

## Rocklin Unified School District - Transportation Services 2023-24 School Bus Application

Dear Rocklin Unified Students and Families,

Welcome Back! The Rocklin Unified School District (RUSD) is excited for the new 2023-24 school year. The goal of the RUSD Transportation Department is to safely and efficiently transport your students to and from school. The following message provides information regarding school Bus Pass payments with an online application process and determining eligibility for free or reduced payment for a Bus Pass.

### **School Bus Pass Online Applications and Payment:**

RUSD is now accepting online applications for families interested in applying for a Bus Pass. Online applications only accept online payments via credit/debit cards. Please complete the application by Friday, August 11, 2023. The application is available from the RUSD Transportation website.

### **Printed School Bus Pass Applications:**

Families may still print out an application and return it to the RUSD Transportation Department. Simply print out this application package or come to the transportation office to get a printed copy. Completed applications (with signature on the bottom) are due by August 11, 2023 and may be turned in at the following address:

RUSD Transportation Department  
2225 Corporation Yard Road  
Rocklin, CA 95677

A personal check, exact cash, cashier's check or money order payments are only accepted in-person for printed applications. An after-hours dropbox is located to the left of the front door. Your child's photo we have from the previous school year will be used on their Bus Pass. However, if you prefer us to use a different photo, please attach it to the application or email it to [BusPass@rocklinusd.org](mailto:BusPass@rocklinusd.org).

### **Free or Reduced Fee School Bus Pass Qualification:**

Families that qualify for a Free or Reduced Meal Plan through RUSD's Nutrition Services Department also qualify for a Free or Reduced School Bus Pass.

1. Please fill out the online "Titan" application accessible from the Nutrition Services Department's website.
2. A Free or Reduced Meal Plan Eligibility confirmation letter will be emailed to you within 10 business days.
3. Please provide a copy of the Free or Reduced Meal Plan Eligibility letter to the RUSD Transportation Department to secure your Free or Reduced Bus Pass.

The letter may be sent by email ([BusPass@rocklinusd.org](mailto:BusPass@rocklinusd.org)) or in-person (address above).

### **Transportation Fee Schedule:**

1. **Round Trip Passes:** \$350/school year | \$225/semester
2. **One-way passes:** \$225/school year | \$160/semester

### **Occasional Rider:**

Punch passes are 20 one-way rides for \$70.00 and are available for students who occasionally ride the bus and may be used on a space available basis. Punch passes may be purchased online (online

payments via credit/debit cards only; punch pass will be mailed to the address on file) or at the RUSD Transportation Department (personal check, exact cash, cashier's check or money order payments are accepted; punch pass will be delivered upon payment). All students must have a current application on-file in order to ride the bus.

**Requirements to Ride a RUSD School Bus:**

All students must have a signed application on file and are required to show their pass daily when boarding the bus. This will allow bus drivers to provide transportation to your student to/from their home school to their assigned bus stop. **Alternate bus stops are not allowed without written permission.** Please make sure your student carries their pass everyday.

**Bus Stop Assignments/Schedules:** Bus stops are based on the student's address that is listed with the school. Bus schedules with stop times and locations are reviewed for safety and efficiency annually and are subject to change. Please carefully review our general education bus stops for the 2023-24 school year. If you have questions regarding bus stops and pick-up/drop-off times, please call the RUSD Transportation Department at (916) 624-9106.

Sincerely,

Rocklin Unified School District

2023 - 2024  
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 include a copy of your Nutrition Services Free/reduced Eligibility Letter.

**SECTION 3: SIGNATURE**

Application must have signature of the Parent or Guardian.

The signature indicates you have received the district's transportation safety plan and bus rules. Misuse and abuse of the bus pass rules is cause for revocation of services.

**FREE/REDUCED BUS PASS VERIFICATION**

Your application must include the Eligibility Letter from Nutrition Services for Free/Reduced meals to qualify for a Free/Reduced bus pass.

**YOUR APPLICATION IS NOW COMPLETE!**

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



# Rocklin Unified School District: School Bus Transportation Application

## 2023-2024 School Year

Please provide the information requested for all parts and mail this application with the appropriate fees and/or documentation to: Rocklin Unified School District, Transportation Department, 2225 Corporation Yard Road, Rocklin, CA 95677. Only one application per household is necessary. If you have any questions call 916-624-9106.  
 NOTE: Per our board policy, bus service is not offered for the following home to school distances: 1.0 mile (K-6), 1.5 miles (7-8), and 2.5 miles (9-12).

