

Fallbrook Union High School District

APPLICATION FOR SCHOOL BUS PASS

Please submit an application to the school site at the AP Office or submit during registration.

BUS PASS COST

Trimester 1 \$167.00	Trimester 2 \$167.00	Trimester 3 \$167.00
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APPLICATION INFORMATION

Student Name: _____

Last Name

First Name

ID #

School of Attendance: Fallbrook High School Ivy High School Oasis High School

Residence Address: _____

Street Address

Apartment/Unit #

City

State

ZIP Code

EMERGENCY CONTACT INFORMATION

Parent/Guardian Name: _____

Home Telephone: (____) _____ Cell Phone: (____) _____

Mother's Work Phone: (____) _____ Father's Work Phone (____) _____

Emergency Contact: _____ (____) _____

Name

Relationship

Telephone

APPLICATION REQUEST

Bus Pass Requested: YES _____ NO _____ I believe I qualify for free bussing YES _____ NO _____

Replacement Pass YES _____ NO _____

PLEASE READ INFORMATION BELOW

An application must be filled out for each student. Parents please be advised that the district does not supervise bus stops and is not responsible for the control and conduct of the students at bus stops. Parent/guardians are encouraged to supervise their students until they board the bus. Students must present a valid bus pass for each trip. Please review the safe walking tips and rules of bus conduct with your student so they understand their responsibility. Transportation services are offered to students residing beyond a 2 mile radius of the school and bus routes will not have a stop within 2 miles of the school.

I understand that continuous failure to show a bus pass will cause refusal of transportation to my child. I have reviewed the rules above with my student and he/she/they understand his/her/their responsibility.

X _____

Parent/Guardian Signature

X _____

Student Signature

OFFICE USE ONLY

Bus Indicator: AM: _____ PM: _____

Date Processed: _____

Date Application Received: _____

Staff Initials: _____

Bus Route: 1 1A 2 3 3C 4 4D 5 6 6B 7 8 8E

☐ Route information entered in Aeries

☐ Fee entered into Aeries

Staff Who Entered Information

Amount Paid: _____ Cash: _____ Check #: _____

Fallbrook Union High School District

SOLICITUD DE PASE DE AUTOBÚS ESCOLAR

Entregue una solicitud a la escuela en la ventana de ASB o envíela durante el registro.

BUS PASS COST

Trimester 1 \$167.00	Trimester 2 \$167.00	Trimester 3 \$167.00
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INFORMACIÓN DE SOLICITUD

Nombre del Estudiante: _____

Apellido

Nombre

ID #

Escuela de asistencia: Fallbrook High School Ivy High School Oasis High School

Dirección de residencia: _____

Dirección

Apartamento / Unidad #

Ciudad

Estado

Código Postal

INFORMACIÓN DE CONTACTO EN CASO DE EMERGENCIA

Nombre de Padre/Guardian: _____

Teléfono de Casa: (____) _____ Teléfono Celular: (____) _____

Teléfono del trabajo de la madre: (____) _____ Teléfono del trabajo del padre (____) _____

Contacto de emergencia : _____ (____) _____

Nombre

Apellido

Teléfono

Solicitar Autobus

Solicitar de pase de autobús: SI _____ NO _____ Creo que califico para transporte gratuito SI _____ NO _____

Pase de reemplazo: SI _____ NO _____

PLEASE READ INFORMATION BELOW

Se debe completar una solicitud para cada estudiante. Se les advierte a los padres que el distrito no supervisa las paradas de autobús y no es responsable del control y la conducta de los estudiantes en las paradas de autobús. Se les recomienda a los padres / tutores a supervisar a sus estudiantes hasta que suban al autobús. Los estudiantes deben presentar un pase de autobús válido para cada viaje. Por favor repasen las reglas de seguridad de caminar en la calle y las reglas de conducta en el autobús con su estudiante para que comprendan su responsabilidad. Los servicios de transporte se ofrecen a los estudiantes que residen más allá de un radio de 2 millas de la escuela y las rutas de autobús no tendrán una parada dentro de las 2 millas de la escuela.

Entiendo que la falta continua de no mostrar un pase de autobús causará que se niegue el transporte a mi hijo. He repasado las reglas anteriores con mi estudiante y él / ella / ellos entienden su responsabilidad.

