



**TRACY**

UNIFIED SCHOOL DISTRICT

TRANSPORTATION  
DEPARTMENT

*"We are dedicated to  
safely transport  
tomorrow's future."*

**Anthony Flores**

*Director of Maintenance,  
Operations, Transportation*

(209) 830-3216

(209) 830-3217 Fax

**Transportation Department**

**Bus Pass Processing Hours**

Monday through Friday

8:00am – 5:00pm

July 2023

Your student(s) may be eligible for school bus transportation service for the 2023-2024 school year, provided that your student(s) is attending their home school (not on an intra-district or inter-district transfer) and live within an area that Busing is available. **Starting on July 17, 2023, we will begin processing bus pass applications for the 2023-2024 school year.**

School Bus Transportation is provided as a service for a fee, in the Tracy Unified School District area and is provided from the nearest school bus stop (as determined by the School Board) to the student's Home School based on the student's home address (The address which is registered with the Home School). **The cost for a round trip full year bus pass for the 2023-2024 school year is \$360.00. Semester and one-way plans are also available.** Payment can be made by money order, cash, VISA or MasterCard, or check.

School Bus Transportation is not fully funded by the State, requiring Tracy Unified School District to charge for busing in order to provide the service. School Bus Transportation of students (with the exception of Special Needs Students) is not a requirement by law in the State of California and is provided as a service to the families of Tracy Unified School District who are within the Board Approved Busing Areas. While our transportation services and bus stops are limited, we have attempted to provide the best services available within our limited resources. It is ultimately the responsibility of the parent/guardian to ensure that their student(s) attend school (Section 48200 of the Education Code).

Included in this packet are the 2023-2024 Bus Pass Application and the Bus Pass Information Packet which includes the Bus Pass Purchase Information, the Bus Riding Rules, General Rules of Conduct at School Bus Stops (which includes Red Light Crossing Instructions and the Bus Danger Zone diagram). **This information must be reviewed with your child(ren) prior to utilizing the bus service as they will be required to follow all Bus Riding Rules and Procedures.**

The 2023-2024 Bus Pass application, after completion by the student's parent or legal guardian, can be submitted on-line through the TUSD Website, mailed with the appropriate payment (check or money order, *please do not send cash through the mail*), by fax, or online at [www.myschoolbucks.com](http://www.myschoolbucks.com) if paying by Credit Card, or hand delivered to the Transportation Department Office for processing. **Unfortunately, we are unable to process applications or payment over the phone.** School Bus Drivers cannot accept applications and/or payment for new student bus passes.

Please be reminded that all students must be fully registered at their home school site prior to applying for a bus pass. If your student is in need of transportation service beginning on the first day of the 2023-2024 school year, you must apply and pick up their bus pass prior to that date.

If you are applying for free/reduced cost transportation, the 2023-2024 Bus Pass Application must be completed. In addition to the completed 2023-2024 Bus Pass Application, you must **first** complete the student data confirmation for your student, online, for the new school year including the Income Verification Section. Once we receive the 2023-2024 Bus pass application we will verify the information (provided you have completed the income verification process) and process the Bus Pass based on the information listed on our district database (Aeries). Please note that if the Income Verification has not been completed it will cause your Bus Pass Application to be delayed.

Should you have any questions, please contact the Transportation Department at (209) 830-3216.

Sincerely,

Anthony Flores  
Director of MOT  
Tracy Unified School District

1875 W. Lowell Avenue  
Tracy, CA 95376  
<https://www.tracy.k12.ca.us/departments/transportation>

## **STUDENT ELIGIBILITY**

The following students may be eligible for transportation:

- Students who are attending their home school and are within the Board Approved School Busing boundaries (based on the home address registered at the home school), and;
- Students who have the appropriate bus pass application on file and have a valid Bus Pass for the 2023-2024 school year. *(Students must carry their valid, unaltered bus pass at all times and present it to the driver and scan it each and every time they board or disembark their designated School Bus), and;*
- Special Education students with an IEP requiring transportation (Contact student Case Manager for information).

Please be reminded that students attending a TUSD school on an inter or intra district transfer are **not eligible** for transportation, as stated on the transfer form.

