



Lucia Mar Unified School District
TRANSPORTATION DEPARTMENT
710 Huasna Road, Arroyo Grande, CA 93420
TEL: (805) 474-3100

ARROYO GRANDE

NIPOMO

GROVER BEACH

OCEANO

PISMO BEACH

ALL students requiring bus transportation must submit an application form.

July 1, 2018

Dear Parent(s)/Guardian(s):

The Lucia Mar Unified School District has been pleased to provide busing services to students who reside in the district for many years. The State of California does not require school districts to provide home-to-school bus transportation services but has provided some funding which does not cover the entire cost of bus transportation. The District must make up this difference in cost with funds that otherwise would be available to provide instructional staff and supplies. The District will continue to provide busing for the 2018-19 school year for students who meet the following criteria:

LMUSD Board Policy (BP) No. 3550, Business, Transportation

- High School students (grades 9-12) who live more than three (3) miles from school
- Middle School Students (grades 7-8) who live more than two (2) miles from school
- Elementary Students (grades 1-6) who live more than two (2) miles from school
- Kindergarten Students who live more than three-quarters (3/4) of one mile from school

Fee Schedule:

- 1st and 2nd student per family = \$280 each student per year
- 3rd student and more per family = \$145 each additional student
- Reduced rates apply: see enclosure for exceptions, eligibility, and amounts

All bus transportation fees are due and payable at any time prior to each school month of bus service. You may contact the Transportation office at (805) 474-3100 to request a monthly payment plan or you may pay your bus transportation fees for the school year in advance. **A 10% discount will be applied to annual ROUNDTRIP fees paid in full by August 15, 2018.**

Please carefully review all of the information in this mailing. Complete the application for bus service and return it to the LMUSD Transportation Department with your fees to ensure that your student(s) will have a seat on the bus. As we look ahead to the coming year, we hope your student(s) will have a positive, rewarding experience in our schools. We appreciate your cooperation and willingness to work with us to provide transportation for your child(ren).

Sincerely,

Andy Stenson
Assistant Superintendent, Business Services



Lucia Mar Unified School District, Transportation Department

710 Huasna Road, Arroyo Grande, CA 93420 ● 805 474 3100

Payment Options:

For your convenience, you may pay your student's bus transportation fee online. The electronic payment system is located on Lucia Mar's web site on the Bus Pass page. You may pay by credit card or by providing your checking account information for electronic withdrawal. ***Remember; if you are paying online, you still need to mail or deliver the completed application for bus service to the Transportation Office with a copy of the payment confirmation and all other applicable forms.*** If you are making your payment by check or money order, make your check payable to **LMUSD TRANSPORTATION.**

Refunds:

Refunds for bus transportation fees paid will be made to parents/guardians **only when a student leaves the district.** This request must be submitted in writing with the bus pass surrendered to the Transportation Department. The refund will be prorated according to the number of unused days based on the date of disenrollment. A \$20 processing fee will apply.

Returned Checks:

A \$35 handling charge will be imposed for each check or online payment returned from any financial institution for insufficient funds or closed accounts. The Transportation office will contact the parent/guardian(s) for financial settlement. If settlement cannot be made, the student will be denied bus transportation after notification.

Bus Pass Policy:

A bus pass will be issued to each student who has paid fees. The bus pass will be shown to the driver every time a student boards the bus. The pass is the property of Lucia Mar Unified School District and students may be asked to have their pass replaced if the information cannot be read clearly. **Possession of a current bus pass entitles students to ride to and from their designated school and bus stop only on**

Replacement Passes:

Bus passes that are damaged, lost, stolen, defaced, or if student changes address the pass shall be replaced at a cost of \$10.

Special Education Students who are Exempt from Fees:

Bus Transportation fees will not be charged if an IEP Team determines that a student, by reason of the student disability or handicapping condition, requires bus transportation to benefit from his or her Special Education program.

Bus Pass Violations:

Procedures for all students who board a bus without a bus pass is as follows: The student will be provided bus transportation. The student will receive a **verbal warning** that he/she needs to carry a bus pass. A notice will be filed with the Transportation Department and parent(s)/guardian(s) will be informed of the warning by mail. The letter will state the reason for verbal warning and a date to comply. If by that date, the Transportation Office has not received the completed FY 2018-2019 school bus application and/or payment, your child will no longer be permitted to ride the school bus.

