TRACY
UNIFIED SCHOOL DISTRICT

"The future belongs to the educated"

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Dear Paren/Guardian,

Welcome to the 2026-2027 school year.

Tracy Unified School District provides school bus transportation as a fee-based service for eligible students who attend their assigned home school and live within Board-approved transportation boundaries.

To receive transportation services, students must have a completed Bus Pass Application on file and a valid 2026-2027 Bus Pass prior to riding the bus. Transportation services will begin accepting applications on July 1, 2026. Bus passes will be processed and available for pickup beginning July 14, 2026.

Please review the enclosed Transportation Eligibility, Bus Pass & Rider Information packet with your student before using school bus transportation. The packet contains important information regarding:

- Student eligibility for transportation
- Bus pass options and fees
- Bus riding rules and expectations
- Student conduct and disciplinary procedures
- Bus stop safety information
- Refund and replacement pass procedures

Getting Started Checklist

Before your student can ride the bus, please complete the following:

☐ Student is registered at their school for the 2026-2027 school year.

☐ Bus Pass Application has been completed and submitted.

☐ Student Data Confirmation has been completed in Aeries.

☐ Income Verification has been completed in Aeries (required only if applying for free or reduced-cost transportation).

☐ Payment has been submitted (if applicable).

☐ Bus Pass has been received prior to the student's first day of riding.

☐ Student and parent/guardian have reviewed the Bus Riding Rules and Safety Information contained in this packet.

If you are applying for free or reduced-cost transportation, you must complete the Student Data Confirmation and Income Verification process through Aeries in addition to submitting a Bus Pass Application. Applications cannot be processed until income verification has been completed.

Bus Pass Applications may be submitted online, by mail, or in person at the Transportation Department. Payments may be made through MySchoolBucks, by mail, or in person. Applications and payments cannot be processed over the phone.

Please remember that all students must be fully registered at their school before applying for transportation services.

Our goal is to provide safe, reliable transportation for all eligible students. We appreciate your partnership in reviewing transportation expectations with your student and helping us maintain a safe environment for everyone.

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

Sincerely,

Lisa Sawyer
Coordinator, Maintenance, Operations & Transportation
Tracy Unified School District

TRANSPORTATION ELIGIBILITY, BUS PASSES & RIDER INFORMATION

ELIGIBILITY FOR TRANSPORTATION

Students may be eligible for transportation if they:

- Attend their assigned home school.
- Live within a Board-approved transportation area.
- Have a completed Bus Pass Application and a valid bus pass.
- Are Special Education students whose IEP includes transportation.

Students attending school on an interdistrict or intradistrict transfer are generally not eligible for transportation unless otherwise approved by the District.

Transportation is provided between designated bus stops and eligible schools within Board-approved transportation boundaries.

Transportation services are subject to available resources, staffing, route efficiency, student enrollment, safety considerations, and District operational needs.

Due to limited resources, transportation is not available for:

- Sports practices or games
- Tutoring programs
- Clubs or other before- or after-school activities

Buses operate on regular schedules during rally days.

BUS PASS OPTIONS & FEES

Annual Bus Passes

Pass Type	1 Student	2 Students
Round Trip (School & Home)	$360.00	$720.00
One Way (School or Home Only)	$180.00	$360.00

Semester Bus Passes

Pass Type	1 Student	2 Students
Round Trip (School & Home)	$180.00	$360.00
One Way (School or Home Only)	$90.00	$180.00

Families with three (3) or more eligible students will be charged a maximum annual transportation fee of $900 for Round-Trip service or $450 for One-Way service. Additional eligible students beyond the third student may ride at no additional cost.

First Semester Bus Passes expire on Friday, December 18, 2026.

Students riding during the second semester must have either:

- A Full-Year Bus Pass, or
- A Second Semester Bus Pass.

There is no grace period.

PURCHASING A BUS PASS

Students must have a valid bus pass before using transportation services.

