

**BUS PASS CARD INSTRUCTIONAL INFORMATION**

Thank you for your trust in allowing St. Vrain Valley Schools to transport your student(s) to and from school for the 2015-2016 school year. Your student has, or will soon receive his/her individual bus pass card. These cards are considered non-transferable as they are electronically assigned to each individual student. Bus pass cards do not expire. They will carry over from year to year as long as your student is living within an eligible transported area or are entitled to such services under a federally required program.

❖ **HOW THE BUS PASS WORKS**

As the student enters or leaves the bus, he/she will pass his/her assigned bus pass card in front of an electronic reader allowing the current time, date, and location to be automatically recorded and logged into a secure database. This information is then readily available in case of an emergency or lost student situation. Eligible riders must have their bus pass card on hand to access District transportation to and from school. If your student does not have his/her bus pass when boarding the bus, it is their responsibility to notify the driver immediately if they have forgotten or lost their pass card. Habitually forgetting to bring the bus pass will be considered a discipline issue.

❖ **REISSUE OF LOST, STOLEN OR DAMAGED CARDS**

All eligible riders will receive an initial bus pass card, a clear rubber sleeve and a lanyard at no cost.

- Reissue of nonworking cards due to normal wear and tear will be free of charge as long as the non-working bus pass card is surrendered to St. Vrain Valley Schools Transportation.
- Lost, stolen or mutilated bus pass cards along with a new rubber sleeve will be reissued at a cost of \$5.00. *Please note that Bus Drivers have been instructed and CANNOT accept any form of payment at any time.*
- Parents shall notify the Transportation Department at 303-702-7540 or email: [buspass@svvvsd.org](mailto:buspass@svvvsd.org) in the event their student's bus pass is lost or stolen to prevent unauthorized use of the card. Upon notification, Transportation staff will lock out the lost/stolen bus pass; a three (3) day temporary paper pass will be issued by the bus driver permitting the student to ride for three consecutive days while a new pass is obtained.
- Replacement bus passes will show up as a required fee in Infinite Campus. The fee can be paid at your student's school or Online. If paying Online, navigate to your student's school web site and click on the Online Payments link. Enter your student's personal information and pay with a valid credit or debit card. Transportation will be notified when payment is made and a duplicate pass will be issued within two business days.

❖ **INSTRUCTIONS FOR USE OF CARD**

- ***Elementary school students***  
We are requesting that the bus pass card either be securely fastened to your student's backpack by a cord or lanyard with sufficient slack to allow them to scan the card or about chest area using a free hanging break-away type lanyard such as that which is issued.
- ***Middle/High school students***  
School issued student ID's and bus passes are required for all students riding to and from school. Students will scan on and off the bus. Using the pass of another student is strictly prohibited.