Free or Reduced-Fee Bus Transportation:

For every student eligible for bus transportation based upon mileage between residence address and school of attendance (BP 3550), the District will offer fee assistance to families who meet the income eligibility guidelines for the Free and Reduced Meal Program. If you would like to apply for free or reduced-fee transportation, you must complete the Income Disclosure section of the Application for School Bus Pass FY 2018-2019 form **and** the Free or Reduced-fee Meal Application FY 2018-2019. Submit both completed forms to the Transportation Department at 710 Huasna Road, Arroyo Grande, CA 93420.

TRANSPORTATION USE ONLY DATE RECEIVED	Lucia Mar Unified School District Transportation Department 710 Huasna Road, Arroyo Grande CA 93420 TEL: (805) 474-3100	TRANSPORTATION USE ONLY AM RM F A R ONE WAY ONLY AM PM AMOUNT OWED AMOUNT PAID DATE PROCESSED DATE PRINTED GAVE TO _____ DATE _____ PRORATED YES NO
--	--	---

APPLICATION FOR SCHOOL BUS PASS 2018-2019

Payment must be included at time application is received, or application will be returned without processing and no bus pass will be issued. *If family is eligible for free transportation, \$10.00 bus pass fee per student is still due with application.

Please Type or Print

Parent or Guardian's Name: _____
Last Name First Name

Resident Address: _____ City: _____ Zip Code: _____

Home Telephone: _____ Cell Phone: _____ Other Phone: _____

Mailing Address (If different than Residence): _____

Email Address: _____

LIST ALL STUDENTS IN HOUSEHOLD THAT REQUIRE SCHOOL BUS SERVICE BELOW:

1. Student Name: _____ School: _____ Grade: _____
 ID # _____ ZPASS # _____ AM ONLY PM ONLY BOTH
2. Student Name: _____ School: _____ Grade: _____
 ID # _____ ZPASS # _____ AM ONLY PM ONLY BOTH
3. Student Name: _____ School: _____ Grade: _____
 ID # _____ ZPASS # _____ AM ONLY PM ONLY BOTH
4. Student Name: _____ School: _____ Grade: _____
 ID # _____ ZPASS # _____ AM ONLY PM ONLY BOTH

FEE SCHEDULE:

1 st and 2 nd student per family = \$280.00 each student per year or \$64.00 to start and \$27.00 mo. for 8 months
3 rd and more per family = \$145.00 each student per year or \$37.00 to start and \$13.50 mo. for 8 months
One way pass (AM only or PM only) = \$145.00 per student per year or \$37.00 to start and \$13.50 mo. for 8 months
*Low Income Reduced rate (if qualified) = \$145.00 per student per year or \$37.00 to start and \$13.50 mo. for 8 mos.
*Free transportation (if qualified) still requires a \$10.00 bus pass fee per student per year (non-refundable)
Discount of 10% per family for ANNUAL ROUND TRIP fees paid in full prior to August 15, 2018= \$253.00

FREE AND REDUCED-FEE TRANSPORTATION INFORMATION AND INCOME DISCLOSURE*:

If applying for Free or Reduced-Fee Transportation, eligibility is based on **INCOME** or **SPECIAL ED** (Check box)

***If eligibility is based on income level, please complete the Free or Reduced Priced Meal Application on our website:**

www.LuciaMarSchools.org.

PAYMENT INFORMATION:

Payment made with: Check/Money Order # _____ Amount \$ _____ Cash \$ _____

Online payment # _____ Amount \$ _____ Received by: _____ Initials _____ Date _____

Online payment: [luciamarschools.org/district/tab/transportation/tab/bus pass tab](http://luciamarschools.org/district/tab/transportation/tab/bus%20pass/tab)/click online link to go to efunds for school; select BUS payment. **Make checks payable to LMUSD TRANSPORTATION.** Please submit payment and all forms to LMUSD Transportation Office located at 710 Huasna Road in Arroyo Grande CA 93420. Office hours are 8 a.m. to 4 p.m.

I am in receipt of the policies for application and use of student bus passes. I understand that bus riding privileges may be suspended for rule violation and/or non-payment with no refund of fees paid. I further understand that falsification of information provided is cause for revocation of bus service without refund.

Parent/Guardian Signature: _____ Date: _____