## **SERVICE**

Tracy Unified School District provides transportation service for eligible students to the following District schools based on the board-approved boundaries:

Bohn Elementary School, Jacobson Elementary School, Kimball High School, Monte Vista Middle School, South / West Park Elementary School, Tracy High School, Villalovoz Elementary School, West High School, Williams Middle School

Tracy Unified School District **does not** provide transportation service *(With the exception of Special Needs Students)* to the following District schools based on the board-approved boundaries:

Central Elementary School, Duncan Russell High School, Freiler Elementary School, Hirsch Elementary School, Kelly School, McKinley Elementary School, North Elementary School, Poet Christian Elementary School, Stein High School, TISC, or the Tracy Adult School

Due to limited resources, we cannot provide transportation outside of the regular school bus schedule for students participating in sports, tutoring or other before or after-school activities.

\*\*\*For Rally schedules, all students will be given the opportunity to attend, therefore buses will run on regular schedule.

## **PAYMENT SCHEDULE**

<b>ANNUAL</b>	<b>1 Student</b>	<b>2 Students</b>	<b>3 or More Students</b>
Round Trip (to school and home)	\$360.00	\$720.00	\$900.00
One Way (to school only or to home only)	\$180.00	\$360.00	\$450.00

<b>SEMESTER</b>	<b>1 Student</b>	<b>2 Students</b>	<b>3 or More Students</b>
Round Trip (to school and home)	\$180.00	\$360.00	\$450.00
One Way (to school only or to home only)	\$90.00	\$180.00	\$225.00

**FIRST SEMESTER BUS PASSES EXPIRE Friday December 15, 2023.**

**A second semester bus pass must be purchased prior to any student using school bus services in the second semester.**

**Starting on Tuesday January 2<sup>nd</sup>, 2024, transportation will be refused to any student who does not have a valid second semester or full year bus pass. There is no ‘grace period.’**

Please go online at [www.myschoolbucks.com](http://www.myschoolbucks.com) or visit the Transportation Department Website at <https://www.tracy.k12.ca.us/departments/transportation> during the month of November or December to process and pick up a second semester bus pass.

## **PAYMENT INFORMATION**

- Bus passes must be purchased and obtained PRIOR to use of the transportation system.
- Applications and payment must be made to the Transportation Office online, in person, or by mail. If paying by credit card you can either pay online at [www.myschoolbucks.com](http://www.myschoolbucks.com) or by fax at (209) 830-3217. School Bus Drivers cannot accept applications and/or payment for new student bus passes.  
**Unfortunately, we are unable to process applications or payment over the phone.**
- Payment may be made by cash, check, money order, or any Major Credit Card
- There will be a \$25.00 collection fee for any check returned by the bank.
- Payment for addition of AM, PM, or Full Year transportation to a One Way or First Semester bus pass may be made during the current school year. The original bus pass will be required to obtain the adjusted bus pass.

## **CREDIT/DEBIT**

The Transportation Department will accept cards from the following credit card companies:

**\*\* All Major Credit Card \*\***

Debit cards that do not require a PIN number and have the VISA or MasterCard logo are also welcome.

- Payment by credit may be made in person at the TUSD Transportation Office, by Fax with the completion of the Credit Card Fax Form, or online at [www.myschoolbucks.com](http://www.myschoolbucks.com) only.  
**Unfortunately, we are unable to process applications or payment over the phone.**
- Any person presenting a credit/debit card to the cashier must be the person whose name appears on the card and present a valid photo ID.
- All card owners are responsible for the security over issuance and use of their cards.

## **CHECKS**

- Checks can be made payable to TUSD Transportation.
- Include the following information on every check:  
FULL NAME, CURRENT STREET ADDRESS, PHONE NUMBER

Should your bank return your check unpaid, Tracy Unified School District's bank will automatically return the check to the Transportation Department. The Transportation Department will attempt to notify you by phone and mail of the returned check. You will have five business days from the date of notification to pay the original amount of the returned check **AND** pay the California state authorized collection fee of \$25.00. Payment must be made by cash, cashier's check, or money order. No personal checks will be accepted. If you do not pay the original amount of the returned check and collection fee within five business days, your child's bus pass will be confiscated, and your student will be refused transportation.

