



## **Orange Unified School District Transportation Department**

726 W. Collins Ave., Orange, CA 92867  
Dispatch: 714.997.6357 Bus Pass: 714.538.8295  
Training: 714.516.2742 Vehicle Maintenance: 714.997.6196  
Business Office: 714.997.6244

### **School Year 2019-2020**

Dear Parents/Guardians;

The Orange Unified School District will continue to offer a parent pay program for students wishing to use home-to-school bus transportation. Please read this packet thoroughly for information and instructions regarding the issuance of bus passes. Also included are the Bus Regulations to review with your student(s). All families needing school bus transportation must complete a current application each school year.

The Transportation fee program offers families the option of an annual bus pass or semester bus pass (half year) in your choice of round-trip or one-way.

According to Senate Bill 2019-(Bergeson), parents must select the designated school bus stop determined to be the safest and closest school bus stop to their service address. All students are required to be identified, including their designated school bus stop. The bus pass must be presented when the student boards the school bus on the first day of school and every day thereafter.

The Bus Pass Office will begin issuing new bus passes Monday, July 15, 2019. To avoid a long line, you are encouraged to purchase your bus pass(es) by mail using; check, Visa, Master Card or American Express. Mail orders must include a legal size, self-addressed stamped envelope with two stamps. Please remember to include a current wallet-size photograph of each student applying. Also, remember to mail early for faster service.

All families wishing to be considered for reduced cost or subsidized bus passes must apply in person and provide current proof of income and/or other required documents. Information regarding this program is included in this packet. These bus passes expire on January 2020.

If you have any questions, including school bus stop inquiries, please call the Bus Pass Office at (714) 538-8295. Office hours are 7:30 a.m. – 4:00 p.m., Monday through Friday. Families may apply in person or mail to:

O.U.S.D. Transportation Bus Pass Office  
726 W. Collins Ave. (between Glassell and Batavia)  
Orange, CA 92867

Sincerely,

Pamela McDonald  
Director of Transportation

## **2019-2020 SCHOOL BUS PROGRAM**

Students are required to possess a bus pass before boarding school buses. All bus passes require a current wallet-size photograph. The family provides this photograph at the time of issuance. Parents choosing to participate in the OUSD busing program must complete an application and select the designated bus stop determined to be the safest and closest bus stop to their service address. Students are **not** required to accompany their parents when purchasing bus passes.

Prices for school bus passes for the 2019- 2020 school year are in the chart on the back page as well as a map showing our location. The Bus Pass Office will use the Special Considerations and Gross Income Eligibility Guidelines to determine which price you pay for bus passes.

**Mail Orders:** To avoid our long lines, you are encouraged to purchase your bus pass (es) by mail using check, Visa, MasterCard, or American Express. Mail orders must include a legal size, self-addressed stamped return envelope with two stamps. Please remember to include a **current wallet-size photograph** of each student applying. Also, remember to mail early for faster service. No mail-in requests for subsidized will be processed.

**Special Education Students:** Subsidized school bus transportation may be provided to students whose IEP's direct transportation services. A copy of the IEP will be required for verification. Round-trip school bus transportation, from a designated bus stop to the home school special education program will be provided. You must apply for a bus pass to use this transportation.

### **GROSS INCOME ELIGIBILITY GUIDELINES**

Subsidized bus passes are available for qualifying low-income families. The Bus Pass Office will use the Gross Income Eligibility Chart and the definitions below to decide eligibility. You must present documentation of your income to qualify. All documentation must show current, year-to-date income and **must be for all members of the household**. Families wishing to be considered under this program must **apply IN PERSON with the necessary documentation in hand. No mail-in applications will be accepted for this purpose.**

**Subsidized bus passes are only valid for one semester, and will expire on January 24, 2020. Subsidized bus passes will need to be renewed with new proof of eligibility every semester. We will open for 2<sup>nd</sup> semester bus passes on Monday December 02, 2019.**

You will be required to show proof of eligibility each semester. Acceptable documents include:

