

Liberty Union High School District

Administrative Regulation

Classification: Business and Non-Instructional Services

Policy No. **AR 3250**

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Effective 9/23/92

Revised 3/10/10

Subject: Transportation - Transportation Fee

Transportation Fees

Fees are determined by the member districts of the East Contra Costa Schools Transportation Consortium and reviewed annually. For the 2009-2010 school year all users of the district's transportation system (home to school, school to home) shall pay as follows:

Options	One Student	Second Student	Each Additional Student
Regular Annual Round Trip	\$446.00	\$356.80	\$142.75
Semi Annual Round Trip	223.00	178.40	71.50
One Way Trip a.m.	223.00	223.00	223.00
One Way Trip p.m.	223.00	223.00	223.00

Payment of the home to school, school to home fee shall not be a requirement for educational field trips.

Fees may be paid on a quarterly, semi-annual basis or annual basis.

Partial Payments

Partial payments are discouraged and shall be allowed only when there is an unusual circumstance approved by the Superintendent/designee or Director of Transportation.

One-Way Service

No reduction in fee is allowed for one-way school bus transportation.

Service During Pass Sales

In consideration of safety concerns there shall be no grace period. All students must have a valid bus pass to ride the bus.

Refunds

Students shall be eligible for a partial refund for the following reasons:

1. Moving out of the district or bussing area.
2. Extended illness of more than 15 consecutive school days with signed physician's statement.

Refunds shall be made on a quarterly basis with no refund issued for any partially used quarter.

Request for a refund shall be submitted in writing to the Transportation Office with the student's pass.

Refunds are not allowed for students denied bus riding privileges for disciplinary action.

New Students

New students must obtain a valid bus pass before riding the school bus.

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Passes

Passes will be issued to all students for whom fees have been paid and to those exempt from the fee.

Replacing Passes: Lost, Stolen, or destroyed

If a pass is lost, stolen, or destroyed the pass should be replaced immediately. The student may ride the bus for one day without a bus pass, provided they have school issued identification. To cover the cost of replacing the pass, the student or parent must pay \$5.00 to the East Contra Costa Schools Transportation Department.

Student Behavior and Denial of Use of Bus

Students may be denied bus privileges for disciplinary reasons or failing to show a valid bus pass. This policy is not altered by implementation of a transportation fee.

Students Exempt from Fee

Board Policy 3250 allows for three categories of students to be exempt from payment of a transportation fee. Students qualifying shall be given a free bus pass. The categories are as follows:

1. Special Education students whose Individualized Education Program call for transportation services. Students enrolled in an Instructional Support Program (ISP) or designated Instructional Services (DIS) are not considered Special Education students for purposes of this policy.
2. Foster children when appropriate certification is submitted to the Transportation Department. Legal responsibility for the student must be maintained by a welfare/placement agency.
3. Student from families with income at or below levels established annually by the local Governing Board.

Application Procedure for Exempt Status

To apply for free school bus transportation services, the parent or guardian must complete the East Contra Costa Schools Transportation Department (ECCSTD) Application for Free School bus Transportation form.

An application is not necessary for Special Education students whose Individualized Education Programs indicate school bus transportation service. School officers shall grant passes automatically.