## **FREE OR REDUCED COST TRANSPORTATION BASED ON INCOME**

If you are applying for free/reduced cost transportation, the 2023-2024 Bus Pass Application must be completed. In addition to the completed 2023-2024 Bus Pass Application, you must **first** complete the student data confirmation for your student, online, for the new school year including the Income Verification Section.

Once we receive the 2023-2024 Bus pass application we will verify the information (provided you have completed the income verification process) and process the Bus Pass based on the information listed on our district database (Aeries). Please note that if the Income Verification has not been completed it will cause your Bus Pass Application to be delayed.

If you qualify for reduced cost busing you will need to make payment by completing the Credit Card payment form and attach the form with your application. You may also mail a check (along with a copy of the application) or come to the Transportation Office to make payment.

To qualify for Free or Reduced cost busing you must first complete your income verification information through your students School Site by completing the online Student Data Confirmation and Income Verification process.

## **FREE TRANSPORTATION FOR DISPLACED STUDENTS**

Students displaced for qualifying District programs or capacity reasons that have been verified by the Transportation Department may be eligible for free transportation services. A 2023-2024 bus pass application and valid 2023-2024 bus pass are required for free transportation services.

## **FREE TRANSPORTATION FOR SPECIAL EDUCATION STUDENTS**

Special Education students with an IEP requiring transportation may be eligible for free transportation services. For more information, contact your case manager.

## **PRORATED REFUNDS**

Prorated refunds will be made by check issued by San Joaquin County, only after the parent submits a request for refund along with the student(s) bus pass, and only for the reasons stated below:

- Students who have moved out of the District.
- Students who are no longer in need of bus service.

The prorated refund amount will be based on the date that the bus pass AND refund request are received by the Transportation Department Office. Refunds may take 6-8 weeks to be processed. Processing may be delayed due to verification of original check clearance.

**No refund will be given if student riding privileges are suspended due to students' failure to follow Bus Rules.**

## **CHANGE OF INFORMATION**

The Transportation Department and the student's school of attendance shall be notified of any changes of information (address, phone number, etc.) immediately. If a change of address occurs that requires a different bus stop and/or route information, prior to obtaining a revised bus pass, the information in the District database (Aeries) must be accurate and updated at the student's school of attendance. The original bus pass will be required to obtain the adjusted bus pass.

## **REPLACEMENT BUS PASSES**

All students will be required to present their own valid, unaltered 2023-2024 bus pass to the Bus Driver each and every time they board the bus, morning, and afternoon. If your student's bus pass is lost, stolen, or becomes damaged or illegible, you will need to purchase a replacement bus pass.

The charge for a replacement pass is \$5.00. Payment can be made by cash, check or money order by mail or in person, or online at [www.myschoolbucks.com](http://www.myschoolbucks.com). There will be a \$25.00 charge for any check/money order returned by the bank.

Replacement Bus Passes can be obtained at the Transportation Office or through the School Bus Driver. If obtaining the Replacement Bus Pass through the School Bus Driver, the replacement pass fee must be in a sealed envelope with the student's Full Name, Bus Stop, and School information listed on the outside of the envelope. School Bus Drivers cannot accept applications and/or payment for new student bus passes.

## **BUS STOPS/BUS ROUTE NUMBERS**

A Student's Bus Stop and Route Number will be designated by the Transportation Department based on the nearest Board Approved Bus Stop to the Student's registered home address ("Designated Bus Stop") and the available bus route. **Students must board and debark their Designated Route Number at their Designated Bus Stop at all times.** Failure to do so will result in a disciplinary citation.

Please have your child at their designated bus stop on time. The bus **will not wait** as we need to ensure that our routes on time. Please be aware that once the bus pulls away from the curb the driver shall not pick up or discharge any students. Please be prepared to receive your child up to fifteen (15) minutes before and up to fifteen (15) minutes after the drop off time indicated on their bus pass. If the bus is within the drop off window, your child will be left at the bus stop.

Bus Route numbers can be found on the right side of the bus next to the entrance door. TUSD uses Route numbers to indicate Bus Routes with designated bus stops and schools. Route numbers can be different than the Bus Number driving the route. Please make sure your student knows their route number as well as his/her name, bus stop and the name of their school.

