



## **FARE BUSING GUIDELINES & PROCEDURES**

The Fare Busing service was established to offer fee based bus transportation to students who are not otherwise eligible for regular transportation due to living less than 2-miles from their assigned school. This service is managed on a space available, area available, first come, first served basis. Fifteen of our schools do not offer regular education transportation of any kind including Fare Busing due to all students living within 2-miles of the respective school. Application must be made each year for each student.

The fee for Fare Busing for the 2009-2010 school year will increase to \$38.50 per month or portion of month per student and is payable in advance of riding. Payment is due by the 10<sup>th</sup> of the proceeding month. For instance, the fee for service during the month of October must be paid no later than September 10<sup>th</sup>. If payment is not received when due, parents will receive notice through mail, phone or e-mail. If not resolved, the student will be removed from the program after a 2-week notification resulting in a need for a new application to be submitted which may affect the placement status of the student. Our department is unable to send reminders for you to pay. Please take the time each month to pay for the following month.

Fare Busing students will be assigned to existing stops on bus routes as space and time allows. The availability of seats varies with each route. The Transportation Services Department may also establish pickup points in neighborhoods with no existing busing, but any additional stops could be more than one mile from the school. Bus routes will be added where feasible and with Board approval.

Students in the Fare Busing Program must follow the same safety rules and are subject to the same disciplinary steps as other students. The driver may not accept payment for the Fare Busing Program this must be submitted to the Fare Busing Office or through the PayPAMS system accessed through [www.pisd.edu](http://www.pisd.edu).

Any cancellation of service must be submitted in writing to our office. If no cancellation notification is provided, we will assume the service is still being used and you will be expected to remit the fee.

Fare busing is only available to students attending schools within the student's Board-approved school attendance boundary and not available to transfer students.

### **Enrollment procedures**

1. Print and complete the Fare Busing Application.
2. Submit the application by fax to (469) 752-0781.
3. Allow our staff at least 5 business days to process your application and determine whether you are eligible and if we have room on a bus in your area to accommodate your request. Although we will make every attempt to establish bus service in time for the first day of school, in some cases we must delay placement for 3-10 school days to determine the eligible student load on the bus in your area.

4. We will call you when the process is complete. If we confirm that we can accommodate your student in the program, you will be required to make a minimum first month payment of \$38.50 to initiate the service by using the electronic PayPAMS located at [www.pisd.edu](http://www.pisd.edu) or by delivering a cashier's check or money order to the Transportation Services office.