FARE BUSING GUIDELINES & PROCEDURES

The Fare Busing service was established as an outreach 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 available in limited areas where we have the bus capacity for additional students and is managed on a space 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 the 2 miles of the respective school. Fare Busing is only available to students attending schools within the student’s Board approved school attendance boundary. Busing is not available for students who request a transfer to a school that is not in their attendance boundary as explained in the transfer guidelines.

Applications for Fare Busing do not carry forward from one school year to the next. You must re-apply each year for each student. Applications for the following school year may be submitted beginning in January of the current school year.

Once approved, the fee for Fare Busing is $385.00 per year or $192.50 per semester, per student, and is payable in advance of riding. If you pay for the entire school year by September 10th, registration fee will be waived. Semester payment is due upon start up. If payment is not received when due, parents will receive notice via phone. If not resolved, the student will be removed from the program after a 2 week notification resulting in the need for a new application to be submitted, which may affect the placement status of the student. Our department does not send reminders for you to pay, so please take the time each semester to pay.

Fare Busing Yearly/Semester Rates and Payment Options:

**Fall Rates**
- Annual Fee offer good through September 10th: $346.50
- September start up Registration & September-December: $192.50
- October start up Registration & October-December: $154.00
- November start up Registration & November-December: $115.50
- December start up Registration through May: $269.50

**Spring Rates**
- 2nd Semester Payment Fee January-May due by the 10th: $192.50
- January start up Registration & January-May: $231.00
- February start up Registration & February-May: $192.50
- March start up Registration & March-May: $154.00
- April start up Registration & April-May: $115.50
- May start up Registration & May: $77.00
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 and each school year. The Transportation Services office may also establish pickup points in neighborhoods with no existing busing if possible. Bus routes may be added where feasible and with School 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. Payment must be submitted to the Fare Busing Office or through the PayPAMS system accessed through www.pisd.edu.

Any cancellation of service must be submitted in writing to our office. Cancellation of Service MUST be received on or before the 10th of the month in order to be eligible for a prorated refund. If no cancellation notification is provided, we will assume the service is still being used and you will be expected to remit the fee for the second semester. Delinquent fees must be paid before service will be reinstated for the current year, or any future service.

Enrollment Procedures

Please do not make a payment until the following process is completed and you are notified by the Fare Busing office to do so.

1. Print and complete the Fare Busing Application, or complete on-line.

2. Submit the application by fax to (469) 752-0781, or e-mail to buses@pisd.edu or mail to:
   Plano ISD Transportation Services
   600 Seabrook Dr.
   Plano, TX 75023

3. Allow our staff at least 5 business days to process your application and determine whether you are eligible and if we are able 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 up to 2 weeks 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 payment of the first semester to initiate the service. The preferred method of payment is through the electronic PayPAMS service located at www.pisd.edu.
   Once payment has been made, you must call with your confirmation number from PayPAMS, and our office will furnish you with the student’s bus service information. You may also choose to deliver a money order or personal check to the Transportation Services Fare Busing office. Cash is not accepted. Delinquent payments cannot be made through PayPAMS, you must come to the Transportation Services Office to resolve these issues.