### Information - Please PRINT

Parent/Guardian Name	Home Phone	Work Phone	
Email Address	Cell Phone #1	Cell Phone #2	
Address	City	Zip	
<b>Bus Stop Nearest to Residence:</b>			
<u>PRINT:</u> Student Name (s)		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 may take 3-5 days to be processed, **INCOMPLETE** applications will not be processed.

**If you do not want the student's school photo from last year to be used on the bus pass please include a recent photo of your student.**

### 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

- Check here if you are applying for Free or Reduced bus fare and include your Eligibility Letter from Nutrition Services.
- Circle the requested service. Provide payment. Fees are payable by exact cash, check, cashier's check or money order.
- Please make checks payable to RUSD.

Type of Service	One Student	Two Students	Three Students	Fourth student is free
Year-Round Trip	\$350	\$700	\$1,050	0
Year-Round AM / PM	\$225	\$450	\$675	0
<b>Circle: AM or PM</b>				
Semester Round Trip	\$225	\$450	\$675	0
Semester AM / PM	\$160	\$320	\$480	0
<b>Circle: AM or PM</b>				
Punch Card - 20 one way	\$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# \_\_\_\_\_ / \$ \_\_\_\_\_

**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, hand 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.

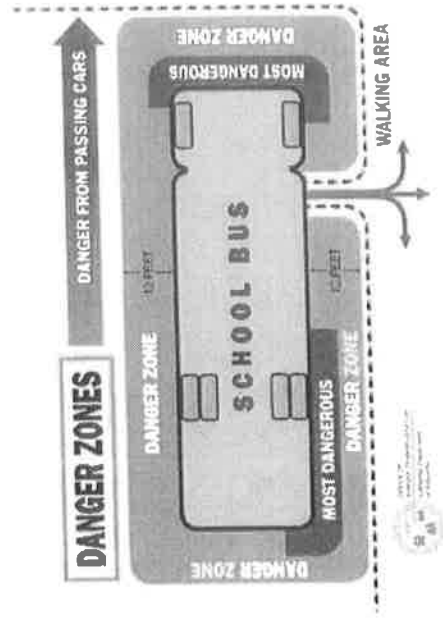
17. The radio is a privilege, and will be turned on at the discretion of the driver and only when it is quiet enough to be heard.

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.



**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 kindergarteners, 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 bus 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.

**SAFE BUS OPERATIONS...**

1. School buses and student activity buses shall not be operated whenever the number of passengers exceeds bus seating capacity, except when necessary in emergency situations which require that individuals be moved immediately to insure safety.
2. School bus operations shall be limited when atmospheric conditions reduce visibility on the roadway to 200 feet or less during regular home-to-school transportation services. Bus drivers for school activity trips shall have the authority to discontinue bus operation whenever they determine that it is unsafe to continue operation because of reduced visibility. (Vehicle Code 34501.6)
3. Students may not be released during a school bus accident until the California Highway Patrol, or Official Police/Parol Officer, arrives at the scene and releases students. Therefore, students may be delayed getting home when a bus experiences an accident or bus breakdown. We do not encourage parents to come to the school bus during a breakdown or accident to receive their child; but if you do, please have your driver's license or identification so we may confirm all students are safely given into the custody of an authorized person. You may call Transportation to get current information on the bus status. Transportation will send notification updates via email, text, or phone during a bus accident or breakdown.

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  
Training: 916 624-9106 ext. 7402

Bus Passes: 916 624-9106 ext. 7400  
Supervisor: 916 624-9106 ext. 7402

Routing: 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, pre-kindergarten, kindergarten, and grades 1-8 inclusive, to follow as they board and exit appropriate school buses at each pupil's school bus stop.**

*The school bus driver will monitor pupils as they exit and board each 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 instruction; School bus danger zone area; Walking to and from school bus stops*

## TRANSPORTATION SAFETY PLAN

*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 once per school year for pre-kindergarten through 8<sup>th</sup> 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.*

*All school bus drivers shall inspect buses at the completion of each route to determine if there may be students remaining on the school bus and make certain that no student is left unattended on a school bus. If transportation services are contracted, the charter company shall also comply with procedures to assure no student is left unattended on a school bus.*

***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.***