## **PRESENTING & SCANNING PASSES**

Students will be required to present the bus pass to the Bus Driver and SCAN their own valid 2023-2024 bus pass each and every time they board and exit the bus. Students not presenting their valid bus pass will be issued a No Bus Pass Citation. Students who are **not registered** with a valid bus pass will be refused transportation.

### **CONSEQUENCES FOR NO BUS PASS UPON BOARDING:**

- **1<sup>st</sup> Offense** – Parent is notified by phone and a copy of the No Bus Pass Citation is mailed home by the Transportation Department.
- **2<sup>nd</sup> Offense** – Parent is notified by phone and a copy of the No Bus Pass Citation is mailed home by the Transportation Department.
- **3<sup>rd</sup> Offense** – Parent is notified by phone and a copy of the No Bus Pass Citation is mailed home by the Transportation Department.
- **4<sup>th</sup> Offense** – Parent will be notified by phone of the Citation and Suspension with a copy of the No Bus Pass Citation mailed home. Student will be DENIED transportation for the remainder of the current semester after parent has been notified by phone and the citation has been put in the US mail by .

**\*\*Notification of Parent will be considered complete if the Transportation Department cannot reach parent and leaves voicemail with the citation information or when notification is put in the US mail if unable to leave a voicemail message. No refund will be given if student reaches his/her 4<sup>th</sup> No Bus Pass Offense.**

## **AUTHORITY OF THE DRIVER**

Students transported in a school bus or in a school pupil activity bus shall be under the authority of, and responsible to, the driver of the bus. The driver shall be held responsible for the orderly conduct of the students while they are on in 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 the Transportation Department to suspend or revoke a student's bus riding privileges. A bus driver shall not require any pupil to leave the bus in route between home and school or other destinations (Title 5, California Code of Regulations, Section 14103).

## **STUDENT BEHAVIOR AND DISCIPLINE**

Bus Riding privileges are conditional upon the student following all Bus Riding rules. With your help, and the cooperation of all student passengers, we will be able to provide safe transportation.

When a student fails to follow the Bus Riding Rules (student misconduct), the Bus Driver will issue a Disciplinary Citation to the Transportation Department. The Transportation Department will notify parent(s) or guardian as soon as reasonably possible of the citation, disciplinary action, and consequence. Disciplinary Citations are separate from "No Bus Pass Citations" as outlined in the "Presenting Passes" section above.

The Director of Transportation may use the following guidelines for the handling of student misconduct. The Director of Transportation has the authority to vary from such guidelines when necessary, depending upon the severity of the offense.

- **1st Citation**-Warning
- **2nd Citation**-5 school days bus riding privilege suspension
- **3rd Citation**-10 school days bus riding privilege suspension
- **4th Citation**-Student will be denied bus riding privileges for the remainder of the school year

Students may not ride or attempt to ride the bus during any suspension, and additional citations may be issued for this offense. (See bus riding rules.)

Depending upon the severity of the student's misconduct, an immediate suspension may be warranted and this will be determined by the Director of Transportation. Consequences may continue to the following school session.

For the safety of the students and drivers, buses may be equipped with video surveillance equipment.

**\*\*Notification of Parent will be considered complete if the Transportation Department cannot reach parent and leaves voicemail with the citation information or when notification is put in the US mail if unable to leave a voicemail message. No refund will be given if student riding privileges are suspended due to students' failure to follow Bus Rules.**

