

EAST CONTRA COSTA SCHOOLS TRANSPORTATION DEPARTMENT (ECCSTD)
Comprised of Brentwood, Byron, Liberty and Oakley School Districts
19 Oak Street, Brentwood, CA 94513 (925) 634-2700

2023 – 2024 APPLICATION FOR REGULAR EDUCATION TRANSPORTATION SERVICES

This application must be completed each year and returned to the **East Contra Costa Schools Transportation Department** at the above address with your remittance **if you want transportation to be provided for your child/children. Even those students that qualify as “exempt” must complete this application.** We request that you **do not send cash.** Passes will be sent by return mail. If there are any questions, please call the Transportation Department at (925) 634-2700. **Bus passes must be presented when boarding the bus or transportation may be denied.** Lost or stolen bus passes must be replaced at a fee of \$ 5.00 each.

School buses may be equipped with audio and video surveillance equipment. Recordings from this equipment are for district use only and are not available to the public.

Parent/Guardian's Name _____ Home Phone: _____

Residential Address _____ Cell Phone: _____

Street Address City Zip Code

Mailing Address (if different) _____ Work Phone: _____

Alternate Bus Stop _____ Email address: _____

Please list students according to their grade level with the highest grade being first:

<u>Student's Last</u>	<u>Student's First</u>	<u>School</u>	<u>Grade</u>	<u>Payment Code</u>	<u>Total</u>	<u>Office Use Only</u>	
1.							
2.							
3.							
4.							
5.							
<u>Please make checks payable to E.C.C.S.T.D.</u> <u>See Fee Schedule for pass prices</u>			Subtotal				
			Discount				
			Pay this amount				

My signature indicates that I understand that the District may cancel or deny our eligibility under this program for any misuses or resales of passes or misrepresentations of any facts or circumstances connected with our participation in its benefits. I also understand that all passes are non-refundable, except in the event of long-term illnesses or mid-year moves out of the District. I will be responsible to inform my child of rules and conduct both on the bus and at the bus stop. **If a child is removed from the bus for discipline reasons, there will be no refund. I also understand that my child may be denied transportation if he/she does not present a bus pass upon entering the bus.**

Signature _____ Date _____

If you prefer, you may charge the cost of pass(es) by filling in the information below. **Note: Returned checks will be automatically re-deposited once. There is a \$ 25.00 per item service charge on all returned checks.**

Master/Visa Card Number _____ Expiration Date _____ 5-Digit Mail zip code: _____

Amount Authorized \$ _____ Signature _____

FILL OUT BOTH SIDES IF APPLYING FOR FREE TRANSPORTATION.
DO NOT TAKE TO SCHOOL OFFICE. INCOMPLETE APPLICATIONS WILL BE DESTROYED.

FOR TRANSPORTATION OFFICE USE ONLY:

APPROVAL: _____ PAYMENT TYPE: CK# _____ CASH REC# _____ V/MC: # _____

P/U: _____ D/O: _____

2023 – 2024 APPLICATION FOR FREE STUDENT BUS TRANSPORTATION SERVICES

COMPLETE BOTH SIDES OF APPLICATION IF APPLYING FOR FREE TRANSPORTATION

Check Schedule on Page 2 to determine eligibility.

To apply for free transportation for your student(s), you must complete both sides of this application. **Proof of income or verification of free/reduced lunch eligibility must accompany all completed applications prior to issuing of bus passes.** Return form to the Transportation Office, **DO NOT TAKE TO SCHOOL OFFICE.** Any increase in income must be reported to the Transportation Department. The Transportation Department reserves the right to request wage verification at any time.

<u>List Names of All Members in Household Living at this Address</u>	<u>List Relationship of All Members: Example: Daughter/Son</u>	<u>School</u>

List of all adult household members:

Name _____

Income _____ Place of Employment or source of income _____ Work Telephone Number _____

Name _____

Income _____ Place of Employment or source of income _____ Work Telephone Number _____

Name _____

Income _____ Place of Employment or source of income _____ Work Telephone Number _____

INCOME: List types of income which include wages, salary (**include 3 most recent pay stubs**), Social Security payments, Welfare/AFDC/Unemployment, child support, spousal support, pension or retirement, disability benefits, other (explain)_____

Number in Household: _____ Total Household Gross Income: \$ _____ Check One: [] Weekly [] Monthly

I certify that all of the above information is true and correct and that all income is reported. I understand that this information is being given so the officials can verify the information on this application. I understand that if any information on this form is found to be false, my child/children will not be eligible for free bus transportation.

