

2021 - 2022
BUS PASS APPLICATION and
APPLICATION FOR FREE & REDUCED BUS PASS

QUICK CHECK LIST

PLEASE MAKE SURE EACH ITEM BELOW IS COMPLETED
BEFORE RETURNING YOUR APPLICATION

SUBMIT ONE APPLICATION PER FAMILY.

A NEW APPLICATION MUST BE SUBMITTED EACH SCHOOL YEAR.

BUS PASS APPLICATION

SECTION 1: STUDENT AND PARENT INFORMATION

List parent/guardian information, home, work, and cell phone numbers. Please include a local emergency contact. If your student will be receiving transportation to or from a daycare, please list that information. List each student that needs transportation, please indicate both first and last name for each student. Indicate what stop your student will use (see enclosed bus stop list). Please also include the grade and school. Circle what type of pass you are applying for ~ Year round trip, Year one-way (indicate am/pm) Semester round trip, Semester one-way (indicate am/pm)

SECTION 2: TOTAL PASSES PURCHASED AND AMOUNT TO BE PAID TO RUSD

Please total the types of passes you are purchasing. If you are applying for Reduced/Free bus passes please complete the back side of bus pass application

FREE/REDUCED BUS PASS VERIFICATION

SECTION 1: CHILDREN'S INFORMATION

List **all** children in the family, even if child is not of school age.

If **any** child in the family receives Food Stamps, CALWorks, Kin Gap or FDPIR Benefits, **circle** the type at the top of the column and **list case number** next to their name. Parent/Guardian must sign and print their name at the bottom of the completed application. The Parent/Guardian must list their S.S.#.

SECTION 2: ADULT INCOME INFORMATION

List **all** adult household members that exist as one family unit and share living expenses.

List **each** adult's income even if zero in each category. **Please be accurate**, they will be verified. Income is based on **gross income** from the **previous** month's wages. If you are self employed income is based on net monthly income after business expenses.

SECTION 3: LEGAL STATEMENT AND SIGNATURE

Application **must** have signature of the person completing the form.

Application **must** have Social Security number of person completing the form. **If you do not have a Social Security number write "None" in that space.**

Include copies of income verification, paycheck stub, government issued paperwork for food stamps, AFDC, FDPIR

YOUR APPLICATION IS NOW COMPLETE!

Mail to: RUSD Transportation, 2225 Corporation Yard Road Rocklin, CA 95677



Rocklin Unified School District: School Bus Transportation Application

2021-2022 School Year

Please provide the information requested for all parts and mail this application with the appropriate fees or documentation to: Rocklin Unified School District, Transportation Department, 2225 Corporation Yard Road, Rocklin, CA 95677. Only one application per household. If you have any questions call 916-624-9106.
 NOTE: Per our board policy, walking distances are 1.0 miles (K-6), 1.5 (7-8), or 2.5 (9-12).

Information - Please PRINT

| | | |
|--------------------------------|------------|------------|
| Parent/Guardian Name | Home Phone | Work Phone |
| Email Address | Cell Phone | Cell Phone |
| Address | City | Zip |
| BUS STOP: | | |
| <u>PRINT: Student Name (s)</u> | GRADE | SCHOOL |
| 1) | | |
| 2) | | |
| 3) | | |
| 4) | | |

Important Child Specific Information: Please describe any special issues the driver of your child's bus may need to know

*** Please be aware routes and times are subject to change*** Applications take 3-5 days to be processed.
 INCOMPLETE applications will not be processed.

A RECENT PHOTO IS REQUIRED FOR PASS ISSUANCE

Parent/Guardian

Your signature indicates you have received the district's transportation safety plan and bus rules. Misuse and/or abuse of the bus pass rules is cause for revocation of services. I verify that the information in this document is true and correct and understand that falsification of information is cause for revocation of services.