Applications may be submitted:

- Online
- In person at the Transportation Office
- By mail

Applications and payments cannot be processed over the phone.

School bus drivers cannot accept applications or payments for new bus passes.

Accepted Payment Methods

- Cash
- Check
- Money Order
- Major Credit Cards
- Debit Cards with a Visa or Mastercard logo

Payments may be made:

- In person at the Transportation Office
- Online through MySchoolBucks
- By mail
- By fax using the Credit Card Authorization Form

A $25.00 fee will be charged for any returned check.

If payment is not resolved within five (5) business days of notification, transportation services may be suspended until payment is received.

FREE OR REDUCED-COST TRANSPORTATION

Families requesting free or reduced-cost transportation must:

1. Complete a Bus Pass Application.
2. Complete Student Data Confirmation in Aeries.
3. Complete Income Verification.

Applications cannot be processed until income verification has been completed.

The following students may also qualify for free transportation:

- Students displaced due to qualifying District programs or approved capacity adjustments.
- Special Education students whose IEP includes transportation services.

BUS PASS REQUIREMENTS

Students must:

- Carry their bus pass each day.
- Present and scan their bus pass when boarding and exiting the bus.
- Ride only their assigned route.
- Use only their designated bus stop.

Students who fail to present a valid bus pass may be denied transportation services.

Lost, Stolen, or Damaged Bus Passes

Replacement bus passes are available for $5.00.

Replacement passes may be obtained through:

- The Transportation Department
- A School Bus Driver (replacement fee only)

BUS STOPS, ROUTES & STUDENT INFORMATION

Students are assigned a designated bus stop and route based on their registered home address.

Students must use their assigned route and designated bus stop unless approved otherwise by the Transportation Department.

Bus Stop Expectations

- Students should arrive at the bus stop before the scheduled pickup time.
- Buses cannot wait for late students.
- Once a bus leaves a stop, the driver cannot return to pick up students.
- Parents should be prepared for buses to arrive up to fifteen (15) minutes before or after the scheduled time.

Parent Responsibilities

Parents/guardians are responsible for ensuring students arrive safely at their assigned bus stop and are prepared to receive students at their designated drop-off location.

Changes to Student Information

Parents must immediately notify both the student's school and the Transportation Department of changes to:

- Address
- Phone Number
- Emergency Contact Information

Address changes must first be updated through the student's school before transportation changes can be processed.

Transportation Service Changes

Transportation routes, bus stops, schedules, and vehicle assignments are subject to change based on student enrollment, staffing availability, roadway conditions, safety considerations, and operational needs of the District.

The Transportation Department reserves the right to modify transportation services as necessary to ensure safe and efficient operations.

STUDENT CONDUCT & BUS RIDING PRIVILEGES

Pursuant to California law, students riding District transportation are under the authority of the School Bus Driver and must comply with all driver instructions and Transportation Department rules.

Failure to follow bus rules may result in suspension or loss of riding privileges.

Progressive Discipline Guidelines

Citation	Consequence
1st	Warning
2nd	1-Day Suspension
3rd	3-Day Suspension
4th	5-Day Suspension
5th	10-Day Suspension
6th	Loss of Transportation for the Remainder of the School Year

The District reserves the right to accelerate disciplinary action, including immediate suspension or revocation of transportation privileges, when warranted by the severity of the misconduct, safety concerns, or repeated violations of Transportation Department rules.

Transportation citations may remain active throughout the current school year.

Serious misconduct may result in immediate suspension from transportation services.

District buses may be equipped with video surveillance systems.

No refunds will be issued for transportation suspensions resulting from student misconduct.

REFUNDS

Prorated refunds may be requested when:

- A student moves out of the District.
- Transportation services are no longer needed and the Transportation Department has been properly notified.

Refunds are based on the date the Transportation Department receives:

- The refund request, and
- The student's bus pass.

Refund processing may take 6-8 weeks.

No refunds will be issued for transportation suspensions related to student misconduct.

