



SADDLEBACK VALLEY UNIFIED SCHOOL DISTRICT TRANSPORTATION

25631 Peter A. Hartman Way · Mission Viejo, California 92691

Home to School Transportation Annual Bus Pass Purchase 2018-2019 School Year

Bus Passes are non-refundable

Linda Vista Elementary

San Joaquin Elementary

La Paz Intermediate

Rancho Santa Margarita Intermediate

Mission Viejo High School

Space limited first received first served basis.

BUS PASSES WILL BE SOLD BY U.S. MAIL ONLY at La Paz, RSM and MVHS and will begin June 6, 2018 Noon through June 22, 2018. An all call message will be sent out to parents of the students living within the busing area on June 6, 2018 directing parents to the district website for instructions and applications. All applications being mailed in must be postmarked beginning June 6, 2018 through June 22, 2018. **Applications will only be accepted if sent through U.S. mail and postmarked with the above dates.** Any application received prior to or after those dates will be returned. Due to budget issues the district no longer has a bus pass office where applications can be received. Walk-in applications will not be accepted at the district office or school locations.

Area availability and seats are limited and applications will be accepted on a first-received, first-serve basis. Once a route has reached capacity, no additional passes will be available for the school year. Any application received after the bus has reached capacity will be mailed back unprocessed. Incomplete applications or applications without required documentation will not be accepted. (These applications will be returned unprocessed). An additional 10 transportation applications per bus will be taken to be used for any cancellations, non-qualifying, non-sufficient funds, or incomplete forms. In order to qualify for busing you must live within the appropriate attendance areas associated with the school site offering transportation. Applications will be denied if your attendance area does not qualify for transportation. Please check the street listing to verify if you live within the areas that busing is provided.

Student attending school on Choice or Transfer cannot purchase a bus pass.

**Annual Bus Pass Rate
2018-2019 School Year**

	Annual Regular	Annual Reduced
<u>First Child</u>	\$ 436.00	\$ 218.00
<u>Second Child</u>	\$ 204.00	\$ 102.00
<u>Third Child</u>	\$ 58.00	\$ 30.00
<u>Family Max</u>	\$ 698.00	\$ 349.00

General Information regarding busing

All bus pass purchased are final and non-refundable

There is no bus pass office or staff available for walk-ins.

All services are provided through the website and e-mail only.

The district receptionist has no bus pass information and cannot except applications.

Questions e-mail to buspass@svusd.org

- Applications accepted by U.S. mail with a postmarked of June 6, 2018 through June 22, 2018 only. Applications received before or after this date will be returned unprocessed.
- Full payment per student in the form of money order due with application payable to SVUSD.
- .No refunds. **(no exceptions)**
- **Students will not be allowed to board the bus in the AM/PM without a bus pass beginning the first day of school.**
- Students must carry and show their bus pass AM/PM everyday beginning August 27, 2018 through June 13, 2019 in order to ride the bus (no exceptions).
- Pick up and drop off locations are based on your student's home address listed on your student's school file. Students can only get on/off the bus at their assigned stop.
- Students must be at the bus stop at least five minutes prior to the published pick-up time, but not more than 10 minutes prior to the published pick up time.
- When the driver arrives at the stop, the driver will load the bus with the waiting students and then proceed to the next stop.
- Transportation does not need to be notified if your student is absent.
- Bus numbers and time updates if needed will be posted on this website August 24, 2018 no later than 5pm.
- Busing and school begin August 27, 2018 for all students.
- Lost or stolen bus pass replacement can be purchased through the website at buspass@svusd.org. First time replacement \$25.00 add an additional \$5.00 for each replacement after that second replacement for same student \$30.00. Payable by money order SVUSD.
- Questions can be e-mailed to buspass@svusd.org.

To purchase a regular annual bus pass parents must:

1. Complete one "2018-2019 Transportation Application" for each student requesting transportation. One payment per student if payment is required.
2. Applications will be processed on a first-received first-serve basis.
3. Money order made payable to SVUSD.
4. U.S. Mailed application and payment to SVUSD Attn: Bus pass, 25631 Peter Hartman Way, Mission Viejo, CA 92691 The application must be postmarked no later than June 22, 2018 no exceptions.
5. Bus passes for application received and accepted will be mailed to your home address no later than July 31, 2018. If your bus pass is not received by August 3, 2018 e-mail buspass@svusd.org no later than August 10, 2018 to guarantee you will have a replacement bus pass for the first day of school.

To purchase a reduced annual bus pass parents must:

1. Complete the "2018-2019 Transportation Application" for each student requesting transportation.
2. Complete an income verification form signed and dated.
3. Parent must provide copies of the required documentation listed in # 4.
4. 2017 Federal U.S. Individual Income 1040 Tax Return (first page only) for each wage earner in the household. Black out all social security numbers on form. Copy of dependent listing if additional page required.
5. Check income chart for qualifications for a reduced bus pass.
6. Parent picture ID.
7. Student birth certificate.
8. Bus passes for application received and accepted will be mailed to your home address no later than July 31, 2018. If your bus pass is not received by August 3, 2018 e-mail buspass@svusd.org no later than August 10, 2018 to guarantee you will have a replacement bus pass for the first day of school.
9. Mail application and payment if required to SVUSD Attn: Bus Pass, 25631 Peter Hartman Way, Mission Viejo, CA 92691 The application must be postmarked no later than June 22, 2018 no exceptions. Payment is by money order payable to SVUSD.