Signature of Parent/Guardian _____

Date _____

BUS PASS FEES

Circle the fee enclosed. Fees are payable by exact cash, check, cashier's check or money order. Make checks payable to: RUSD
 Amount enclosed \$ _____ .00

| | One Student | Two Students | Three Students | Four + are free |
|--------------------------|-------------|--------------|----------------|-----------------|
| Year-Round Trip | \$350 | \$700 | \$1050 | |
| Year-Round AM / PM | \$225 | \$450 | \$675 | AM PM |
| Semester Round Trip | \$225 | \$450 | \$675 | |
| Semester AM / PM | \$160 | \$320 | \$480 | AM PM |
| Punch Card (20 one-ways) | \$70 | | | |

FOR OFFICE USE ONLY

Received by _____ Date _____

Apprv'd Stop _____ AM Route # _____ PM Route # _____

Apprv'd Stop _____ AM Route # _____ PM Route # _____

Date _____ / Cash or CK# _____ / \$ _____

Date _____ / Cash or CK# _____ / \$ _____

Date _____ / Cash or CK# _____ / \$ _____

Date _____ / Cash or CK# _____ / \$ _____

Rocklin Unified School District
FREE/REDUCED Transportation Application

HOUSEHOLD INFORMATION

All information must be provided to qualify for free/reduced services

Attach copies of ALL verification of income: (pay stubs (1 current month), and / or government-issued paperwork for food stamps, AFDC, FDIPIR, or Foster Status.

ECHY/McKinney Vento

| Student/Child Information-List ALL children living in the household. | Yes/No | Food stamps/AFDC, or FDIPIR Benefits | Yes/No | Foster Children |
|--|--------|--------------------------------------|--------|-----------------|
| | | If yes, case # | | If yes, case # |
| 1. | | | | |
| 2. | | | | |
| 3. | | | | |
| 4. | | | | |

MONTHLY HOUSEHOLD INCOME

List all adult household members* (Individuals 18 years or older) income* (family and non-family). Verification MUST be attached to qualify for a free/reduced bus pass.

| Name | Gross work income | Pension, Social Security, Retirement | Welfare, Child Support, Alimony | Any Other Income <small>(Unemployment, disability, etc.)</small> |
|--------------------------|-------------------|--------------------------------------|---------------------------------|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| Total Income: \$ | | | | |
| Free _____ Reduced _____ | | | | |

CERTIFICATION

I certify that all of the above information is true and correct, and that all income is reported. I understand that school officials may verify the information on this application.

| | |
|--------------------------------|-------------------------|
| Print Name of Parent/Guardian: | Social Security Number: |
| Signature of Parent/Guardian: | Date: |

DOCUMENTATION IS REQUIRED FOR VERIFICATION OF INCOME ON ALL HOUSEHOLD MEMBERS: Please submit copies of ONE of the listed below to qualify for free or reduced transportation. Bus passes will not be issued without proper verification attached.

- Most recent pay stub
- (and/or)
- Current Bank Statement of Deposits
- (and/or)
- Copies of ALL Income listed above

STUDENT CONDUCT ON THE SCHOOL BUS

The bus driver is responsible, not only for the bus, but also for the conduct of all the pupils on the bus.

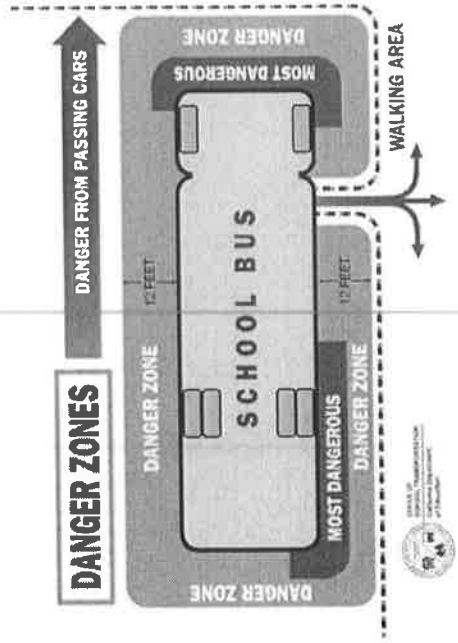
Pupils transported in a school bus shall be under the authority of, and responsible directly to the driver of the bus. Continued disorderly conduct or persistent refusal to submit to the authority of the bus driver shall be sufficient reason for a pupil to be denied transportation in accordance with regulations of the governing board of the district. The driver of any school bus shall be held responsible for the orderly conduct of the pupils transported. No bus driver shall require any pupil to leave the bus before such pupil has reached their destination. Please note that video surveillance cameras are used on some district buses. Boarding the bus is consent to audio and video recording.