## **GENERAL RULES OF CONDUCT, RED LIGHT CROSSING INSTRUCTIONS, AND SCHOOL BUS DANGER ZONES**



### **General Rules of Conduct at School Bus Stops Red Light Crossing Instructions School Bus Danger Zones**

1. Arrive at your school bus stop on time.
2. Form a single line facing the direction from which the bus will approach the bus stop.
3. Wait back at least 12 feet from the edge of the roadway until the bus has come to a complete stop and the front door opens.
4. DO NOT push or play with the other students at the bus stop.
5. DO NOT play or throw any objects, which could cause you to run out into the street or hit a passing car or bus.
6. If the bus is departing the bus stop, NEVER run after the bus, or run out into the street to catch the bus. If you miss the bus, either go back home or go into the school's office.
7. If you arrive at the bus stop while the bus is loading and MUST cross the street in front of the bus to board the bus, you MUST wait for the driver to cross you.
  - The driver will activate the Red Lights, come out into the street with their stop sign, stop traffic and instruct the students to cross when it is safe.
8. When going home, if you MUST cross the street in front of the bus, you MUST follow the driver down the stairs and wait at the front right corner of the bus until the driver goes out into the street to look for and stop traffic. Wait until the driver gives permission for the child to come across.
9. If a parent wishes to cross with the child, they too will have to wait for the driver to give them permission to cross.

### **THIS IS THE LAW**

Attached is a picture showing the danger zones around the bus. It shows the places that could be hard for the driver to see you even while they are looking for you in their mirror.

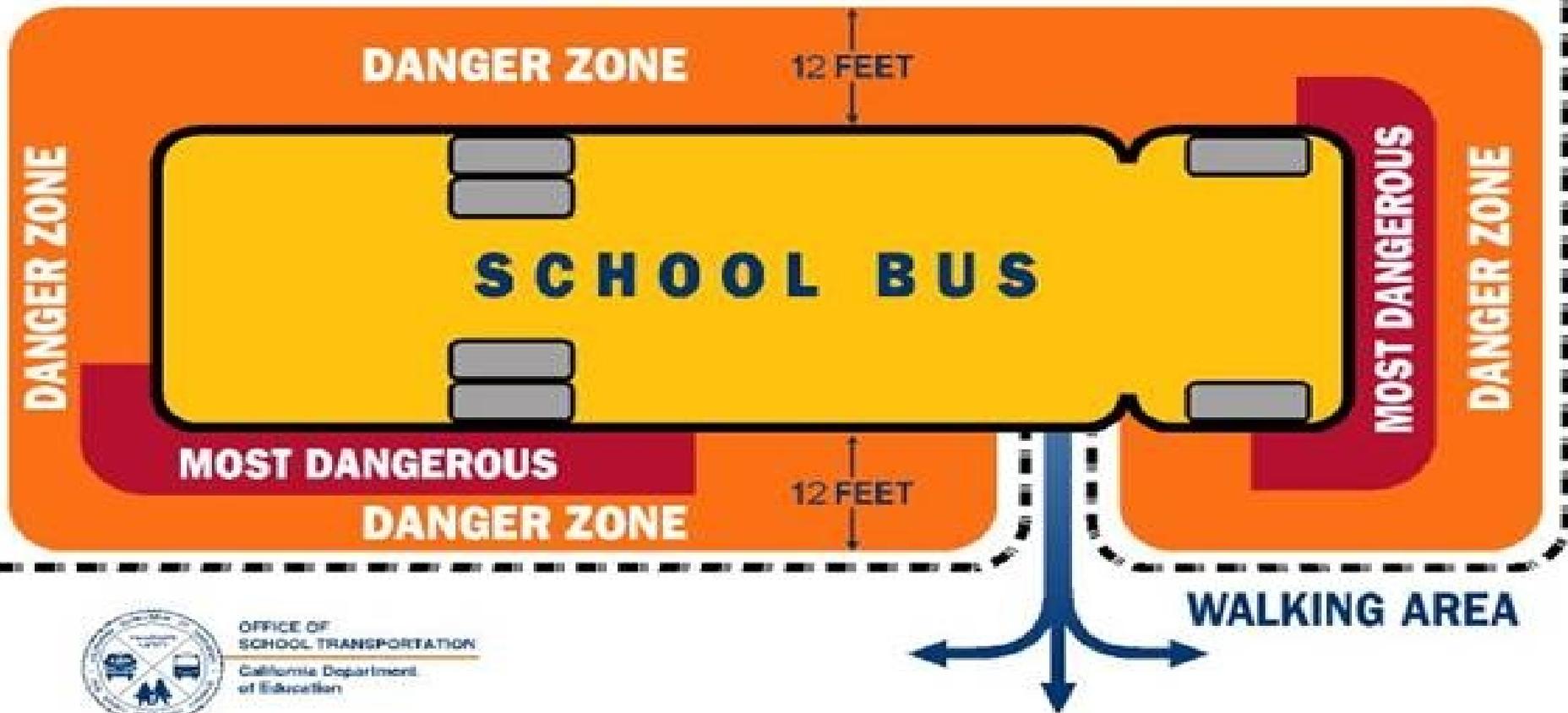
If you drop something and it goes under or in front of the bus. DO NOT try to get it on your own. Stop away from the bus and tell the driver what happened so the driver may assist you.