- **Paycheck, pension, or other stubs** (*Must show current year-to-date income*)
- **Current AFDC Notice of Action** (*Or print-out showing past 12 months income*)
- **Medi-Cal eligibility print out from the Doctor, Pharmacy or Social worker.**
- **Letters from employers verifying income** (*Must be on business letterhead*)
- **Unemployment receipts**
- **Evidence of child support**
- **Proof of direct deposits of income**
- **Savings account statements**
- **Other proof of income as required, including income from out of area** (*City County, State, Country, etc.*)
- **2019 W-2 Forms** (*Required for 2<sup>nd</sup> Semester only*)
- **2019 Federal Income Tax Returns** (*Required for 2<sup>nd</sup> Semester only*)

### **OPEN ENROLLMENT AND INTER-DISTRICT TRANSFERS**

As outlined in the open enrollment contract, parents must provide transportation to and from the requested school.

### **REPLACEMENTS AND REFUNDS**

**Replacements:** Bus passes are the property of Orange Unified School District and will be returned upon request. They will be collected on or near their expiration date. OUSD is not responsible for lost, stolen or damaged bus passes. A \$10.00 replacement fee is required.

**Refunds:** Refunds will be made for unused bus passes when a student moves out of the school district or into the walk area for his or her home school. Please return the bus pass, with a written request, to the Bus Pass Office for a prorated refund. Upon approval, a refund check will be mailed. Please allow four to six weeks for processing. Refunds will not be made for loss of service due to disciplinary reasons. No other refunds are considered.



**2019-2020**  
**Orange Unified School District Bus Pass**  
**Application**

Bus Pass # _____	NCLB Yes ___ No ___
Home School: _____	Route #: _____
<b>Office Use Only</b>	

**1. Information about Parent or Guardian (Please Print)**

Name: \_\_\_\_\_ Home Phone: (\_\_\_\_) \_\_\_\_\_  
Address: \_\_\_\_\_ Cell Phone: (\_\_\_\_) \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Work Phone: (\_\_\_\_) \_\_\_\_\_  
Zip Code: \_\_\_\_\_ Email address: \_\_\_\_\_

**2. Information about Student(s) & Pass(es)**

**First Student:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID: \_\_\_\_\_  
School: \_\_\_\_\_ Bus Stop: \_\_\_\_\_

**Type of Bus Pass (check one)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Annual round-trip (\$335.00)   | <input type="checkbox"/> Annual one-way (A.M.) (\$225.00)   | <input type="checkbox"/> Annual one-way (P.M.) (\$225.00)   |
| <input type="checkbox"/> Semester round-trip (\$215.00) | <input type="checkbox"/> Semester one-way (A.M.) (\$165.00) | <input type="checkbox"/> Semester one-way (P.M.) (\$165.00) |
| <input type="checkbox"/> Semester round-trip (reduced)  | <input type="checkbox"/> Semester one-way (A.M.) (reduced)  | <input type="checkbox"/> Semester one-way (P.M.) (reduced)  |

**Second Student:**

Name: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ Grade: \_\_\_\_\_ Student ID: \_\_\_\_\_  
School: \_\_\_\_\_ Bus Stop: \_\_\_\_\_

**Type of Bus Pass (check one)**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Annual round-trip (\$335.00)   | <input type="checkbox"/> Annual one-way (A.M.) (\$225.00)   | <input type="checkbox"/> Annual one-way (P.M.) (\$225.00)   |
| <input type="checkbox"/> Semester round-trip (\$215.00) | <input type="checkbox"/> Semester one-way (A.M.) (\$165.00) | <input type="checkbox"/> Semester one-way (P.M.) (\$165.00) |
| <input type="checkbox"/> Semester round-trip (reduced)  | <input type="checkbox"/> Semester one-way (A.M.) (reduced)  | <input type="checkbox"/> Semester one-way (P.M.) (reduced)  |

**3. Instructions:**

**Full Price Application's:** Please mail or bring this application, your payment, and a current photo of each student to the OUSD Transportation office. For mail in applications, please include a legal size self-addressed stamped envelope with two stamps and allow two weeks for processing.