To obtain a free annual bus pass based on income a parent must:

1. Complete the "2018-2019 Transportation Application" for each student requesting transportation.
2. Complete an income verification form signed and dated.
3. Parent must provide copies of the required documentation listed in # 4.
4. 2017 Federal U.S. Individual Income Tax Return (first page of tax return only) each wage earner in the household. Dependent Listing if additional page required.
5. Check income chart to see if you qualify for free.
6. Copy of parent picture ID
7. Copy of student birth certificate.
8. Bus passes for application received and accepted will be mailed to your home address no later than July, 31 2018. If your bus pass is not received by August 3, 2018 e-mail buspass@svusd.org no later than August 10, 2018 to guarantee you will have a replacement bus pass for the first day of school.
9. No Payment Required.
10. Mail application to SVUSD Attn: Bus Pass, 25631 Peter Hartman Way, Mission Viejo, CA 92691 The application must be postmarked no later than June 22, 2018 no exceptions.

To obtain a free annual bus pass based on foster care the guardian must:

1. Complete the “2018-2019 Transportation Application” for each student requesting transportation
2. Parent must provide copies of the required documentation listed in # 3.
3. Current 2018/2019 Notice of Action Statement/Letter of Foster Care from the state.
10. Bus passes for application received and accepted will be mailed to your home address by July 31, 2018. If your bus pass is not received by August 3, 2018 e-mail buspass@svusd.org no later than August 10, 2018 to guarantee you will have a replacement bus pass for the first day of school.
4. No payment required.
5. Mail application to SVUSD Attn: Bus Pass, 25631 Peter Hartman Way, Mission Viejo, CA 92691 The application must be postmarked no later than June 22, 2018 no exceptions.

To obtain a free bus pass based on Food Stamp a parent must:

1. Complete the “2018-2019 Transportation Application” for each student requesting transportation
2. Parent must provide copies of the required documentation listed in # 3.
3. Copy of Advantage Card with parents name and card number clearly readable.
4. Current month 2018 grocery receipt showing Advantage Card being used.
5. Copy of parent picture ID
6. Copy of student’s birth certificate.
11. Bus passes for application received and accepted will be mailed to your home address no later than on July 31, 2018. If your bus pass is not received by August 3, 2018 e-mail buspass@svusd.org no later than August 10, 2018 to guarantee you will have a replacement bus pass for the first day of school.
7. No payment required.
8. Mail application to SVUSD Attn: Bus Pass, 25631 Peter Hartman Way, Mission Viejo, CA 92691 The application must be postmarked no later than June 22, 2018 no exceptions.

**MAIL APPLICATION AND PAYMENT IF REQUIRED TO:
SVUSD Transportation Department, Attn: Bus Pass
25631 Peter Hartman Way, Mission Viejo, CA 92691**

Applications being accepted from June 6, 2018 through June 22, 2018 for La Paz, RSM and MVHS
Applications for Linda Vista and San Joaquin, Please contact your school directly.
Applications for La Paz, RSM and MVHS must be postmarked no later than June 22, 2018.
If payment required make money order payable to SVUSD.

School and Available Bus Stops

Bus numbers and times will be updated and posted on the website August 24, 2018. Please check back in for updates to the bus schedule in the month of September as well.

Linda Vista Elementary School Stops

Via Lomas @ Lot 8
Moulton Pkwy and Villa Solana Apts

San Joaquin Elementary School Stops

Via Iglesia Park & Community Center
(Boys and Girls Club)

La Paz Intermediate School Stops

Marguerite Pkwy and Mountain
Los Alisos Blvd and Boxwood Lane
Via Lomas @ Lot 10
Moulton Pkwy and Villa Solana Apts

Rancho Santa Margarita Intermediate School Stops

Antibes and Rue Du Parc
Town Center Dr and Alton Pkwy
Paloma and Mimosa
Alton Pkwy at the Park

Stop on Esternay Dr@ Tresounce
Stop on Rue de Fortuna@pietra Place (NE)
Stop on Agento@ Light Pole (center of street)
Stop on Rue de Valore@CalotteWay (private road)

MVHS Busing will be provided first period only.

First and second period students will ride bus in together for first period bell time.

Dove Canyon Dr and Sycamore Cyn Dr
Dove Canyon Dr and Glen Echo
Dove Canyon Dr and Sycamore Cyn Dr
Plano Trabuco Rd and Las Amigas (OCTA)

Robinson Ranch Rd and Lindsay Dr
Sentinel Dr and Huntknoll Ln
Robinson Ranch Rd and Raintree