

Every bus is equipped with a **two-way radio**. The Transportation Department maintains constant contact with drivers to correct issues like wrong routes or delays in real-time.

Field Trips & Athletics

Category	Policy
Conduct	Standard home-to-school behavior rules apply to all trips.
Authority	While teachers/chaperones assist, the bus driver is the ultimate authority.
Footwear	No cleats may be worn on the bus; appropriate shoes are required.
Food/Drink	No food, drinks, gum, candy, or seeds allowed on board. Items may be stored in the baggage compartment if available.
Equipment	Dangerous objects (starting guns, shot puts) must be stored in baggage. No items may block aisles or emergency exits.

Bus Discipline Procedures (BP/AR 5131.1)

Riding the bus is a privilege in the Poway Unified School District. Students are expected to follow all posted rules and regulations in accordance with California State statutes and District Board Regulations. Violation of these rules may result in the loss of riding privileges.

Progressive Disciplinary Actions

For most violations, discipline follows a progressive sequence. However, staff maintain the **latitude to increase or decrease** these measures based on the student's age, the severity of the offense, and behavioral patterns.

Safety Note: If a student's behavior creates an immediate danger to persons or property, they may be **immediately suspended** from ridership.

Offense	Corrective Measure
1st Offense	Formal Warning
2nd Offense	Lunch or Afterschool Detention
3rd Offense	5-Day Bus Suspension
4th Offense	10-Day Bus Suspension
5th Offense	40-Day Bus Suspension
6th Offense	Suspension for the remainder of the school year

Bus Pass Violations (AR 3250.1 & 3250.2)

Abuse or misuse of bus passes is handled separately from behavioral issues but follows the same progressive disciplinary scale listed above.

Examples of Violations:

- **Unauthorized Use:** Using/attempting to use an expired, stolen, found, or forged pass.
- **Fraud:** Using a fake single-ride ticket or altering a temporary/permanent pass.
- **Sharing:** Loaning a pass to another student or borrowing someone else's pass.

Policy Notes:

- **Evidence:** Possession of a pass that does not belong to the student is considered *prima facie* evidence of improper possession.
- **Confiscation:** Loaned passes will be held at the Transportation Department Office. A parent and student must make an appointment to reclaim it.
- **Refunds:** If a student is suspended for the remainder of the year, a prorated refund will be issued to the parent.

Video Monitoring (AR 5131.1)

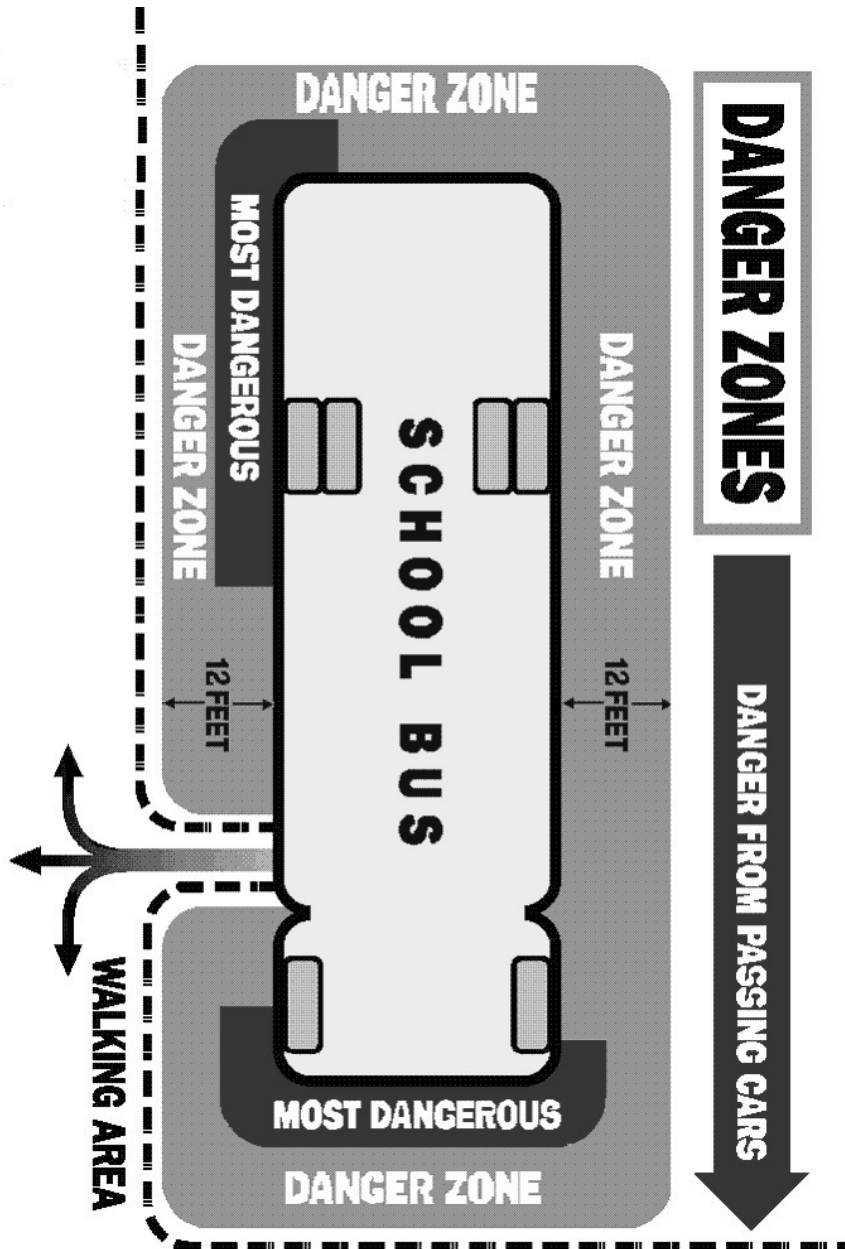
To ensure the safety of all riders, many PUSD school buses are equipped with **video cameras** to record student behavior. The use of these recordings is governed by District Administrative Procedures.