**Reduced Applications:** Please bring this application and your proof of eligibility (not the BIC card), payment, and current photo of each student to the Transportation Department.

**Method of Payment:** (please do not mail cash)

- ☐ Check or Money Order – payable to O.U.S.D. Transportation (*please note O.U.S.D. will assess a \$25.00 fee for returned checks*)
- ☐ Visa ☐ Master Card ☐ American Express ☐ Please complete the following for credit card transactions

Credit Card Number: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

**4. Certification:** I certify that the above student(s) have my permission to participate in the O.U.S.D. student transportation program. The above information is correct and verifiable by school officials. I also understand there are NO REFUNDS on passes unless the family moves out of the District or into a Non-Busing zone. I understand the Bus Passes(s) purchased for the semester rate expires January 2020, and must be renewed before the expiration date in order to continue riding the bus.

**5. Signature of Parent/Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_



# 2019-2020 Orange Unified School District Bus Pass Application

Bus Pass # _____	NCLB Yes ___ No ___
Home School: _____	Route #: _____
<b>Office Use Only</b>	

## 1. Información sobre los padres o tutor (letra de molde)

Nombre: \_\_\_\_\_ Teléfono de casa : (\_\_\_\_) \_\_\_\_\_  
 Dirección: \_\_\_\_\_ Teléfono celular: (\_\_\_\_) \_\_\_\_\_  
 Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Teléfono de trabajo: (\_\_\_\_) \_\_\_\_\_  
 Zona postal: \_\_\_\_\_ Correo electrónico: \_\_\_\_\_

## 2. Información del estudiante(s) y el pase

### Primer Estudiante:

Nombre: \_\_\_\_\_ Fecha de Nacimiento: \_\_\_\_\_ Grado: \_\_\_\_\_ ID del Estudiante: \_\_\_\_\_  
 Escuela: \_\_\_\_\_ Parada de autobús: \_\_\_\_\_

#### Tipo de pase (marque uno)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Anual Ida y Vuelta (\$335.00)     | <input type="checkbox"/> Anual por la mañana (A.M.) (\$225.00)    | <input type="checkbox"/> Anual por la Tarde (P.M.) (\$225.00)    |
| <input type="checkbox"/> Semestre Ida y Vuelta (\$215.00)  | <input type="checkbox"/> Semestre por la Mañana (A.M.) (\$165.00) | <input type="checkbox"/> Semestre por la tarde (P.M.) (\$165.00) |
| <input type="checkbox"/> Semestre viaje redondo (reducido) | <input type="checkbox"/> Semestre por la Mañana (A.M.) (reducido) | <input type="checkbox"/> Semestre por la tarde (P.M.) (reducido) |

### Segundo Estudiante:

Nombre: \_\_\_\_\_ Fecha de Nacimiento: \_\_\_\_\_ Grado: \_\_\_\_\_ ID del Estudiante: \_\_\_\_\_  
 Escuela: \_\_\_\_\_ Parada de autobús: \_\_\_\_\_

#### Tipo de pase (marque uno)

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Anual Ida y Vuelta (\$335.00)     | <input type="checkbox"/> Anual por la mañana (A.M.) (\$225.00)    | <input type="checkbox"/> Anual por la Tarde (P.M.) (\$225.00)    |
| <input type="checkbox"/> Semestre Ida y Vuelta (\$215.00)  | <input type="checkbox"/> Semestre por la Mañana (A.M.) (\$165.00) | <input type="checkbox"/> Semestre por la tarde (P.M.) (\$165.00) |
| <input type="checkbox"/> Semestre viaje redondo (reducido) | <input type="checkbox"/> Semestre por la Mañana (A.M.) (reducido) | <input type="checkbox"/> Semestre por la tarde (P.M.) (reducido) |

## 3. Instrucciones:

**Solicitud a precio completo:** Favor de enviar esta solicitud por correo o presentarla junto con el pago y una fotografía reciente, de cada estudiante, a la oficina de Transportación de OUSD. Si envía la solicitud por correo, favor de enviarla a la dirección que aparece arriba incluya un sobre con su dirección de tamaño legal y dos estampillas. Espere dos semanas para procesar la solicitud.