BUS STOP SAFETY RULES, STREET CROSSING PROCEDURES & SCHOOL BUS DANGER ZONES

The safety of students while traveling to and from school bus stops is a shared responsibility between students, parents/guardians, and the District. Students are expected to follow all safety rules and the instructions of the School Bus Driver at all times.

BUS STOP SAFETY RULES

1. Arrive at the designated bus stop at least five (5) minutes before the scheduled pickup time.
2. Wait in an orderly manner and form a single line facing the direction from which the bus will approach.
3. Remain at least twelve (12) feet from the edge of the roadway until the bus has come to a complete stop and the entrance door has opened.
4. Follow all instructions given by the School Bus Driver.
5. Do not push, shove, horseplay, or engage in any behavior that could endanger yourself or others.
6. Do not throw objects or participate in activities that could cause you to enter the roadway unexpectedly.
7. Never run after a moving or departing school bus. If you miss the bus, return home or report to the school office.
8. Remain clear of all school bus danger zones and stay where the driver can see you at all times.

STREET CROSSING PROCEDURES

Students shall only cross the roadway when directed by the School Bus Driver.

Loading Students

When a student must cross the street to board the bus:

1. The student shall wait at the designated crossing location.
2. The School Bus Driver will activate the school bus flashing red signal lights and follow all required loading procedures.
3. The driver will determine when traffic has stopped and it is safe to cross.
4. Students shall not cross until directed to do so by the driver.

Unloading Students

When a student must cross the street after exiting the bus:

1. Exit the bus and walk to the front right corner of the bus.
2. Remain in the designated waiting area where the driver can clearly see you.
3. Wait for the driver to activate the required warning signals, assess traffic conditions, and provide instructions.
4. Cross the roadway only when directed by the driver.

Parents or guardians assisting students must also comply with the driver's crossing instructions.

Failure to follow crossing procedures may place students in immediate danger and may result in disciplinary action.

SCHOOL BUS DANGER ZONES

The areas immediately surrounding a school bus are commonly referred to as "danger zones" because they may be difficult for the driver to see.

Students should:

- Stay away from all sides of the bus unless boarding or exiting.
- Maintain eye contact with the driver whenever possible.
- Never walk behind the bus.
- Never crawl under or reach beneath the bus for any reason.

If an item is dropped near, under, or in front of the bus:

1. Do not attempt to retrieve the item.
2. Move to a safe location where the driver can see you.
3. Notify the driver immediately and wait for assistance.

WALKING TO AND FROM BUS STOPS

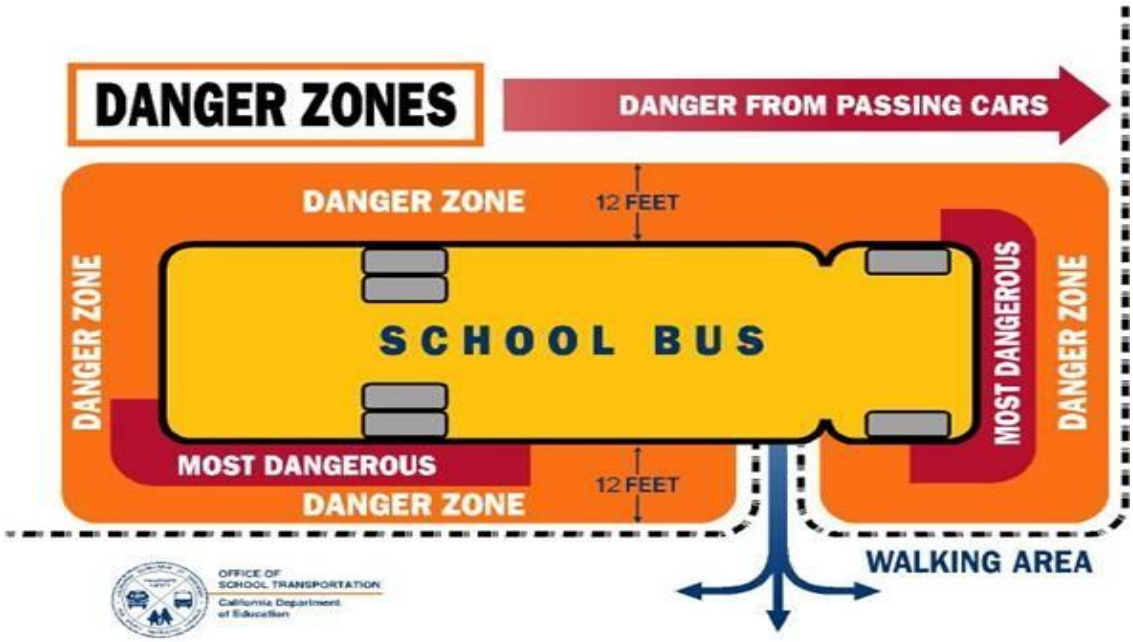
Parents/guardians are responsible for ensuring their student knows the safest route between home and the assigned bus stop.

