

Capistrano Unified School District 2023-24 BUS PASS APPLICATION

A bus pass application must be completed for each student. The Bus Pass Office will begin accepting applications June 5, 2023 for the 2023-24 school year. Applications **MUST BE SUBMITTED NO LATER THAN 1:00pm on JUNE 30, 2023** to guarantee issuance before the first day of school. Applications will be processed in the order received, on a first come, first serve basis. Although the Transportation Department will make every effort to process each application and provide every student with a bus pass, some schools have very limited bus seating capacity available. Students who do not receive a pass due to over capacity will be placed on a wait list in the order received. Unfortunately, if an application is submitted after June 30, Transportation cannot guarantee a bus pass will be issued in time for the first day of school. Please make sure your child brings the bus pass to the bus stop every day. All applications are subject to bus stop review.

NOTE: CUSD does not provide bus service for School of Choice. Parents must transport.

Incomplete applications will be returned. For information or questions, email buspass@capousd.org or visit our website <https://www.capousd.org/subsites/Transportation>.

Bus Pass office hours are Monday through Friday, 9:00am to 1:00pm. Direct Phone Number: (949) 234-9920

Student: _____ Student ID# _____ Parent/Guardian: _____

Home Address: _____ Apt/Unit # _____ City: _____

Zip: _____ Home Phone: (_____) _____ Cell Phone: (_____) _____

School: _____ Grade: _____ EMAIL: _____

1. Select BUS STOP LOCATION:

AM Stop: _____ PM Stop: _____

Alternate Bus Stop: (Only if needed and must be on same route) _____

(check one)

2. Annual Round Trip Bus Pass: \$575.00 per Student Reduced Fare (if eligible): \$300.00 per student

Eligible for No Cost Service (see below for requirements)

3. **METHOD OF PAYMENT:** Check Money Order Credit/Debit Card (link sent via email)

TOTAL AMOUNT PAID: \$ _____ Check # _____ Money Order # _____

CASH CANNOT BE ACCEPTED. Make check or money order payable to: CUSD TRANSPORTATION
(\$25.00 service charge on returned checks)

Refund Policy: The original bus pass must be returned to obtain a prorated refund. \$15.00 processing fee will apply to all refunds.

FAXES NOT ACCEPTED

Mail or walk-in application to:

CUSD Transportation Department, Attn: Bus Pass Office, 2B Liberty, Aliso Viejo, CA 92656

Free and/or Reduced Fare Passes

To qualify for a Free or Reduced Fare bus pass, families must be income eligible. Families applying for a Free or Reduced Fare pass must submit proof in the form of a letter from the Capistrano Unified Food and Nutrition Services Department, deeming them eligible for Free or Reduced services. If submitted by June 30, 2023, a letter from the prior school year will be deemed sufficient. Beginning July 3, 2023 a current letter will be required. By submitting an application for a Free or Reduced Fare bus pass, you are certifying your household meets the Federal Income requirements for Free or Reduced rate services. All applications are subject to verification. If it is deemed the student has not used their bus pass for 15 consecutive school days, it may be canceled and the student's seat on the bus forfeited.

Household Income: _____ Initial: _____

Circle One: Weekly/Bi-Weekly/Monthly

Total Household Members: _____ Initial: _____

FOR OFFICE USE ONLY: ENTERED BY _____ Date Entered _____ DEL _____

B&G FC LI MV SE SP