STUDENTS ARE REQUIRED TO:

1. Bus passes identify students and appropriate bus routes and **must be carried at all times**. Punch passes are available for students who occasionally ride the bus, and may be used on a "space available" basis. Replacement passes (lost or damaged) are \$10.00. Punch passes are non-refundable if lost or damaged.
2. Pupils will wait at the bus stop in an orderly manner. Students will not push or crowd while entering the bus. Students are to arrive at stop five minutes before scheduled departure time. After school, students have 5 minutes to walk to the bus after bell time.
3. Students needing to cross the street in which the bus is stopped to load students, must wait for the bus driver to exit the bus, stop traffic, and escort student across the street in front of the bus.
4. Students shall inform the driver when needing to cross the street the school bus is traveling.
5. Unless directed by the bus driver, students may not move out of their seats or stand at anytime. Pupils must sit in their seats facing forward, and keep their feet out of the aisle and off the seats. The aisle must remain clear of backpacks, etc.

6. Pupils may only be picked up and discharged at their designated stops. Exceptions may be made if written permission from the parent/guardian is received 24 hours in advance, and if it can be accommodated.
7. Students are not permitted to put their arms or any other part of their body outside of the bus.
8. Pupils will not annoy or interfere with other passengers while on the bus or at loading sites. NO pupil will damage the bus or property at the bus stop.
9. Throwing papers, lunch bags, books, or other objects in or out of the bus is not permitted.
10. Pushing, shoving, hitting, poking, spitting, tripping, fighting, bullying, or threatening violates safety regulations and will not be tolerated. Violation of this rule will result in an immediate suspension from the bus, and no reimbursement for unused service will be provided.
11. Pupils will not make sudden movements, loud noises, or disturbances that may distract the attention of the bus driver.
12. Students will not yell or make physical gestures at cars or at people on the street.
13. The following items are prohibited from the school bus: Animals, insects, or pets of any kind (dead or alive); knives, weapons, any type of assault or propelling materials (rubber bands); pressurized or glass containers or inflated balloons; skateboards, scooters, band and athletic instruments/equipment or objects larger than the lap of students.
14. Use or possession of tobacco products, alcohol, or drugs is prohibited at all times.
15. No eating or drinking is allowed, unless otherwise directed by the driver.
16. Parents/guardians are liable for any damage to the bus by their students. Pupils responsible for damage will be subject to disciplinary action.

17. The radio is a privilege, and will be turned on at the discretion of the driver and only when it is quiet enough to be heard.
18. Students may use cell phones with discretion at appropriate times, and must be turned off if directed by the driver. No photos may be taken with cameras or camera phones.
19. Students may not tamper with or handle equipment on the bus such as emergency door fixtures, door fixtures, door openers, dashboard equipment, steering wheels, etc.
20. Disciplinary action will be taken if students are disrespectful to the driver, refuse to obey instructions, use profane language, or make inappropriate remarks.
21. Students are to observe all rules of safety and proper conduct at the bus stop. Due to the height and size of the bus, there is an area around the outside of the vehicle where it is very difficult for the driver to see the students called the "danger zone." Misbehaving at the bus stop can lead to a situation where a student is pushed into this zone. Please insure that your children are aware of this area, and are at least twelve feet away from the school bus at all times unless loading and unloading the bus.



