



855 Lenzen Avenue
San Jose, California 95126

Inside: Application for Fee-Based Transportation Service 2011-2012

San Jose Unified School District will offer families the opportunity to purchase bus service for students who do not receive free transportation under state or district guidelines.



Please read the application carefully, complete pages 3 and 4 and return it in the enclosed envelope, mailed to Fiscal Services no later than July 11, 2011, to guarantee first day service.

FOR TRANSPORTATION TO BEGIN ON THE FIRST DAY OF SCHOOL, PLEASE MAIL THE COMPLETED FORM IN THE ENCLOSED ENVELOPE NO LATER THAN JULY 11, 2011 to:

San Jose Unified School District, Attn: Fiscal Services Department, 855 Lenzen Avenue, San Jose, California 95126

Transportation Eligibility

Transportation Eligibility Criteria

Students are eligible for transportation if they are:

- A. Kindergarten through Fifth grade students who live more than 1.5 miles from their school of attendance. These students will be eligible to purchase a pass for school bus transportation.
- B. Sixth through Twelfth grade students who live more than 3.5 miles from their school of attendance. These students will be eligible to purchase a pass for school bus or VTA service as designated by the District.
- C. Kindergarten through Eighth grade students attending Magnet Programs at Hacienda, Hammer or River Glen Schools who qualify as Socio-Economic Status (SES) students under the Voluntary integration Program (VIP)

Instructions for completing Bus Pass Order Form

You can choose to purchase bus service for the full year or on a semi annual basis. Please read the sections below carefully then complete the attached Bus Pass Order Form for your family. Mail it to Fiscal Services no later than July 11, 2011, to guarantee transportation service on the first day of school.

Section A – Complete the Parent and Student information.

Section B – Choose a payment plan for each student in your family for whom you wish to purchase bus service by checking the box next to the option you selected.

Your choices are:

Annual Payment Plan: This is the most economical, as no extra processing fee will be charged when you pay in full upon receipt of invoice. Payment will be due on October 11, 2011.

Grades K-12 full year bus service to and/or from school, **\$356 per eligible rider with a family cap of \$712 for two or more eligible riders**

Grades K-12 full year bus service to and/or from school for students eligible for reduced cost meals **\$178 per eligible rider with a family cap of \$356 for two or more eligible riders. ***

Grades K-12 full year bus service to/from school for students eligible for free meals at **no charge. ***

** Students eligible for free or reduced cost meals must have an Application Form on file in the Student Nutrition Office to qualify for free or reduced cost bus service. Regardless, you must complete the attached Bus Pass Application if you want your child to ride the bus.*

Semi-Annual Payment Plan: Pay the Semi-Annual fee upon receipt of invoice.

Grades K-12 bus service to and/or from school **Semi-Annual Payment \$188 (\$10 Semi-Annual processing fee included).**

Grades K-12 bus service to and/or from school **Semi-Annual Payment for eligible students for reduced cost meals \$94* (\$5 Semi-Annual processing fee included)**

The Fiscal Department will bill you on a semi-annual basis. This allows you to be invoiced in two equal installments. For questions regarding billing call 535-6107.

1st Period: Aug 15-Dec 31
Payment due **October 11th**

2nd Period Jan 1-May 31
payment due **January 13th**

Section C - Read and sign Contract Agreement

Please read the contract carefully and sign. Applications without signatures will be returned and transportation service will not be scheduled.

**San Jose Unified School District
2011-2012 Grades K-12 Transportation Service Contract**

Application must be mailed no later than July 11th to GUARANTEE SERVICE ON THE FIRST DAY OF SCHOOL

SECTION A - Please Print

Name of Parent/Guardian: _____

Address: _____ Apt# _____ City: _____ Zip: _____

*Home Phone _____ *Work Phone _____ Cell Phone _____

*Email address _____

***Changes to your student's route(s) will be communicated via Parent Link (see insert).**

If your contact information changes, please contact your School Site or Enrollment Center.

***Required Information**

Student Name(s) for whom transportation is needed

Student Name(s) for whom transportation is needed				Office Use Only			Process	
First	Last	School(s)	Grade(s)	Stud ID#	BP #	Courtesy	Fee Type	Date

Please contact transportation at (408) 535-6185 if your student has a Zero Period class (00)

Please check if:

- Student(s) listed above have been pre-qualified for free or reduced meals.