POWAY UNIFIED SCHOOL DISTRICT
Transportation Department

STUDENT SAFETY AROUND THE SCHOOL BUS

Please review the following safety diagram and the Pedestrian Safety Rules on page 7 with your child, so that he or she is aware of the dangerous blind spots around a school bus, how to walk safely to the school bus stop, and how to safely cross the street with the assistance of the school bus driver.

DANGER ZONES:



POWAY UNIFIED SCHOOL DISTRICT
Transportation Department

PEDESTRIAN SAFETY RULES

1. Cross only at street corners, so that drivers can see you.
2. Always use a crosswalk when available but make sure the traffic sees you and has stopped before stepping off the curb.
3. At intersections with traffic signals, use the push button when possible and cross when the WALK signal is displayed.
4. Look in all directions for cars, pedestrians and bicycles before crossing.
5. While crossing, watch for cars that are turning left or right who may not see you.
6. Never cross the street from between parked cars— drivers can't see you.
7. Walk on the sidewalk, or if there are no sidewalks, on the left side of the road facing traffic, so you can see oncoming traffic.
8. Wear or carry something white at night to help drivers see you.
9. Always walk in an orderly manner and avoid running, pushing and playing near streets and vehicles.

**ESCORTED CROSSOVER INSTRUCTIONS FOR
KINDERGARTEN TO 12TH GRADE**

1. Wait until instructed by the school bus driver that it is safe to cross.
2. When directed by the school bus driver, students must cross between the bus and the school bus driver, directly to the opposite side of the street.
3. Students must also be escorted across the street in the morning if they arrive at the stop after the bus has arrived. The student must wait until the students waiting at the bus stop have boarded the bus, then the bus driver can properly shut down the bus to perform the escorted crossover.

POWAY UNIFIED SCHOOL DISTRICT
Transportation Department
SCHOOL BUS SAFETY RULES

We have adopted the format of the six pillars from the Character Counts Program to define the behavior we expect from students on school buses. Please take the time to review these rules with your children and impart to them the safety issues behind each of these expectations and how important it is for them not to distract the school bus driver while the bus is in motion. We consider the safety of your children on our school buses to be our most important responsibility.

TRUSTWORTHINESS - Be honest • Don't deceive, cheat or steal • Be reliable— do what you say you'll do • Have the courage to do the right thing • Build a good reputation • Be loyal— stand by your family, friends, school and country

- Always follow the school bus driver's instructions. Seating may be assigned.
- Have your bus pass available, scanning when entering or exiting the bus. Show the driver your bus pass, prepaid ticket or exact fare as you board the bus.
- Bus passes are the property of POWAY USD and may not be used by other students.

RESPECT - Treat others with respect— follow the Golden Rule • Be tolerant of differences • Use good manners, not bad language • Be considerate of the feelings of others • Don't threaten, hit or hurt anyone • Deal peacefully with anger, insults and disagreements

- Show respect to the driver and your fellow students.
- Harassment, profanity, vulgarity or obscene gestures will not be tolerated.

RESPONSIBILITY - Do what you are supposed to do • Persevere— keep on trying! • Always do your best • Use self-control • Be self-disciplined • Think before you act— consider the consequences • Be accountable for your choices

- Emergency exits or driver controls are only to be used in an emergency.
- Non-high school students must be delivered to their assigned bus stop or released to a school administrator.
- Non-high school riders must have a note from their parents, signed by a school administrator, to use a different bus stop.