### **WALKING TO AND FROM SCHOOL BUS STOPS**

1. Parents, please make sure your child knows his/her way from home or the school bus stop. Please be prepared to receive your child up to 15 minutes before and up to 15 minutes after the drop off time indicated on their bus pass. If the bus is within the drop off window, your child will be left at the bus stop.
2. NEVER go home with a friend unless your parents gave you permission. GO STRAIGHT HOME.
3. If a stranger approaches you on the way to school or bus stop, NOTIFY the driver IMMEDIATELY.
4. If a stranger approaches you on the way home from school or the school bus stop, go straight home or to an adult you know and tell them what happened.

# DANGER ZONES

DANGER FROM PASSING CARS



OFFICE OF  
SCHOOL TRANSPORTATION  
California Department  
of Education



**TRACY UNIFIED SCHOOL DISTRICT  
TRANSPORTATION DEPARTMENT  
2023-2024 BUS RIDING RULES**

1. Always be on time to board the bus. NEVER run to or from the bus.
2. Always stand back twelve (12) feet from the curb in a single file line. DO NOT stand, sit, or play in the bus loading zone. NEVER crawl under a school bus. DO NOT touch the exterior of the bus. DO NOT push or shove while at the bus stop, or while boarding or exiting the bus. DO NOT touch anything within the driver compartment of the bus or emergency equipment. When crossing the street, WAIT for the driver's signal before crossing. ALWAYS cross at least twelve (12) feet IN FRONT of the bus.
3. Follow the driver's instructions AT ALL TIMES. Disrespectful behavior is NOT allowed.
4. **Items that are NOT allowed on the bus (include, but are not limited to):** food, liquids, candy, gum, glass containers, perfume, cologne, hair spray, balloons, toys, skates, skateboards, scooters, bats, balls, **electronic devices** (including mp3 players, cell phones/Bluetooth headsets, CD/DVD players, video games), pornographic material, hobbies and crafts, refreshments for parties, live or dead insects or animals, lighters, tobacco, drugs, alcohol, weapons, replica weapons, or materials of ANY kind that could cause harm to another student or distract the driver. DRIVER MAY CONFISCATE ANY UNAUTHORIZED ITEM(S)!!  
*(Hiding/attempting to conceal any item will not be tolerated.)*
5. DO NOT stand or move while the bus is in motion. Stay in your seat, feet on the floor, facing forward, and sitting upright. Backpacks/book bags must be removed for the duration of the ride. DO NOT move from seat to seat without permission from the driver. DRIVER IS AUTHORIZED TO ASSIGN SEATS!!
6. All riders MUST wear seatbelts at all times if the bus is so equipped.
7. Keep all body parts INSIDE the bus at all times. DO NOT expel any object(s) out of the windows or doors of the bus. DO NOT throw any object(s) inside of the bus. DO NOT throw any object(s) at a bus.
8. DO NOT yell, shout, or cause distraction. Profanity is NOT allowed. Vulgar or gang related gestures/comments are NOT allowed.
9. All riders MUST be silent at railroad crossings.
10. DO NOT touch another person. DO NOT fight. NO teasing or horseplay. Violence, harassment, threats and/or physical contact is NOT allowed. Retaliation will NOT be tolerated. *(Physical contact could result in immediate suspension of bus riding privileges.)* Spreading bloodborne pathogens/bodily fluids may result in disciplinary action.
11. DO NOT eat or drink (no food/drink allowed), spit, chew gum, or litter. All trash is to be placed in designated waste containers.
12. DO NOT deface the bus. Pencils, pens, markers, sharpies, etc. must be kept inside student's backpacks AT ALL TIMES. PARENTS WILL BE CHARGED FOR DAMAGE!! *(Failure to pay for damage may result in bus riding privilege suspension.)*
13. DO NOT block the aisle of the bus. Due to limited storage space and the safety of ALL riders, ANY item larger than 14" x 20" may be refused by the driver. All items must be kept inside rider's backpack at all times.
14. Each rider MUST possess, show, and Scan THEIR valid, unaltered bus pass to the driver every time he/she boards and disembarks the bus – both morning and afternoon. Using or attempting to use another rider's bus pass is NOT allowed. Giving a bus pass to another rider to use is NOT allowed. Using or attempting to use an expired bus pass is not allowed. Altering a bus pass is NOT allowed. Riders may only utilize the specific type of transportation indicated on their bus pass.
15. All riders MUST ride their assigned route number at their designated time. All riders MUST board or exit the bus at their designated bus stop or loading zone. Riders may NOT attempt to board or exit the bus at a stop or loading zone that is undesignated to them. Riders may not ride or attempt to ride during any suspension. *(Additional citations may be issued for this offense.)*
16. For safety reasons, crutches are allowed ONLY if the rider can board and depart the bus WITHOUT use of the crutches.