Rocklin Unified School District

TIPS FOR WALKING TO AND FROM BUS STOP

1. Go directly to the bus stop and directly home at the end of your bus ride.
2. Plan and use the safest route with the fewest streets to cross.
3. If possible, cross at a signaled intersection. Always use the crosswalk. Before crossing, look left, right and left, and over your shoulder for traffic. Continue to look as you cross the road.
4. Students needing to cross the street, in which the bus is stopped to load students, must wait for the school bus driver to exit the bus, stop traffic, and escort student across the street in front of the bus.
5. Watch for turning vehicles.
6. Do not dart from between parked cars or shrubbery.
7. Never accept a ride from a stranger.
8. If possible, face traffic when walking on roads without sidewalks, and always use caution.
9. Be careful during times of sunrise and sunset, bad weather, and during darkness (wear white clothing or something reflective.)
10. Leave home early to **avoid running** to your bus stop or school.
11. All students, including kindergartners, are dropped at their bus stop, even if an adult is not present to meet them. Children should know how to get home, or to daycare, on their own.

CONDUCT TIPS FOR SCHOOL BUS, LOADING ZONES AND BUS STOPS...

1. Stand in lines or a group facing traffic so you can see the bus approaching. Stand back 12 feet from where the bus will stop. Do not approach the bus until the driver opens the bus door.
2. When loading at a school, follow the directions of the driver and/or teacher on bus duty.

3. Make sure you are getting on the right bus. Many buses service our district at many of the same bus stops. Verify that you are entering the correct bus.
4. Teach your child to ask the driver or teacher on bus duty for help if something drops near the bus. NEVER go under or stoop down in front of any bus to retrieve papers or other items. The bus driver cannot see you in the "danger zone" or under the bus.
5. Never, **never run** to a bus; always walk.
6. Destroying property, playing in or running across the street or any horseplay is dangerous and prohibited.
7. Do not bring pets to a bus stop.
8. Large school projects, large band instruments, razor scooters, and skateboards cannot be transported on the bus. Please make other arrangements to get your child's items to school.
9. When the bus is stopped to load or unload, the students are the direct responsibility of the bus driver, and the driver's directions must be followed.
10. School buses can only stop at designated bus stops. If you miss the bus, have mom or dad take you to another bus stop or directly to school. Remember never run after your bus once it leaves!
11. If waiting for the bus in a car, be on the same side of the road as the bus stop.

SAFETY TIPS TO FOLLOW, WHEN CROSSING THE STREETS...

1. Always let your bus driver be the first person off the bus. The driver needs to activate the bus's "red lights" that flash on the outside of the bus. This warns cars to stop for children at each bus stop and for children crossing the street.
2. Once your driver is off the bus, you can walk down the bus steps, and wait on the sidewalk, next to the bus, for your bus driver to direct you to cross the street. Never go out into the street without the bus driver telling you to do so!

3. Always walk between the front of the bus and the driver who is in street stopping traffic, as you cross the street.
4. Once you are on the other side of the street, stay on that side of the street. Do not play in the street. Go directly home.

This information has been provided to assist parents and students in understanding the policies and procedures the Rocklin Unified School District Transportation Department has implemented to insure the safe transportation of your children. It is through increased parental awareness and communication with our community that we feel we can meet this goal, and we appreciate your support. Please review this information with your student. If you have any questions, please do not hesitate to call.

Transportation Contact Information:

- Main Office: 916 624-9106
- Bus Passes: 916 624-9106 ext. 7400
- Routing: 916 624-9106 ext. 7402
- Training: 916 624-9106 ext. 7401
- Supervisor: 916 624-9106 ext. 7401
- Director: 916 624-9106 ext. 7404

ROCKLIN UNIFIED SCHOOL DISTRICT
Transportation Department

TRANSPORTATION SAFETY PLAN

Education Code 39831.3 requires the County Superintendent of Schools, the Superintendent of a School District, or the owner or operator of a private school that provides transportation to or from a school or school activity to develop a "transportation safety plan" for school personnel to follow to ensure the safe transport of pupils. This plan is current as required. A copy of this plan is available by each school subject to the plan, and made available upon request to an officer of the California Highway Patrol. Our Transportation Plan is as follows:

1. Determining if pupils require escort across the roadway.

School Bus Drivers in the Rocklin Unified School District shall escort all students who must cross the street on which the bus is stopped for the purpose of loading and unloading students where a traffic officer or official traffic signal does not control traffic.