FAIRNESS - Play by the rules • Take turns and share • Be open-minded; listen to others • Don't take advantage of others • Don't blame others carelessly

- Behave in an orderly manner while waiting for the school bus.
- When the bus approaches stay back 12 feet, with bus pass holders boarding first.
- Enter the bus and take your seat in an orderly manner.
- Remain properly seated, facing forward, keeping your hands to yourself.
- Talk quietly, making no noise that would distract the driver or disturb others.
- Wait until the bus is completely stopped, and the brake is set, before standing.
- Depart the bus in an orderly manner.
- If crossing, follow the driver's instructions.

CARING - Be kind • Be compassionate and show you care • Express gratitude • Forgive others • Help people in need

- Take pride in your school bus— keep it safe and clean.
- Do not damage seats or equipment.
- Eating, drinking, gum or tobacco chewing, spitting and smoking are not permitted. Animals, birds, reptiles, fish, insects, breakable containers, hazardous materials, weapons or any unsafe object, such as balloons, that have the potential to distract or block the visibility of the driver will not be transported.

CITIZENSHIP - Do your share to make your school and community better • Cooperate • Get involved in community affairs • Stay informed; vote • Be a good neighbor • Obey laws and rules • Respect authority • Protect the environment

- Students must be fully attired, including shoes, no spiked or cleated shoes.
- No intimate behavior of any kind is allowed on the school bus.
- All parts of the body must be kept inside the bus. Objects shall not be thrown inside or from the school bus.

APPENDIX A
INCOME DISCLOSURE
QUALIFICATION FOR LOW INCOME STATUS

POWAY UNIFIED SCHOOL DISTRICT
13626 Twin Peaks Road, Poway, CA 92064-3034 • Telephone (858) 748-0010 ext. 2061

INSTRUCTIONS FOR APPLICATION

To apply for free school bus transportation due to income status, you must:

- Complete and sign **ONE** Income Disclosure form **per family, PER SEMESTER**.
- Complete and sign a **SEPARATE** bus pass application for **each child, PER SEMESTER**.
- **Provide copies** of income verification and bank statements for all accounts for the most recent **TWO MONTHS**.
- **Provide a copy** of your lease/rental agreement, letter of current rent, HUD50059, and copies of any other economic support.

Note: Incomplete information will delay processing. Incorrect or missing information may result in loss of benefits and/or legal action.

A. ADULT MEMBERS (Including Adult Children over 18)

NAME (Last, First)	SOCIAL SECURITY NUMBER (Last 4 Digits)
1.	XXX - XX - _____ ☐ N/A (No SSN)
2.	XXX - XX - _____ ☐ N/A (No SSN)
3.	XXX - XX - _____ ☐ N/A (No SSN)
4.	XXX - XX - _____ ☐ N/A (No SSN)

B. CHILDREN FOR WHOM APPLICATION IS MADE

NAME (Last, First)	SCHOOL	GRADE
1.		
2.		
3.		

C. OTHER CHILDREN IN HOUSEHOLD

List names and ages of all other children (under 18) living in your household.

1. _____ Age: _____ 3. _____ Age: _____
2. _____ Age: _____ 4. _____ Age: _____

D. INCOME DISCLOSURE & GUIDELINES

DEFINITION OF INCOME: All economic support received by **ALL MEMBERS OF YOUR ECONOMIC FAMILY**. This includes gross wages, self-employment, welfare, unemployment, child support, alimony, Social Security, pensions, disability, dividends, interest, rent from investments, military benefits (subsistence, housing allowance, Section 8), and financial aid.

FAMILY: A group of related or non-related individuals who are living as one economic unit.

E. INCOME DISCLOSURE AND GUIDELINES (CONTINUED)

CALCULATION RULES: To determine if your household qualifies, you must calculate your **Total Annual Income**. If your household has multiple income sources with different payment frequencies, you **must** annualize all income before adding it together:

Weekly: Multiply Gross Pay by **52**

Bi-Weekly (Every 2 weeks): Multiply Gross Pay by **26**

Twice a Month: Multiply Gross Pay by **24**

Monthly: Multiply Gross Pay by **12**

SOURCE OF INCOME (List CalFresh Benefits here)	PAY FREQUENCY	AMOUNT PER PAY PERIOD	ANNUAL TOTAL
1.		\$	\$
2.		\$	\$
3.			
4.			
5.		\$	\$
TOTAL ANNUAL INCOME			\$

TOTAL NUMBER OF MEMBERS IN HOUSEHOLD (Adults + Children): _____

F. ACCEPTABLE VERIFICATION DOCUMENTS

CalFresh Documentation OR all of the following:

- **Pay Stubs:** Last 2 months or a letter from employer on company letterhead.
- **Self-Employed:** Profit & Loss statements from the last 2 months **OR** most recent Federal Tax Return (Schedule C).
- **Child Support/Alimony:** Court decree, agreement, or copies of checks.
- **Unemployment/SSI:** Current receipts or benefit statements.
- **TANF/CalWORKs:** "Notice of Action" (within 6 months) or 2 months of transaction history.