Signature _____ Date _____

**VERIFICATION LETTER FROM FOOD SERVICES FOR FREE OR REDUCED LUNCH
MAY NOW BE USED TO ESTABLISH ELIGIBILITY FOR FREE BUS PASSES.**

FOR TRANSPORTATION OFFICE USE ONLY:

APPROVED FOR: QT1 _____ QT2 _____ QT3 _____ QT4 _____ ANNUAL _____

The fees are as follows:

EFFECTIVE 7/27/2023

Modified Traditional School Year				
Payment Code	Options	One Student	Second Student	Each Additional Student
RT	Annual Round Trip	\$708.00	\$566.40	\$226.60
ST	Semi Annual Round Trip	\$354.00	\$283.20	\$113.30
QT	Quarterly Round Trip	\$177.00	\$141.60	\$56.65
OA	One Way Trip a.m.	\$354.00	\$354.00	\$354.00
OP	One Way Trip p.m.	\$354.00	\$354.00	\$354.00
SOA	Semi Annual One Way Trip a.m.	\$177.00	\$177.00	\$177.00
SOP	Semi Annual One Way Trip p.m.	\$177.00	\$177.00	\$177.00

Round trip passes can be purchased on either an annual, semi-annual, or quarterly basis. **One way trip passes can be purchased on an annual or semi annual basis only.**

FREE TRANSPORTATION QUALIFICATION SCHEDULE

Children from families whose income is at or below the levels shown below are eligible for free transportation.

Household Size	Weekly	Every 2 weeks	Twice a month	Monthly
*1	\$519	\$1038	\$1,124	\$2,248
2	\$702	\$1,404	\$1,521	\$3,041
3	\$885	\$1,769	\$1,917	\$3,833
4	\$1,068	\$2,135	\$2,313	\$4,625
5	\$1,251	\$2,501	\$2,709	\$5,418
6	\$1,434	\$2,867	\$3,105	\$6,210
7	\$1,616	\$3,232	\$3,502	\$7,003
8	\$1,799	\$3,598	\$3,898	\$7,795
For each additional family member, add:	\$183	\$366	\$397	\$793

*A household of one means a foster child, an institutionalized child, or a pupil who is his/her sole support.
2023-2024 Schedule

PLEASE SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

Payment Schedule and Discounts

A **10% discount** on a **Round-Trip Annual Pass only** will be given if purchased **by July 26, 2023**. Payment **must** be received before a student rides the bus.

<u>Quarterly/Semester Payment Due Dates</u>		
1st Quarter /Semester	July 27, 2023	Sept. 29, 2023
	2nd Quarter	
3rd Quarter /2nd Semester	December 21, 2023	
4th Quarter	March 15, 2024	

A family will receive a discount for multiple riders on annual, semi-annual, and quarterly school year round trip passes only.

Refunds

Refunds are available if your child experiences a medical illness which exceeds 15 consecutive days and is accompanied by a physician's statement. Should you move out of district permanently and your child is to attend another district you may apply for a refund. **If a child is removed from the bus for discipline reasons, there will be no refund.**

Requests for refund must be made by you in writing and must also include the pass.

Pupils transported in a school bus shall be under the authority of, and responsible to, the driver of the bus. The state law gives the school bus driver full responsibility for the safety and conduct of students on the school bus. Those laws also state that students riding the bus are to refrain from disorderly conduct which may distract the driver and endanger the safety of all. Infractions of bus rules and regulations may result in the denial of transportation. These rules and regulations have been distributed to all students and their parent(s)/guardian(s). (Refer to Title 5, Code of Regulations section 14103.)

For each occurrence of unsatisfactory conduct, an incident report will be filled out. The consequences of this conduct will be determined by the school administrator. When a pupil is denied bus transportation, it is the responsibility of the parent(s)/guardian(s) to provide transportation to and from school. Also, if the behavior is considered to be detrimental to the safety and welfare of the passengers on the bus, the immediate removal of the student will be at the discretion of the Director of Transportation with immediate notification to parent(s)/guardian(s).

BUS RULES AND REGULATIONS

1. Obey the authority of the bus driver.
2. Be at the bus stop 10 minutes before pick-up time.
3. Remain seated.
4. If bus is equipped with seat belts, belt must be worn at all times.
5. Keep hands and head inside the bus at all times.
6. Be courteous to others. No inappropriate language.
7. Students are to remain quiet at railroad crossings.
8. No glass, hazardous material, skateboards, roller blades weapons, radios, laser pointers or balls allowed on the bus.
9. No animals, reptiles or insects allowed on the bus.
10. Do not destroy property; Parent/Guardian will be held financially responsible.
11. Students will be escorted by driver only.
12. Student's behavior is to be orderly before, during and after bus arrival.
13. No eating, drinking, gum or smoking on the bus.
14. No loud distracting noises.
15. Bus pass must be presented to driver upon request. Bus pass may not be used by any other student.
16. Students must use assigned bus stop.
17. Students must NOT approach bus after it leaves stop.

*******18. Students who receive 3 or more bus incidents that are in violation of bus rules and regulations may lose riding privileges. This decision will be made by the Director of Transportation and in consideration of the School site Administrator.*******