Parents/guardians should be prepared to receive their student up to fifteen (15) minutes before and up to fifteen (15) minutes after the scheduled drop-off time. Students will be released at their designated bus stop when the bus arrives within that window.

Students should:

- Travel directly between home and the bus stop.
- Never leave with another person unless authorized by a parent or guardian.
- Report any suspicious activity or contact by strangers to the School Bus Driver, parent/guardian, school staff member, or law enforcement immediately.
- If approached by a stranger after leaving the bus stop, proceed immediately to a safe location and notify a trusted adult.

Student safety is the highest priority of the Tracy Unified School District Transportation Department. Compliance with these procedures helps ensure a safe transportation environment for all students



TRACY UNIFIED SCHOOL DISTRICT

TRANSPORTATION DEPARTMENT

2026-2027 BUS RIDING RULES

Bus transportation is a privilege, not a right. Students are expected to follow all Transportation Department rules, school rules, and driver instructions while utilizing District transportation services.

1. Be On Time

• Arrive at your bus stop at least five (5) minutes before the scheduled pickup time.
• Never run to or from the bus.

2. Practice Safe Bus Stop Behavior

• Arrive at your bus stop on time and wait in an orderly manner.
• Follow all Bus Stop Safety Rules, Street Crossing Procedures, and School Bus Danger Zone requirements contained in this Transportation Packet.
• Follow all loading, unloading, and street crossing instructions provided by the School Bus Driver.
• Do not push, shove, horseplay, engage in unsafe behavior, or enter the roadway without authorization.

3. Follow Driver Instructions

• Follow the School Bus Driver's instructions at all times.
• Disrespectful, disruptive, or defiant behavior is prohibited.
• Students must remain silent at railroad crossings as required by law.

4. Prohibited Items

The following items are not permitted on District transportation:

• Food, drinks, candy, or gum
• Glass containers
• Perfume, cologne, aerosol sprays, or similar products
• Balloons
• Toys, skateboards, scooters, skates, bats, balls, or similar recreational equipment
• Tobacco, vaping products, alcohol, drugs, or drug paraphernalia
• Lighters, matches, fireworks, or flammable materials
• Weapons, replica weapons, or dangerous objects
• Pornographic, obscene, or inappropriate materials
• Any item that creates a safety hazard, distracts the driver, interferes with the safe operation of the bus, violates District policy, or violates the law

• Prohibited items may be confiscated by Transportation staff.

5. Remain Seated and Wear Your Seatbelt

• Remain seated facing forward with feet on the floor while the bus is moving.
• Wear your seatbelt at all times on buses equipped with passenger restraint systems.
• Keep aisles and emergency exits clear.
• Do not move seats without driver permission.
• Drivers may assign seats at any time.