**Solicitud bajo el programa de Bajos Recursos:** Favor de presentarse en persona a la oficina de Transportación y presentar comprobantes más recientes; Talón de cheque de trabajo, Income Tax (declaración de impuestos), prueba de Medi-cal que este Vigente (No se aceptan las tarjetas), fotografía reciente de cada estudiante y el pago.

## 4. Método de Pago: (favor de no mandar dinero en efectivo)

☐ Cheque o Money Order – a nombre de O.U.S.D. Transportation (OUSD cobrará \$25.00 por cheque regresado por el banco sin pagar) ☐ Visa ☐ MasterCard ☐ American Express ☐ Cash

Numero de crédito carda: \_\_\_\_\_ Fecha de caducidad: \_\_\_\_\_  
 Firma autorizada: \_\_\_\_\_

5. **Aviso:** Yo afirmo que el (los) estudiante(s) mencionado(s) aquí tiene(n) mi consentimiento para participar en el programa de transportación de O.U.S.D. Toda la información anterior ha sido confirmada por los oficiales del Distrito Escolar. Comprendo que, al pagar por el pase del transporte, NO HAY REMBOLSO a menos que la familia se mueva fuera del Distrito o a una zona sin ruta de transporte. Comprendo que, el Pase por semestre se tiene que renovar en enero 2020 antes de que caduque para continuar con los servicios de transportación.

Firma de los Padres/Tutores: \_\_\_\_\_ Fecha: \_\_\_\_\_

# 2019-2020 School Bus Pass Program

## Gross Income Eligibility Chart

(Effective from July 1, 2019 through June 30, 2020)

Household Size*	Gross Income			Charge for Bus Pass
	Week	Month	Year	
1	\$ 313 or less	\$ 1,354 or less	\$ 16,237 or less	No Charge
	\$ 314 through \$445	\$ 1,355 through \$ 1,926	\$ 16,238 through \$ 23,107	Reduced Charge
	\$ 446 or more	\$ 1,927 or more	\$ 23,108 or more	Full Charge
2	\$ 423 or less	\$ 1,832 or less	\$ 21,983 or less	No Charge
	\$ 424 through \$602	\$ 1,833 through \$ 2,607	\$ 21,984 through \$ 31,284	Reduced Charge
	\$ 603 or more	\$ 2,608 or more	\$ 31,285 or more	Full Charge
3	\$ 534 or less	\$ 2,311 or less	\$ 27,729 or less	No Charge
	\$ 535 through \$759	\$ 2,312 through \$ 3,289	\$ 27,730 through \$ 39,461	Reduced Charge
	\$ 760 or more	\$ 3,290 or more	\$ 39,462 or more	Full Charge
4	\$ 644 or less	\$ 2,790 or less	\$ 33,475 or less	No Charge
	\$ 645 through \$917	\$ 2,791 through \$ 3,970	\$ 33,476 through \$ 47,638	Reduced Charge
	\$ 918 or more	\$ 3,971 or more	\$ 47,639 or more	Full Charge
5	\$ 755 or less	\$ 3,269 or less	\$ 39,221 or less	No Charge
	\$ 756 through \$1,074	\$ 3,270 through \$ 4,652	\$ 39,222 through \$ 55,815	Reduced Charge
	\$ 1,075 or more	\$ 4,653 or more	\$ 55,816 or more	Full Charge
6	\$ 865 or less	\$ 3,748 or less	\$ 44,967 or less	No Charge
	\$ 867 through \$1,231	\$ 3,749 through \$ 5,333	\$ 44,968 through \$ 63,992	Reduced Charge
	\$ 1,232 or more	\$ 5,334 or more	\$ 63,993 or more	Full Charge
7	\$ 976 or less	\$ 4,227 or less	\$ 50,713 or less	No Charge
	\$ 977 through \$1,388	\$ 4,228 through \$ 6,015	\$ 50,714 through \$ 72,169	Reduced Charge
	\$ 1,389 or more	\$ 6,016 or more	\$ 72,170 or more	Full Charge
8	\$ 1,086 or less	\$ 4,705 or less	\$ 56,459 or less	No Charge
	\$ 1,087 through \$1,546	\$ 4,706 through \$ 6,969	\$ 56,460 through \$ 80,346	Reduced Charge
	\$ 1,547 or more	\$ 6,970 or more	\$ 80,347 or more	Full Charge

\* If there are more than 8 in your household, go to the Bus Pass Office for guidelines.

