



ORANGE UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

726 W. Collins Ave., Orange, CA 92867

Bus Pass Office: 714.538.8295 / Business Office: 714.997.6244

Bus Pass Information

Dear Parents/Guardians,

We in the Orange Unified School District Transportation Department welcome you to a new school year. We thank you for choosing to use the school bus to transport your children to and/or home from school. The District continues to offer a parent pay program for those who use school bus transportation.

This year, the options for purchasing bus passes remain the same as last year. You can email, or mail, your application. You can pay for bus passes over the phone or by using "paypams" - the same system that is used in Nutrition Services. Also, you can now make an appointment to visit our Bus Pass office - go to the District website > click on Departments > click on Business Services > click on Transportation > click on Bus Pass / Parent Pay Program > and then, click on Appointments and follow the instructions.

Please read this packet thoroughly for information and instructions regarding bus passes, and remember, a new application must be completed each school year.

Our Transportation Department is remains committed to making school bus transportation the safest form of on-the-road vehicle transportation in the nation. Our entire staff; from drivers, to dispatchers, trainers, bus mechanics, office personnel, and administrators, is here to serve you with the highest standards.

If you are new to our services, we hope to earn your trust and serve you for years to come. If you are returning for another year, thank you for the privilege of serving you again.

Please contact us at the numbers above, or email us at buspass@orangeusd.org, should you have questions, concerns, or suggestions. We value your trust and are here to make certain we do not lose it.

Sincerely,

Christina Celeste-Russo

Director of Transportation and Mechanical Services

It is now possible to pay for bus passes using

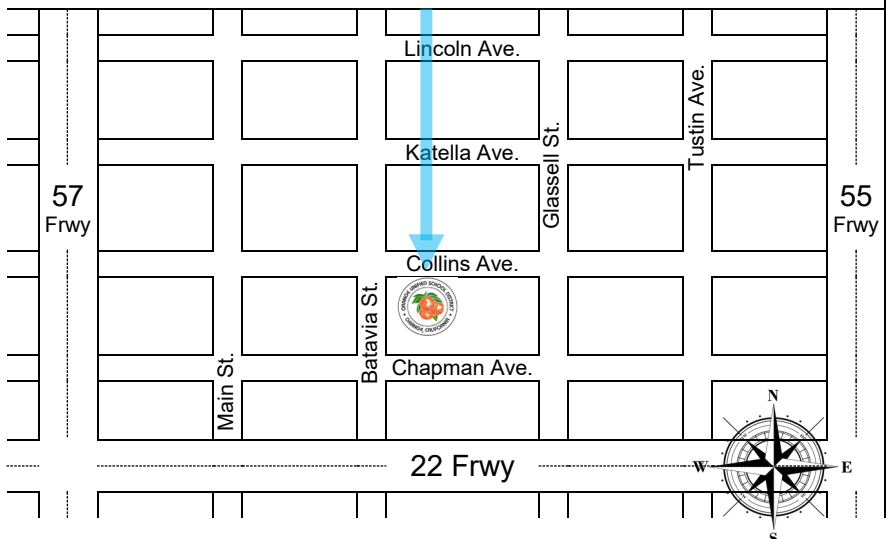


If you use this service for school lunch payments, login to your account.

If you are new to this service, create an account at paypams.com.

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The Bus Pass Office is located at 726 W. Collins Ave., Orange, 92867, between Glassell St. and Batavia St.





BUS PASS INFORMATION

General information

All students transported to and from school are required to have a bus pass in order to ride the bus. When boarding or exiting the bus, students scan the bus pass. Students must present their bus pass to the bus driver, or other district official, when requested.

Purchase Options

Annual or Semester (first semester passes expire the Friday before Winter Break).
Round Trip or One-way (to school or from school)

Bus Pass Sales Begin on the third Monday of July

- Note:** a) Historically, the line to purchase a bus pass becomes longer as the start-date of school approaches. Consider purchasing your bus pass(es) via email or mail.
- b) Please make an appointment if you must come in to the office - the earlier, the better!

What to Bring to the Bus Pass Office to Purchase a Bus Pass

Bus pass application form (a new application is required every school year), please fill out prior to coming.
A current wallet-size photo for each child getting a bus pass.

- Note:** a) Your child’s bus stop will be the closest/safest to your residence. Should you prefer a different bus stop, you must submit a Request to Choose a School Bus Stop Not Closest to Student’s Home form.
- b) Children are discouraged from coming in with parents.

Purchasing Bus Passes via Email or Mail

Bus pass applications can be sent: (1) via email (put your credit card information on the application, or we can obtain the information via phone call). (2) By mail (include personal check or credit card information).

Email to buspass@orangeusd.org

Mail to: Orange Unified School District / Attention: TRANSPORTATION DEPARTMENT
726 W. Collins Ave.
Orange, CA 92867

Remember to include a current wallet-size photo (or electronic photo) for each child getting a bus pass.

Reduced-price Purchases (available to qualifying families)

To be considered, you must apply in-person with (1) the application form, (2) current wallet-size photo for each child, and (3) current “year-to-date” gross income documentation for all members of the household.

Acceptable documentation includes:

- Paycheck, pension, or other stubs (Must show current year-to-date income)
- Current AFDC Notice of Action (or print-out showing past 12 mo. income)
- Letters from employers verifying income (Must be on business letterhead)
- Medi-Cal eligibility print-out from the Doctor, Pharmacy or Social Worker (No Medi-Cal Card)
- Proof of income from sources out of this area (other states, countries, etc.)
- Federal Income Tax Returns (2nd Semester only)

- Evidence of child support
- Proof of direct deposits of income
- Savings account statements
- Unemployment receipts
- W-2 Forms (2nd Sem. only)

See the Gross Income Eligibility Chart for pricing information.