SIGNATURE AND CERTIFICATION

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. I understand that school district officials must verify this information and that deliberate misrepresentation may subject me to prosecution under state and federal statutes. I certify that all adult household members have been informed that the partial Social Security numbers provided may be utilized to verify income.

Executed at: _____, CA . Date: _____

Signature of Parent/Guardian: _____

Printed Name: _____ Phone: _____



CREDIT CARD AUTHORIZATION

POWAY UNIFIED SCHOOL DISTRICT • 13626 TWIN PEAKS ROAD
POWAY, CALIFORNIA 92064 • (858) 748-0010 ext. 2061

1. SELECT YOUR PAYMENT PLAN (Check One)

Pass Type	Plan Option	Payment Details	Total
ANNUAL	☐ Full Payment	\$950.00 due at time of application	****\$950.00***
	☐ 2-Pay Plan	\$525.00 (Immediate) + \$450.00 (Nov 1)	****\$975.00***
	☐ 5-Pay Plan	5 monthly payments of \$200.00	**\$1,000.00***
SEMESTER	☐ Full Payment	\$525.00 due at time of application	****\$525.00***
	☐ 3-Pay Plan	3 monthly payments of \$180.00	***\$540.00***

**Note: Multi-payment installments include a convenience/processing fee reflected in the total.*

2. STUDENT & CONTACT INFORMATION

Student 1 Name: _____ School: _____

Student 2 Name: _____ School: _____

Student 3 Name: _____ School: _____

Parent/Guardian Phone: () - _____

3. CREDIT CARD AUTHORIZATION

I authorize **PUSD Transportation** to charge the credit card below for the initial payment and all subsequent installments according to the plan selected above.

Cardholder Name: _____

Card Number: _____ Exp. Date: ____ / ____

CVV Code: _____ Billing Zip Code: _____

Accepted Payment Methods: CASH OR CREDIT CARD ONLY.

- **Do Not Mail Cash.** Cash payments must be made in person at 13626 Twin Peaks Road, Poway, CA.
- **Late Payments:** If a scheduled payment fails and is not rectified by the due date, the pass may be deactivated.

• X _____ Date: _____

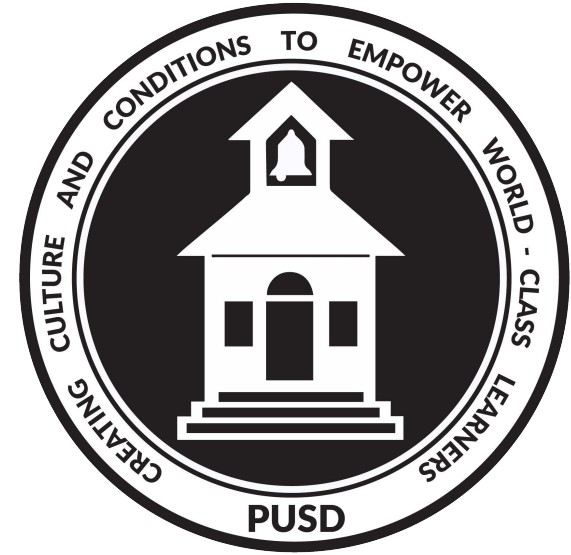
Cardholder Signature

POWAY UNIFIED SCHOOL DISTRICT
13626 Twin Peaks Road Poway,
California 92064

School Bus
Transportation information

Submit your
applications beginning July 1st!

POWAY UNIFIED SCHOOL DISTRICT
TRANSPORTATION DEPARTMENT



OUR MISSION IS...

TO SAFELY TRANSPORT PASSENGERS IN AN EFFICIENT MANNER TO
AND FROM ALL LEARNING EXPERIENCES.

TO FULFILL OUR MISSION...

WE WILL PROVIDE PROFESSIONALLY-TRAINED EMPLOYEES, USING
QUALITY, WELL-MAINTAINED VEHICLES, AND STAYING CURRENT WITH
ALL LAWS AND SAFETY STANDARDS.

FUNDAMENTAL TO OUR MISSION ARE...

EFFECTIVE COMMUNICATION, TEAMWORK, PROFESSIONAL AND
PROGRESSIVE ATTITUDES, OPENNESS TO CHANGE, AND MUTUAL
RESPECT FOR ALL.

Application Packet - Apply online at PowayUSD.com > Transportation