

Transportation Fees

A. Purpose and Scope

To provide guidance and direction for management of transportation fees.

B. General

Because the cost of providing student transportation exceeds funding provided by the state, the governing board finds it necessary to charge fees for home to school student transportation.

C. Forms used and Additional References

1. Application for Bus Transportation
Available in the Transportation Office

D. Procedure

1. Exemption from Fees:
Eligibility for free transportation based on indigency shall be based on the income eligibility scales used for the free and reduced-price lunch program and/or proof of receipt of Temporary Assistance to Needy Families (TANF).

At the beginning of the school year and whenever a new student is enrolled, parents/guardians shall receive information about free transportation eligibility standards, application procedures and appeal procedures.

All applications and records related to eligibility for free transportation shall be confidential and open only for purposes directly connected with the free transportation program.

Students receiving free transportation shall not be identified by the use of special passes, tickets, lines, seats or any other means. They shall in no way be treated differently from other students, nor shall their names be published, posted or announced in any manner or used by any purpose other than the transportation program.

Recipients of Aid for Families with Dependent Children may apply for free transportation by showing their monthly Medi-Cal or other subsidized insurance card rather than filling out the application.

- 2. **Fee Schedule:**
Unless exempted, the parents/guardians of students transported to and from school shall be charged fees in accordance with Board-approved schedules.

Passes and tickets will be sold at all district schools. No money will be collected on the bus.

Families with more than two bus-riding students shall be entitled to purchase each child's pass at three-fourths of the regular charge.

- 3. **Fee Determination:**
Transportation fees charged by the district shall not exceed the statewide average nonsubsidized cost of providing such transportation to a student on a publicly owned or operated transit system, as determined by the Superintendent of Public Instruction. (Education Code 39807.5)

The total amount received by the district from the state and parent/guardian fees shall not exceed the actual operating cost of home-to-school transportation during the fiscal year. If excess fees are collected due to errors in estimated costs, fees shall be reduced in succeeding years. (Education Code 39809.5)

The Governing Board shall certify to the County Superintendent of Schools that the district has levied fees in accordance with law and that, in the event that excess fees have been charged, the fees have been reduced and excess fee revenue eliminated. (Education Code 39809.5)

Bus passes and tickets shall be sold at the District Transportation Office. No money shall be collected on school buses.

- E. Reports Required**
None

- F. Record Retention**
Transportation Office

- G. Responsible Administrative Unit**
Business Services

- H. Approved By**
Assistant Superintendent for Business Services

TUSD Approved: ~~9/8/98-5/9/06~~ 6/27/17