

IDEA Public Schools
Student Transportation
Standard Operating Procedures for Bus Pass / Bus Card Program

IDEA Public Schools (“IDEA”) may make local bus passes / bus cards available to students who attend IDEA schools that do not provide regular bus transportation to enrolled students, so long as the protocols discussed in these standard operating procedures are satisfied.

A. *Student Eligibility*

To qualify for a bus pass / bus card provided by IDEA, a student must either:

- a) Live two or more miles from the IDEA school of enrollment; or
- b) Live within two miles of the IDEA school of enrollment and in an area that has been identified as a hazardous area in accordance with the approved IDEA school board procedure.

Bus passes / bus cards provided under this program shall be made available at no cost to the student.

B. *Standard Transportation Operating Procedures*

IDEA may issue the following types of bus passes and/or bus cards:

- a) Daily bus pass,
- b) Weekly or seven-day bus pass,
- c) Monthly or 30-day bus pass, and/or
- d) Bus card (a card that is electronically loaded with a specific amount of funds or a specific number of rides).

Any bus card issued to a student must have its own number so that the number can be assigned to a student and be assigned to only one student at a time.

i. *Program Oversight*

The Assistant Principal of Operations (“APO”) at each IDEA school shall be responsible for the oversight and day-to-day management and administration of the bus pass / bus card program.

The APO at each IDEA school must create a roster of each student who is eligible to receive a bus pass or card. Each APO must update this roster on a monthly basis; the roster must include:

- a) Each eligible rider’s name and grade level or home campus;

- b) The type or types of transportation for which the student will use the pass or card (for example, regular transportation to and from school and CTE transportation); and
- c) If a student will be using a bus pass or card for regular transportation to and from school, an indication of whether the student's transportation is eligible based on the student's living in a hazardous traffic or high-risk area or based on the student's living two or more miles from campus.

ii. *Issuance Log and Monthly Summary Form*

Each month, IDEA must document its purchase and issuance of each bus pass or each bus card's funds. To comply with this requirement, each APO shall provide the Transportation Department with information sufficient to record the following information:

a) Bus Pass Issuance Log or Bus Card Issuance Log

This form will record the issuance of bus passes or bus card funds for the month to students by a school official.

If IDEA issues a bus pass, the APO of the relevant school must have each student sign the log when the student receives his or her pass or passes.

If IDEA issues bus cards, the APO of the relevant school must add funds to each bus card before the first school day of the month. The APO must have each student who is assigned a card sign the log to acknowledge that funds have been added to the bus card for the current calendar month and that the amount available is the amount shown on the log. The student must sign the log on the first school day of the calendar month or the first school day of the calendar month that the student is present, whichever comes first.

b) Bus Pass or Bus Card Monthly Summary Form

This form will summarize the bus passes or bus card rides that were purchased, issued, or returned during the month.

IDEA must record only those passes or rides that were properly issued and accounted for on the issuance log.

IDEA **must** issue a bus pass or card during the same school year in which it was purchased. Any unissued passes or cards should be returned to the mass transit authority for credit.

c) Payment Documentation

IDEA must maintain copies of purchase invoices **and** proof of payment applicable to each month's purchase of bus passes or bus card funds or rides, as well as copies of any credit vouchers for returned passes or cards.

If IDEA does not pay for bus passes or bus card rides at the time it receives them, IDEA must obtain a payment receipt from the transit authority once the passes or rides are paid for. The receipt must show the invoices for which payment was received.

The APO must use the procurement protocol such as a purchase order to procure the monthly bus card. Each month a new card is issued to a student and the student must sign out the card using the log.

d) Removing Funds / Cancelling a Card Reported as Lost

A student must inform the appropriate APO immediately if a bus pass or card is lost or stolen. Lost or stolen passes will be replaced by IDEA.

If a student loses a bus pass two or more times during a semester, the student will be subject to disciplinary action at the discretion of the APO and as allowed under the Student Code of Conduct.

A student who engages in unauthorized use of a bus pass or bus card on two or more occasions during a semester is also subject to disciplinary action at the discretion of the APO and as allowed under the Student Code of Conduct.

If a student loses the card or it is stolen, it must be reported immediately to the APO in order to cancel the card with the transportation provider. Replacement cards will then be issued to the student using the log.

iii. *Student Responsibilities*

Prior to providing a student with a bus pass or bus card, the appropriate APO shall meet with the student and the student's parent to provide information on:

- a) How the student will use the pass or card to ride the bus;
- b) The student's responsibilities in using the pass or card, including the student's responsibility to report to the APO the loss of a pass or card as soon as the student is aware of the loss; and
- c) Authorized and unauthorized uses of the pass or card and consequences of unauthorized use, which may include but are not limited to disciplinary consequences under IDEA's Code of Conduct or revocation of eligibility to continue receiving a bus pass or bus card.

Upon approval to participate in IDEA's bus pass or bus card program, parents and students over the age of 18 will be required to sign a "Ridership Contract" ("Appendix A" of this document), which will also be made available to the Texas Education Agency upon request.

iv. *Recovery of Bus Passes or Bus Cards*

If a student becomes ineligible to continue receiving a bus pass or bus card, or withdraws from an IDEA school, the appropriate APO shall immediately contact the student or the student's parent or guardian to facilitate return of the pass.

Sec. 1. CERTIFICATION

The Undersigned, being the Secretary of the Corporation, hereby certifies that the foregoing represents a true copy of the Transportation Bus Pass SOPs Policy, as originally adopted by the Board on August 19th, 2022 which Policy is in full force and effect and has not been revoked or amended.

DocuSigned by:

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Anthony Ryan Vaughan, Board Secretary

8/26/2022

Date Certified