



CITY OF BRISBANE

50 Park Place
Brisbane, California 94005-1310
(415) 508-2100
Fax (415) 467-4989

July 2010

Dear Parent/Guardian of a Brisbane Student,

Welcome to a new school year. As you know, State budget problems have forced the school district to completely eliminate funding to provide busing service to both Terra Nova and Oceana High Schools. At present, SamTrans is not a solution. Fortunately, through the hiring of a lower cost vendor to replace school district buses, the City of Brisbane is able to provide transportation service for students living within the boundaries of the City of Brisbane.

As in the past, it will be necessary to charge a transportation fee to maintain adequate funding for the bus service, however, the City will keep the charge at the current level of \$2.00 for each day's round trip transportation. (The activity bus will still be provided at no additional cost.) The charge will allow the City to fill the remaining gap in the transportation budget and continue the transportation for at least this year. For the convenience of Brisbane families, the school district will continue to issue bus passes and collect the transportation fees. These fees will then be remitted to the City of Brisbane.

During the first two weeks of school, the district will develop a list of those riding the bus, provide a bus ID card, and accept your payment for transportation fees. Obviously, we will allow students to ride without payment while we provide cards and collect the fees. As of September 3, 2010, however, students who have not yet paid their transportation fee will be excluded from the bus. Parents/Guardians or students should make their payment directly to the school account clerk; at the school the student will be attending; by cash, check or money order. Checks or money orders should be made payable to the Jefferson Union High School District. Unfortunately, the school district is unable to accept credit cards at this time. The district would prefer you to make a single payment for the entire year, but understand why this may be difficult. Payments may also be made quarterly or by the semester. We are sorry, but the bus drivers are unable to accept any payments. School account clerks are the only school employees who may accept these payments. PLEASE ALLOW AT LEAST FIVE DAYS FOR THE PROCESSING OF PAYMENT.

Payment Plans	Due Dates	Transportation Fee	Transportation Fee for Reduced Lunch Qualified
Quarterly Payments (4)	9/3, 11/5, 1/21, 3/31	\$100	\$42.50
Semester Payments (2)	9/3, 1/21	\$190	\$90.00
Annual Payment (1)	9/3	\$360	\$160.00

Whichever payment schedule you choose, the first payment must be paid by September 3rd. (Those students who are FREE LUNCH qualified will continue to receive a free bus pass.) A signed 2010/11 application form accepting the Bus Conduct rules must also be signed and returned to the school account clerk at the school the student will be attending by this same date.

Should you have any questions concerning the transportation charges, please call Stuart Schillinger, Administrative Services Director at (415) 508-2151.

Sincerely,

Clay Holstine,
City Manager



2010/11 APPLICATION FOR HOME TO SCHOOL TRANSPORTATION FOR THOSE
STUDENTS LIVING IN BRISBANE AND ATTENDING
OCEANA OR TERRA NOVA HIGH SCHOOLS

PLEASE PRINT

Student's Name: _____
(Last) (First)

Address: _____

City: Brisbane, CA _____ Zip Code: 94005 _____

Home Phone Number: _____

School: **Oceana** _____ **Terra Nova** _____

Payment Plans	Due Dates	Transportation Fee	Transportation Fee for Reduced Lunch Qualified
Quarterly Payments (4)	9/3, 11/5, 1/21, 3/31	\$100	\$42.50
Semester Payments (2)	9/3, 1/21	\$190	\$90.00
Annual Payment (1)	9/3	\$360	\$160.00

Amount Enclosed: \$ _____ **(Make check payable to J.U.H.S.D.)**

Completed application and payment should be submitted or mailed to one of the following school employees, depending on which school the student will be attending.

Leslie Keough
 School Account Clerk
 Oceana High School
 401 Paloma Avenue
 Pacifica, CA 94044

Maureen Salazar
 School Account Clerk
 Terra Nova High School
 1450 Terra Nova Boulevard
 Pacifica, CA 94044

I agree that my child will comply with the Bus Conduct rules as outlined on the reverse of this form and that failure to comply will be grounds for exclusion from the transportation program. Failure to make payment by the above dates will be grounds for exclusion from the transportation program.

Parent/Guardian Signature: _____ Date: _____

City of Brisbane School Bus Rules & Conduct

Students' safety is very important to all of us. One of the most dangerous situations they will face during their day is getting on and off their school bus, especially if they do not follow the rules. We have to make sure that parents and students know and follow the rules, to keep students safe.

Because school bus passengers' behavior can directly affect their safety and the safety of others, the following regulations apply at all times when students are riding a school bus.

- 1) Riders shall follow the instructions and directions of the bus driver at all times.
- 2) Riders shall arrive at the bus stop on time. The morning home-to-school bus leaves at 7:00 am, and can not wait or stop once it starts moving. Do not try and stop the bus once it is moving.
- 3) Riders must stand in a safe place (on the sidewalk) and wait quietly for the bus.
- 4) Riders shall enter the bus in an orderly manner (no pushing) and go directly to their seats.
- 5) Riders shall remain seated while the bus is in motion and shall not obstruct the aisle with their legs, feet, or other objects. When reaching their destination, riders shall remain seated until the bus stops and only then enter the aisle and go directly to the exit.
- 6) Riders shall be courteous to the driver and to fellow passengers.
- 7) Because serious safety hazards can result from noise or behavior that distracts the driver, profanity, loud talking, laughing, yelling, singing, whistling, scuffling, throwing objects, smoking, eating, drinking, standing and changing seats are prohibited actions which may lead to suspension of riding privileges.
- 8) Violence is prohibited. Students are not to behave in a manner which infringes upon the rights of any other passenger. This would include any form or type of bullying.
- 9) No part of the body, hands, arms or head shall be put out of the window. Nothing should be thrown from the bus at any time.
- 10) Riders shall help keep the bus and the area around the bus stop clean. Riders shall not damage or deface the bus or tamper with bus equipment.
- 11) Graffiti is prohibited at all times (Calif. Penal Code 594 will be enforced).
- 12) No animals shall be allowed on the bus with the exception of seeing eye dogs.
- 13) Riders should be alert for traffic when leaving the bus.
- 14) When dropping off your student, vehicles must stop and not pass a school bus when the flashing red lights are operating. Violators will be reported to the CHP (VC 22454).
- 15) The privilege of riding the school bus will be denied to any student who does not conduct himself/herself in a safe and orderly fashion. School bus drivers and City administration will determine what is safe and orderly. Bus drivers reserve the right to assign seating for any student(s) that are disruptive in any way.

Riders who fail to comply with the above rules shall be reported to the school principal and/or the City's Administrative Services Director who shall determine the severity of the misconduct and take action accordingly. In all instances of misconduct, the rider and his/her parent guardian shall be given notice and warning. In the case of a severe violation or repeated offenses, the rider may be denied transportation for a period of time determined by the principal and/or Administrative Services Director, up to the remainder of the school year.