



# \*\*\*WELCOME TO THE 2023-2024 BUS TRANSPORTATION PROGRAM\*\*\*



## ETIWANDA SCHOOL DISTRICT

(Version: 07/06/23)

**Dear Parent/Guardian: Important Information for New and Returning Bus Riders—READ CAREFULLY!**

The 2023-2024 school year will begin on Monday, August 7, 2023. Your home address falls within the boundary area that is eligible to participate in the Bus Transportation Program:

**\*\*\* Bus Riders must live a distance of 2.0 MILES OR MORE from their resident school. \*\*\***  
(See “Q&A” Guide which follows this page.)

**ALL NEW/RETURNING BUS RIDERS MUST COMPLETE AN ONLINE APPLICATION FORM.** The Transportation Application can be found on the ESD District Website ([www.etiwanda.org/page/bussing](http://www.etiwanda.org/page/bussing)) beginning July 10<sup>th</sup>. **This is an Online Application Process.** When you go-in to apply, a message will appear at the top of the application screen—letting you know right away if your student will be a **Paid Rider** (\$75.00/month) or a **Free Rider** (receives bus service at no charge). Once you have reviewed and electronically signed the completed application, just hit the “Submit” button and you’re done! **NOTE: If your student qualifies as a Paid Rider, the system will immediately direct you to the ASB Works website in order to purchase the first month’s pass using a debit or credit card. If you need assistance or have questions about the Online Application Process, contact the Bus Pass Desk—see “Help Button” below.**

**FREE TRANSPORTATION / NEW PROCEDURE.** The “Income Survey Questionnaire” has been removed from the AERIES Data Confirmation Process; so in order to apply for free transportation, parents/guardians must now complete and submit a **CNS-Federal Application for Free and Reduced-Priced Meals (CNS-FRPM)** to Child Nutrition Services (CNS). Free Ridership status will be determined based on the information that is provided on this application.....

The 2023-2024 CNS-FRPM Application will be available on the ESD Website ([www.etiwanda.org/page/child-nutrition](http://www.etiwanda.org/page/child-nutrition)) starting July 10<sup>th</sup>. Please complete and submit your CNS-FRPM paperwork **PRIOR** to applying for Transportation Service. Contact the Child Nutrition Office at (909) 803-3155 if you have any questions regarding this form.

**CNS Free/Reduced Eligibility for 2023-2024 must be in place on/before September 20, 2023.** Be sure to submit your CNS-FRPM Application by no later than September 15<sup>th</sup>. Otherwise, effective October 1, 2023, your student(s) will be re-classified to Paid Rider status (\$75.00 per month).

**THE AUGUST BUS PASS** will be sent to your student’s school site, and will be available for pick-up at the school office beginning August 1<sup>ST</sup>— or it will be delivered to your Bus Rider during class starting on August 7<sup>th</sup>. **All future passes will also be sent to the school, wherein the office staff will forward to your Bus Rider.**

**BUS STOP/ROUTE SCHEDULE FOR 2023-2024** will be posted on the ESD Website ([www.etiwanda.org/page/bussing](http://www.etiwanda.org/page/bussing)) once it becomes available. Periodically monitor/view the schedule between July 24<sup>th</sup> and August 4<sup>th</sup> to watch for updated information. **Contact the Transportation Office** (909) 899-1809 ([transportation@etiwanda.org](mailto:transportation@etiwanda.org)) with any questions/concerns regarding bus stops or bus routes. Office Hours: Monday thru Friday from 7:30 a.m. – 4:00 p.m.



### **QUESTIONS OR CONCERNS?—CONTACT OR VISIT THE BUS PASS DESK:**

**Telephone: (909) 899-2451**

**E-Mail: [BusPass@etiwanda.org](mailto:BusPass@etiwanda.org)**

**Office Location:** Etiwanda School District Education Center, 6061 East Avenue, Etiwanda, CA 91739

**Hours of Operation:** Monday thru Friday: 7:30 a.m. – 4:00 p.m.



# \*\*\*BUS PASS Q&A GUIDE\*\*\*

(Version: 07-06-23)

For those of you who will be coming on board as new participants to the Bus Program, the following Q&A will provide answers to several of your questions and guide you through the application process:

## QUESTION 1: DOES MY STUDENT QUALIFY TO RIDE THE BUS?

**Bus riders must live a distance of 2.0 MILES OR MORE from their school of residence.**

**Eligible/Qualified Riders: Elementary and Intermediate-Level Students who meet the Mileage Guideline Requirement.**

**PROGRAM NOTE:** Students on Inter-District or Intra-District Transfers are not eligible to participate in the Bus Program.

## QUESTION 2: HOW MUCH DOES IT COST TO RIDE THE BUS? (Opportunity Window – Annual Rider Option: Jul. 10 – Aug. 31)

Bus Program – Rates	Paid Rider	*Free Rider
ONE RIDER monthly fee	\$75.00	No Fee
TWO RIDERS monthly fee	\$150.00	No Fee
THREE OR MORE RIDERS monthly fee	\$225.00	No Fee
<b>ANNUAL RIDER OPTION / DISCOUNT for 2023-2024</b> >>> Pay Upfront for the Entire School Year >>>	<b>\$675.00</b> >>> Available Jul. 10 <sup>th</sup> thru Aug. 31 <sup>st</sup> >>>	N/A >>> You Save \$75.00 >>>

\*Transportation Service is provided at no charge.

**PROGRAM NOTE:** Transportation refunds are reviewed/issued on a case-by-case basis. **Pass Replacement Fee: \$5.00**

## QUESTION 3: HOW DO I APPLY FOR BUS TRANSPORTATION?

To apply for the Bus Transportation Program, parents/guardians should proceed as follows:



Complete the online ESD Transportation Application ([www.etiwanda.org/page/bussing](http://www.etiwanda.org/page/bussing)). *You must submit a separate application for each student.* The app system will also confirm if your student will be a PAID or FREE rider.



**Want to Apply for Free Transportation?** Be sure to fill-out and submit a CNS-Federal Application for Free/Reduced-Priced Meals (CNS-FRPM) to Child Nutrition Services (CNS) **BEFORE** submitting your Transportation Application.



Paid Riders will need to purchase an August bus pass via the **ASB Works** online payment system—see Question 4.

## QUESTION 4: WHAT IS THE METHOD OF PAYMENT?

**Debit/Credit Card:** Make payment with a debit or credit card, using the **ASB Works** online system. **You will be directed to the ASB Works website during the Online Application Process.** *Once you have created/set-up your ASB account, you can then proceed to add your student(s) to the account—Student ID Number Required. Contact your student’s school office to obtain the ID number. A Convenience Fee of \$0.95 (cents) is charged per transaction. NOTE: Pass purchases cannot be set-up as recurring payments.* *Payment can also be made in-person at the ESD District Office.*

## QUESTION 5: WHEN WILL MY STUDENT RECEIVE THE PASS?

The August bus pass will be available for pick-up at the school office beginning August 1<sup>st</sup>, or delivered to your student during class starting on August 7<sup>th</sup>. **Payment for subsequent passes should be made on or before the 15<sup>th</sup> of each preceding month** to ensure that your Bus Rider receives the next pass before the new month begins. *(Example: Payment for the September pass should be made on/before August 15<sup>th</sup>.)* You may also pay for one or more months in advance if you wish to do so.

**MORE QUESTIONS? CONTACT THE BUS PASS DESK: Telephone: (909) 899-2451 E-Mail: [BusPass@etiwanda.org](mailto:BusPass@etiwanda.org)**