A \$10.00 processing fee per student will be charged - not to exceed \$30.00 per family

Make Check / Money Order Payable to O.U.S.D. Transportation (note-there is a \$25.00 fee for “insufficient funds”)

Replacements

OUSD is not responsible for lost, stolen, or damaged bus passes. Bus passes can be replaced for a \$10.00 fee.

Refunds

Pro-rated refunds are available for students who move out of the school district or change address to a residence where transportation is no longer needed. Return the bus pass and submit a Bus Pass Refund Request form. Upon approval, a refund check will be mailed. Allow four-six weeks for processing. Refunds are not available for loss of service due to disciplinary reasons.

Bus Transportation / Bus Passes for Open Enrollment or Inter-District Transfers

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

Note: Bus passes are the property of the Orange Unified School District and will be returned upon request. Bus Passes will be collected by the bus driver on, or near, their expiration date.



BUS PASS INFORMATION

GROSS INCOME ELIGIBILITY CHART

Household size*	Gross Income Per Week	Gross Income Per Month	Gross Income Per Year	Bus Pass Price
1	\$322 or less	\$1,396 or less	\$16,744 or less	No Charge
	\$323 through \$459	\$1,397 through \$1,986	\$16,745 through \$23,828	Reduced Price
	\$460 or more	\$1,987 or more	\$23,829 or more	Full Price
2	\$436 or less	\$1,888 or less	\$22,646 or less	No Charge
	\$437 through \$620	\$1,889 through \$2,686	\$22,647 through \$32,227	Reduced Price
	\$621 or more	\$2,687 or more	\$32,228 or more	Full Price
3	\$549 or less	\$2,379 or less	\$28,548 or less	No Charge
	\$550 through \$782	\$2,380 through \$3,386	\$28,549 through \$40,626	Reduced Price
	\$783 or more	\$3,387 or more	\$40,627 or more	Full Price
4	\$663 or less	\$2,871 or less	\$34,450 or less	No Charge
	\$664 through \$943	\$2,872 through \$4,086	\$34,451 through \$49,025	Reduced Price
	\$944 or more	\$4,087 or more	\$49,026 or more	Full Price
5	\$776 or less	\$3,363 or less	\$40,352 or less	No Charge
	\$777 through \$1,105	\$3,364 through \$4,786	\$40,353 through \$57,424	Reduced Price
	\$1,106 or more	\$4,787 or more	\$57,425 or more	Full Price
6	\$890 or less	\$3,855 or less	\$46,254 or less	No Charge
	\$891 through \$1,266	\$3,856 through \$5,486	\$46,255 through \$65,823	Reduced Price
	\$1,267 or more	\$5,487 or more	\$65,824 or more	Full Price
7	\$1,003 or less	\$4,347 or less	\$52,156 or less	No Charge
	\$1,004 through \$1,428	\$4,348 through \$6,186	\$52,157 through \$74,222	Reduced Price
	\$1,429 or more	\$6,187 or more	\$74,223 or more	Full Price
8	\$1,117 or less	\$4,839 or less	\$58,058 or less	No Charge
	\$1,118 through \$1,589	\$4,840 through \$6,886	\$58,059 through \$82,621	Reduced Price
	\$1,590 or more	\$6,887 or more	\$82,622 or more	Full Price

* Household Size refers to the number of people living in the same house, condominium, apartment, etc. Include related, or non-related, individuals who share the same living space and expenses (rent, utility bills, food cost, clothing costs, etc.)

For purposes of this chart, a foster child is considered a one-member household if the welfare placement agency maintains legal responsibility for the foster child.

“Gross Income” refers to total household income BEFORE taxes and/or deductions. It includes wages, welfare payments, food stamp allotments, pensions, Social Security payments, S.S.I., child support, alimony, income from investments, and all other income for ALL members of the household.

If there are more than 8 people in your household, the Bus Pass Office staff will assist you with guidelines.

You must provide Income Tax Return documentation to verify you have more than 3 dependents.



BUS PASS INFORMATION

Z Pass +

How does it work?

Students scan their bus pass when they enter or exit the bus. The information is then instantly and securely available to the parents. Notifications can also be sent directly to the parents' computer or cell phone via text message.

Learn more and sign up at www.zpassplus.com.



Important: **WAIT UNTIL AT LEAST ONE WEEK AFTER PURCHASING A BUS PASS TO CREATE A ZPass+ ACCOUNT**

Signing Up with Z Pass Plus

NOTE: You must use a desktop or laptop to register your child. The system does not support entries from mobile devices.

Navigate to the **Z Pass Plus** home screen (www.zpassplus.com).

Click on the blue "Sign Up Today" button.

Step 1: Student Information

1. Enter your student's first name.
2. Enter your student's last name. Enter both exactly as they appear on the bus pass.
3. Enter the RFDI number (barcode # on the back of the bus pass).
4. Click "add."
5. Verify the student information.
6. Add any additional students
7. Once all students are added and verified, click "Continue Sign Up."

Step 2: Account Information

1. Enter your email address.
2. Enter a password and confirm.
3. Enter your first name, last name, and address.
4. Enter your phone number and other applicable fields.
5. Be sure time zone is "Pacific Time."
6. Once all required fields are filled out, click "Review Information."

Step 3: Review Information

1. Review all information including address, phone number, and students are correct.
2. Click "Create Account" if everything is accurate.

Step 4: Email Confirmation

1. In order to activate your account, you must confirm your email address. The system will send an email with a confirmation link. Click the link to activate your account.