In addition to the rules listed above, riders are expected to follow the School Rules and/or Student Handbook at all times while riding the bus. Riders may be given IMMEDIATE suspension from the bus, depending upon the severity of the rider's actions.  
*(Consequences may continue to the following school session.)*

Student behavior may be monitored by video recording devices within the school buses.  
Video may be used by district administrators in disciplinary proceedings.

The driver and/or school district bears no responsibility for lost, stolen, or damaged items brought onto the bus.

Any item(s) confiscated by the driver or left on the bus must be picked up by a PARENT or GUARDIAN from the Transportation Department Office within 30 days.

**!!!!!!! PLEASE COOPERATE WITH YOUR BUS DRIVER !!!!!!!**

**“We are dedicated to safely transport tomorrow's future.”**



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UNIFIED SCHOOL DISTRICT

TRANSPORTATION  
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**Anthony Flores**

*Director of MOT*

(209) 830-3216

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**Transportation Department**

**Bus Pass Processing Hours**

Monday through Friday

8:00am – 5:00pm

TRACY UNIFIED SCHOOL DISTRICT  
TRANSPORTATION DEPARTMENT

## VISIBILITY/ADVERSE CONDITIONS

Dear Parent/Guardian:

Under California Vehicle Code 34501.6, Tracy Unified School District is required to adopt policies and procedures for the operation of school buses when atmospheric conditions reduce visibility to 200 feet or less. (Adverse conditions may be fog, sand, rain, snow, smoke, and sleet.)

At any time, regularly scheduled bus routes and special trips may be delayed or canceled due to adverse or unsafe weather conditions. The driver, the California Highway Patrol, the Director of Transportation, or his/her designee, may decide this.

No driver shall depart from the transportation yard on a regularly scheduled bus route or activity trip if atmospheric conditions drop visibility to 200 feet or below.

If a driver has departed the yard on a regularly scheduled bus route and visibility drops to 200 feet or below he/she will find a safe place to entirely pull off the roadway. If visibility is at 200 feet or below and no safe place is available to pull off the roadway the driver may continue to drive until a safe place is available.

Under no circumstances shall a driver stop on the roadway to pick up or drop off students when visibility is at 200 feet or below.

The Transportation Department will call local radio stations and send out a school messenger to the parents to inform them of delays of more than 15 minutes due to adverse weather conditions (KATM-103.3FM).

If this condition occurs, buses will complete their entire routes in a safe and timely manner. The Transportation Office will notify all schools affected that children will be arriving late to school.

If you have any questions, please call the Transportation Office at (209) 830-3216. There is voice mail available on this line 24 hours a day for you to leave messages.

Office hours are Monday through Friday, 8:00 a.m. to 5:00 p.m. Our office is located at 1975 W. Lowell Avenue, Tracy, CA 95376.

Sincerely,

1875 W. Lowell Avenue

Tracy, CA 95376

<https://www.tracy.k12.ca.us/departments/transportation>

Anthony Flores

Director of Maintenance, Operations, Transportation

Tracy Unified School District