Rocklin Unified School District school bus drivers shall determine daily, at each bus stop, who requires an escort. The driver will verbally question all bus riders, at each bus stop daily, who crosses the street at the specific bus stop.

2. Procedures for all pupils in pre-kindergarten, kindergarten, and grades 1-8 inclusive, to follow as they board and exit the appropriate school bus at each pupil's school bus stop.

The school bus driver will monitor pupils as they exit and board at each school bus stop and trip destination to ensure the pupil is boarding the appropriate school bus and exiting at the appropriate bus stop.

3. Boarding and exiting a school bus at a school or other trip destination.

The school bus driver along with assigned school site staff will monitor pupils exiting the school bus before school and will monitor pupils boarding the school bus after school to ensure an orderly and safe process. The school bus driver will have the same responsibility on activity trips.

*The Rocklin Unified School District, Transportation Department, has prepared procedures for boarding and exiting of students at school bus stops. These procedures are included in the **School Bus Safety Rules/Information**, which is provided to all students when they sign up for bus service, and are available at all school sites.*

Education Code 39831.5 (a) requires that all pupils in pre-kindergarten, kindergarten, and grades 1 through 12 inclusive, in public or private school who are transported in a school bus or school pupil activity bus shall receive instruction in school bus emergency procedures and passenger safety. The County Superintendent of Schools, Superintendent of the School District, or owner / operator of a private school, as applicable, shall ensure that the instruction is provided as follows:

1. Upon registration, the parents or guardians of all pupils not previously transported in a school bus or school pupil activity bus and who are in pre-kindergarten, kindergarten, and grades 1-6 inclusive, shall be provided with

written information on school bus safety. The information shall include, but not be limited to, all of the following:

*A list of school bus stops near each pupil's home
General rules of conduct at school bus loading zones
Red light crossing instructions
School bus danger zone area
Walking to and from school bus stops*

*The Rocklin Unified School District, Transportation Department, has prepared procedures, to insure passenger safety. These procedures are in the **School Bus Safety Rules/Information**, given to all students / guardians when they sign up for bus service, and available at all school sites.*

- 2. At least once in each school year, all pupils in pre-kindergarten, kindergarten, and grades 1 to 8 inclusive, who receive home to school transportation shall receive safety instruction which includes, but is not limited to, proper loading and unloading procedures, including escorting by the driver, how to safely cross the street, how to use the passenger restraint systems, proper passenger conduct, bus evacuation, and location of emergency equipment. Instruction may also include responsibilities of passengers seated next to an emergency exit. As part of the instruction, pupils shall evacuate the school bus through emergency exit doors.**

The Rocklin Unified School District, Transportation Department, provides safety instruction and physical bus evacuation drills one per school year for pre-kindergarten through 8th grade students. Appropriate documentation is completed and kept on file with the Transportation Department for one year from the date of instruction and is available for inspection by the California Highway Patrol.

- 3. Instruction on the use of passenger restraint systems, when a passenger restraint system is installed, shall include, but not be limited to, all of the following:**

*Proper fastening and release of the passenger restraint system
Acceptable placement of passenger restraint systems on pupils
Times at which the passenger restraint systems should be fastened and released
Acceptable placement of the passenger restraint systems when not in use*

- 4. Prior to departure on a school activity trip, all pupils riding on a school bus or school pupil activity bus shall receive safety instruction which includes, but is not limited to, the location of emergency exits and the location and use of emergency equipment. Instruction also may include responsibilities of passengers seated next to an emergency exit.**

Rocklin Unified School District bus riders shall, prior to the departure of all activity bus trips, receive safety instruction on the location of all emergency exits and location of all emergency equipment. This process is documented on the Field Trip Request Form, by the bus driver giving the instruction and kept on file in the Transportation Department for one year from the date of the trip.

This document is to be kept on file at each Rocklin Unified School Site and shown upon request to an inspector of the California Highway Patrol.