

NOVATO UNIFIED SCHOOL DISTRICT

Board Policy

Series 3000

BP 3250

BUSINESS SERVICES

TRANSPORTATION FEES

Because the cost of providing student transportation exceeds funding provided by the State, the Governing Board finds it necessary to charge fees for home-to-school student transportation.

Novato Unified School District students, grades kindergarten through 12, will be entitled to participate in home-to-school transportation services sponsored and operated by the District for a fee. The District will provide pupil transportation to and from school for a fee when, in the judgment of the Board of Trustees, such transportation is necessary, practical and economical, all in accordance with the regulations of the State.

The Superintendent or designee shall annually submit proposed transportation fee schedules for Board approval. Fees shall be determined the basis of operating costs in accordance with law.

No charge shall be made for any transportation of students whose individual education programs require transportation or whose parents/guardians are determined indigent pursuant to administrative regulations.

(cf. 3540 - Transportation)

(cf. 3541.2 - Transportation for Students with Disabilities)

Legal Reference:

10913 Fees for uses of school buses for community recreation purposes

35330 Excursions or field trips

38020-38065 Transportation, especially:

38022 Transportation fees for adults

38028 Payment of transportation costs; amount of payment

38030 Excess fees; adjustments

38054 Fees for summer employment transportation

49557 Applications for free and reduced price meals

49558 Confidentiality of applications and records

56026 Individuals with exceptional needs

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Transportation Fees cont.

Code of Regulations, Title 5

350 Fees not permitted

Code of Federal Regulations, Title 7

245.8(a) Nondiscrimination practices for children eligible to receive free and reduced price meals and free milk

Court Decisions

Arcadia Unified School District et al v. State Department of Education, 2 Cal. 4th 251 (1992) Hartzell v. Connell, 35 Cal.3d 899 (1984)

Management Resources:

CDE Management Advisories

619.92 Fees for Pupil Transportation (#92-05)

CDE Program Advisories

609.95 School transportation fee exemption for handicapped children and pupils whose parents or guardians are indigent (LO: 2-95)

Board Approved: May 16, 2000; Revised: September 7, 2004, November 16, 2004

NOVATO UNIFIED SCHOOL DISTRICT

Administrative Rules and Regulations

Series 3000

AR 3250

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Fee Schedule and Collection

Transportation fees charged by the District shall not exceed the statewide average nonsubsidized cost of providing such transportation to a student on a publicly owned or operated transit system, as determined by the Superintendent of Public Instruction. (Education Code 39800)

The total amount received by the District from the State and parent/guardian fees shall not exceed the actual operating cost of home-to-school pupil transportation during the same fiscal year. If excess fees are collected due to errors in estimated costs, fees shall be reduced in succeeding years. (Education Code 39809.5)

The Governing Board shall certify to the County Superintendent of Schools that the District has levied fees in accordance with the law and that, where appropriate, the fees have been reduced and excess fee eliminated. (Education Code 38030)

Bus passes and tickets will be sold at the District Education Center. No money shall be collected on school buses.

Reduced Rates

Eligibility for free and reduced transportation costs based on indigence shall be based on the income eligibility scales used for the free and reduced -price lunch program and/or proof of receipt of Temporary Assistance to Needy Families (TANF).

(cf. 3553 - Free and Reduced Price Meals)

At the beginning of each school year and whenever a new student is enrolled, parents /guardians shall receive information about free and reduced transportation eligibility standards, application procedures, and appeal procedures.

(cf. 5145.6 - Parental Notifications)

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All applications and records related to eligibility for free transportation shall be confidential and used only for purposes directly connected with the free and reduced transportation program.

(cf. 4119.23/4219.23/4319.23 - Unauthorized Release of Confidential /Privileged Information)
(cf. 5125 - Student Records)

Students receiving free transportation shall not be identified by the use of special bus passes, tickets, lines, seats or any other mean. They shall in no way be treated differently from other students, nor shall their names be published, posted or announced in any manner or used for any purpose other than the transportation program.

Exemption in Special Cases

Students who are transported due to class balancing and are placed in the attendance area of another District school by the District because of overcrowded classrooms, shall be exempt from transportation fees. A pass shall be issued at the time of the transfer.

Upon space available at the student's neighborhood school, free transportation will cease for the student if the parents wish the student to continue at the school they were place into.

Financial Transactions

Business Services will establish the fiscal procedures for the parent pay transportation program. They may also solicit voluntary, tax-deductible contributions for the system.

Refunds

Refunds will be made only to parents/guardians on annual or semester passes when a student is leaving the District. This request will be made in writing to Business Services for approval and handling. The refund will be prorated according to the number of unused days. No refunds will be given to students whose misbehavior leads to suspension from school or from transportation.

Returned Checks

If checks are returned from bank due to insufficient funds, parent/guardian will be contacted for financial settlement plus a \$15.00 fee for handling. If settlement cannot be made, the parent/guardian, school and bus driver shall be notified beginning the next school day that transportation is denied the student. The school principal will be instructed to collect the bus pass.

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Rate Adjustment

The Board of Trustees may review and adjust the maximum daily fare annually in accordance with the limitations of State guidelines as authorized by Education Code section 39800-39809.5.

Board Approved: May 16, 2000; Revised: September 7, 2004, November 16, 2004

NOVATO UNIFIED SCHOOL DISTRICT

EXHIBIT A

Series 3000

EX 3250

BUS TRANSPORTATION FEE SCHEDULE

Student Bus Pass Fees - Home to School Transportation (see Board Policy #3540)

Bus passes may be purchased for 1 year or for a semester. The semester price is one-half the annual rate.

	<u>Full Price</u>	<u>Reduced Price *</u>
1 or 2 riders per family - Annual Pass	\$360 / student	\$240 / student
1 or 2 riders per family - Semester Pass	\$180 /student	\$120 / student
3 or more riders per family - Annual Pass	\$280 / student	\$196 / student
3 or more riders per family – Semester Pass	\$140 / student	\$ 98 / student
Periodic Riders - Book of 25 one-way tickets	\$50 / book	\$ 33 / book

* Reduced price fees are available to families who qualify for the Free or Reduced Price Lunch Program.

District Field Trip Fees (see Board Policy #6153)

\$28 per hour plus \$1.70 per mile

District Athletic Transportation Fees (see Board Policy #3514.1)

\$28 per hour plus \$1.70 per mile

Field Trip/Shuttle Services for Other Districts, Agencies, or Organizations

\$35 per hour plus \$2.50 per mile

Board Approved: September 7, 2004, November 16, 2004