DO NOT SEND PAYMENT-YOU WILL BE INVOICED

Note: Students eligible for free or reduce cost meals must have an Application Form on file in the Student Nutrition Office to qualify for free or reduce cost bus service. Regardless, you must complete the attached Bus Pass Application if you want your child to ride the bus.

DO NOT SEND PAYMENT-YOU WILL BE INVOICED

SECTION B – There are two options for purchasing bus passes – Annual or Semester. Please check the box for the option you choose.

Annual Payment Plan: Pay the full year fee upon receipt of invoice with no processing fee.

- My student is full fee; annual bus pass cost is \$356
- My student qualifies for reduced meals; annual bus pass cost is \$178
- My student qualifies for free meals; bus pass process at no charge

1st Period: August 15-December 31

2nd Period: January 1-May 31

Semester Payment Plan: The Fiscal Department will bill you on a semi annual basis. This allows you to be invoiced in two equal installments, including a processing fee.

- My student is full fee; semi annual bus pass cost is \$188 (\$10 processing fees included)
- My student qualifies for reduced meals; semi annual bus pass cost is \$94 (\$5 processing fees included)

_____ Total number of passes purchased/requested

SECTION C - Contract Agreement

You are signing this contract to have San Jose Unified School District provide transportation for your student(s).

You agree to the following:

- To pay for services that you selected above for the 2011 - 2012 school year.
- You have completed this form with true information to the best of your knowledge.
- According to California State Law, you understand that your child(ren) must follow the School Bus Discipline Policy. Students may be suspended or terminated from ridership for behavior infractions. No refunds will be issued for behavior related suspension or termination.
- All families applying for a free or reduced bus pass will be verified for eligibility.
- A prorated refund will be issued only if transportation is cancelled due to a change of address, school, and/or routes are not convenient. A **\$50.00** Service Fee will be charged if you do not cancel transportation.

Signature _____ **Date** _____

Contract must be signed to process the application

FOR TRANSPORTATION TO BEGIN ON THE FIRST DAY OF SCHOOL, PLEASE MAIL THE COMPLETED FORM IN THE ENCLOSED ENVELOPE NO LATER THAN JULY 11, 2011 to:

**San Jose Unified School District
Attn: Fiscal Services Department
855 Lenzen Avenue
San Jose, California 95126**

Frequently Asked Questions about Transportation

1. Why was this application sent to me?

If you received this application, you: live over 1.5 miles from the school where your child is assigned in grade K-5 or 3.5 miles in grade 6-12. If you want transportation for 2011-2012 school year, you must complete the bus pass order form and mail it back no later than July 11, 2011.

2. Why are fees being charged for transportation?

In May of 2005, the Board of Education approved charging fees for Home to School transportation beginning the school year 2005/2006 instead of eliminating Home to School transportation completely.

3. Does the free/reduced cost lunch program apply to transportation services?

Yes. State law requires school districts to make accommodations for families who cannot afford to pay the transportation fees in the same way they do for school meals. In order to qualify for free or reduced cost bus service, you must complete the "Application" for Free or Reduced Lunch form. The 2011-2012 forms will be mailed by the Student Nutrition Department in July to every household in the district. If you believe your child is eligible for free or reduced cost meals and you have not received the application by the end of July, please call the Child Nutrition Office at 408-535-6021 to request a form.

4. My family receives free bus service because we are eligible for free meals. Do I still have to apply for bus service?

Yes. You must submit an application.

5. Why does it cost more if I choose to pay my bus fee in two installments rather than one payment?

The added cost is necessary to cover the District expense to process multiple payments and bus passes.

6. I drive my children to school in the morning and they take the bus only in the afternoon. Why can't I pay half the fee?

We must obtain transportation services based on the daily student count. Our costs do not go down for children who ride the bus only one way.

7. How long will it take after the District receives my student's application for transportation to begin?

In most cases transportation will be available to students within 5 days of when the Fiscal Department receives your student's application. Exceptions are at the beginning of the school year or when a stop is not already established.

8. Where do I go for more information?

Billing questions: 535-6107
Routing questions: 535-6185