6. Keep Hands, Feet, and Objects Inside the Bus

• Keep all body parts inside the bus at all times.
• Do not throw objects inside the bus, out of the bus, or at the bus.

7. Respect Others

• Fighting, bullying, harassment, intimidation, threats, retaliation, horseplay, or unwanted physical contact are prohibited.
• Excessive noise, yelling, screaming, profanity, vulgar language, gang-related behavior, or inappropriate gestures are prohibited.
• Conduct that distracts the driver or disrupts the safe operation of the bus is prohibited.

8. Respect District Property

• Do not damage, deface, vandalize, or misuse District vehicles or equipment.
• Parents/guardians may be held financially responsible for damage caused by their student.

9. Use Your Bus Pass Properly

• Carry, present, and scan your valid bus pass each time you board and exit the bus.
• Use only your assigned bus pass, route, and designated bus stop.
• Do not alter, duplicate, share, misuse, or use an expired bus pass.

10. Follow Transportation Assignments

• Ride only your assigned route and use your designated bus stop.
• Do not board or exit the bus at unauthorized locations.
• Do not ride District transportation during a transportation suspension.

ADDITIONAL EXPECTATIONS

• Students must follow all District policies, school rules, and Student Handbook requirements while riding District transportation.

• Violations may result in warnings, suspension, or loss of bus riding privileges. Serious safety violations may result in immediate suspension.
• District vehicles may be equipped with video and audio recording systems. Recordings may be used to investigate incidents and support disciplinary actions.
• The District is not responsible for lost, stolen, or damaged personal property brought onto District transportation.
• Any item confiscated by Transportation staff or left on the bus must be claimed by a parent/guardian within thirty (30) days.

STUDENT SAFETY IS OUR HIGHEST PRIORITY

Thank you for helping us maintain a safe, respectful, and efficient transportation environment for all students.

"We are dedicated to safely transporting tomorrow's future."

ADVERSE WEATHER TRANSPORTATION PROCEDURES

2026-2027 School Year

Dear Parent/Guardian,

The safety of our students and staff is the highest priority of the Tracy Unified School District Transportation Department.

Pursuant to California Vehicle Code Section 34501.6, the District is required to establish procedures for the operation of school buses during adverse weather conditions when visibility is reduced to 200 feet or less. Adverse weather conditions may include fog, rain, smoke, dust, snow, sleet, or other conditions that significantly reduce visibility.

Transportation Delays or Cancellations

Regular home-to-school transportation services and school activity trips may be delayed, modified, or canceled when weather or roadway conditions are determined to be unsafe.

The decision to delay, modify, or cancel transportation services may be made by:

- The School Bus Driver
- The California Highway Patrol (CHP)
- The Coordinator of Maintenance, Operations & Transportation
- An authorized District designee

Visibility of 200 Feet or Less

California law prohibits school buses from operating under certain conditions when visibility is reduced to 200 feet or less.

When visibility is 200 feet or less:

- School buses will not depart the Transportation Yard to begin a route or activity trip.
- Drivers already on route will proceed to a safe location completely off the roadway and wait until conditions improve.
- If no safe location is immediately available, the driver may continue only until a safe location can be reached.
- Students will not be loaded or unloaded while visibility remains at 200 feet or less.

Parent Notification

When adverse weather causes transportation delays of approximately fifteen (15) minutes or more, the Transportation Department will make every reasonable effort to notify families through available District communication systems.

Notification methods may include:

- District mass communication systems
- Parent Square notifications
- District website or social media updates
- Local media outlets, when appropriate

Schools affected by transportation delays will also be notified when buses are expected to arrive late.

Transportation Office Information

If you have questions regarding transportation services, please contact the Transportation Department:

Tracy Unified School District Transportation Department
1875 W. Lowell Avenue
Tracy, CA 95376
(209) 830-3216

Office Hours: Monday through Friday
8:00 a.m. – 5:00 p.m.

Thank you for your cooperation and understanding as we work to ensure the safety of all students during adverse weather conditions.