\* Must Provide Income Tax Return to verify if more than 3 dependents.

### DEFINITIONS OF TERMS IN THE CHART

**Household Size** is the number of people in your household. A household is any group of related or non-related individuals, (Parents, children, grandparents, aunts, uncles, roommates, etc.) who are living as one economic unit. They share living expenses including rent, clothing, food, utility bills, etc.. A foster child is considered a one-member household if the welfare placement agency maintains legal responsibility for the foster child.

**Gross Income** is total household income before deductions. It includes wages, welfare payments, food stamp allotments, pensions, Social Security, S.S.I., child support, alimony, income from investments, and all other income for all members of the household.

## 2019 - 2020 School Bus Program

### O. U. S. D. Transportation Department - Bus Pass Office

726 W. Collins Avenue, Orange CA 92867

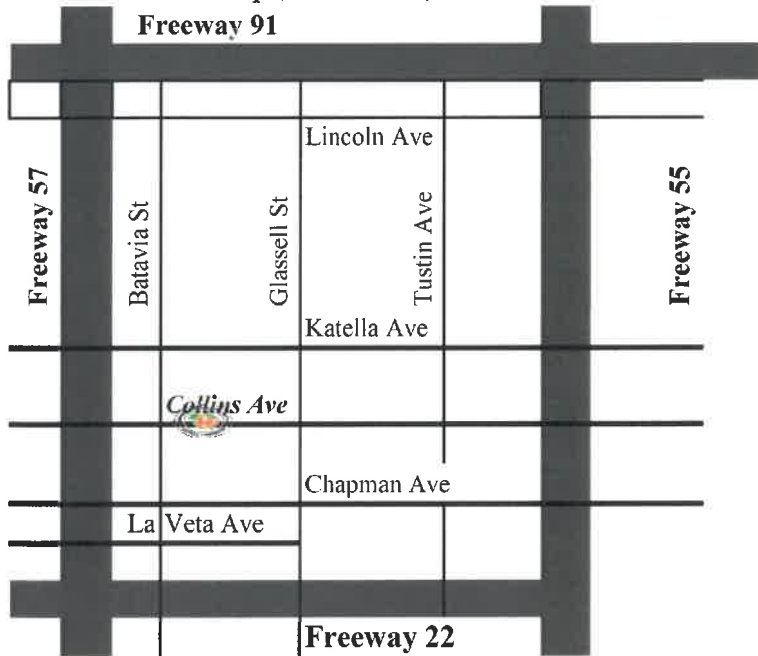
Phone #: (714)538-8295

**Begin Issuing New Bus Passes on Monday, July 15, 2019**

**Office Hours: 7:30 A.M. - 4:00 P.M. Monday through Friday**

**First Semester ends on January 24, 2020**

*Map (Not to Scale)*



Bus Pass Price Chart

School Period	Type of Trip	Charge Category	Price
Annual	Round-Trip	Full	\$ 335.00
	One-Way	Full	\$ 225.00
Semester	Round-Trip	Full	\$ 215.00
		Reduced	\$ 125.00
	One-Way	Full	\$ 165.00
		Reduced	\$ 100.00

A \$10.00 processing fee will be charged for each Subsidized bus pass, not to exceed \$30.00 per family.

If you are paying full price, apply by mail,

avoid the line at the Bus Pass Office

If you are paying by check, or Money Order please make check payable to O.U.S.D.

Transportation.

Please note - O.U.S.D. will assess a \$25.00 fee, for checks returned by the Bank.