X _____

X _____

Firma del Padre/Guardián

Firma del Estudiante

OFFICE USE ONLY

Bus Indicator: AM: _____ PM: _____

Date Application Received: _____

Date Processed: _____

Staff Initials: _____

Bus Route: 1 1A 2 3 3C 4 4D 5 6 6B 7 8 8E

☐ Route information entered in Aeries

☐ Fee information entered in Aeries

Staff Who Entered Information

Amount Paid: _____ Cash: _____ Check #: _____

Policies and Procedures for Staff Use Only:

Site Registration

1. Two staff members will be needed at the transportation table - First Student is willing to provide support if necessary.
 - a. One staff member will work with parents and provide applications and collect applications
 - b. One staff member will enter route information AND transportation fees into Aeries - BP1RT, BP2RT, BP3RT, and BPART (these represent trimester 1, 2, and 3, and annual respectively).
 - c. Fees are entered into aeries for ALL parents and students. If a family qualifies for free bussing, the fee will be waived in October and parents will be notified at that time if they qualify to have their fee waived..
 - d. NO PARENTS SHOULD PAY FEES AT THIS TIME. Parents will pay AFTER October 7th. Socioeconomically disadvantaged families will have fees waived, and waiting to pay will prevent FUHSD from having to issue refund checks vs. waiving fees. This is in the best interest of our parents.
 - e. Parents are able to pay fees at a later time through Living Tree, which is accessible through the Parent Portal or they can come to campus to pay in person or send their child with a check to the ASB window.
 2. The FUHSD staff member should be the one to enter information into aeries if First Student is providing other staff support.
 3. Staff members should ask admin. to put in a work order to gain access to the transportation and fee entry tables in aeries
 4. Forms should be scanned and uploaded to student documents at a later date (AP Office Clerk)
 5. Forms should be retained and filed at a later time. (AP Office Clerk)
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Site Collection of Bus Fees

1. Parents who qualify to pay can pay at the asb window in full or in increments. The ASB clerk should contact the AP Office clerk and payment should be recorded at the bottom of the application. Information should be recorded directly on the bus pass application. The parent can only pay at the ASB window *after* their information and fee entry has been input into aeries and AFTER October 7th or after March 10th.
 2. Parents should not pay for bus passes purchased July through October 1st until after October 7th. Payment after the 7th will ensure that only parents who need to pay will pay. Parents also should not pay for passes purchased October 1st - March 9th until after March 10th. This will ensure that fees are waived and only parents who need to pay will pay.
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Site School Year Applications

1. Bus pass applications should be available at the principal's office, AP office, Counseling Office, Parent Center, and ASB window.
 2. Completed bus pass applications should be submitted to the AP Office Clerk, where bus route and fees are input directly. The parent should not pay at the time of submitting the application.
 3. The AP Office Clerk should scan the application and upload into student documents and retain a copy.
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District Office

1. The district office will run a query of bus fees and payments after October 1st and March 1st and waive fees for all socioeconomically disadvantaged and McKinney Vento students.
 - a. EdServices/Business Office
 - b. Emily Toone/Brenda Mefford
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Site Administration

1. The third week of October and second week of March, site administration or designee will send a dial out to all bus riders and direct them to check Parent Portal to see whether or not they have outstanding bus fees.
 2. Site admin or designee should (at minimum) run the Financial Statement report in aeries and mail out to parents at the end of November and the beginning of May yearly.
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Student and Parent Questions and Communication

1. Students/Parents/Guardians with questions about their bus application status, routes, and fees should reach out to the AP Office Clerk who has scanned and maintained bus application files.
2. If a student/parent/guardian has any questions regarding free and reduced bus applications/fees, the AP Office Clerk should let the parent know that they will get back to them and then reach out to the supervising site admin who has the master list of free and reduced information and then call the parent back. If the supervising AP does not have the information necessary, they will reach out to Emily Toone Stephany Alcantar at the district office.

Scenario	How to Waive the Fee
Students and families should be advised not to pay until they receive a bill or notification. When they are able to pay, their payment should reflect under “paid” and not “credit.”	
Student applied for a bus pass and qualifies for free bussing	DO: Issue a credit for the amount that they paid. In the notes indicate
Student applied for a bus pass and does NOT qualify for free bussing	FHS/IHS: Families will pay according to the time frame below. Payments will be input as “paid” and notes will detail the method of payment. Please reflect if it is cash or debit.
Student applied for a bus pass, qualifies for free bussing, but paid and needs to be reimbursed.	FHS: Paid amount should apply to “paid” in aeries NOT a credit. The payment type should be specific to type of payment. DO: Will cut a check and then issue a credit and note that “REFUNDED via Business Office”

Bus Pass Application and Fee	Payment Window
August - October 7th, 2026	October 14th - Until graduation (ideally by June)
October 8th, 2026 - March 3rd, 2027 Deadline to purchase 3rd trimester bus passes is March 3rd!	March 13th - Until graduation (ideally by June)

Parent Concerns or Dilemmas:

1. Parents may reach out with questions or concerns - first check the system and their application in case their concerns are easily addressed. This is why uploading their application to student documents is helpful for all parties.
2. Refer to the policies, timelines, and applications as these may help address some of parents’ questions.
3. If there are issues with payments or reimbursements etc.... First reach out to your site administrator. If the site administrator is unable to resolve the issue, they will reach out to the district administrator for support.
 - a. In addressing this with parents, please state something similar to the following: “Thank you for letting me know of your concern, I will need to look into this further and I will get back to you with more information or I will direct you to the staff member who can provide this information on site.”
 - b. If you are sending this to the administrator, please email the parent and copy the administrator so that they know you have followed up and they have a new contact.