



# ORANGE UNIFIED SCHOOL DISTRICT TRANSPORTATION DEPARTMENT

726 West Collins Avenue, Orange, CA 92867

Business Office: 714.997.6244 Dispatch: 714.997.6357

Training: 714.516.2742 Bus Pass: 714.538.8295

## Bus Pass Information for the 2023-2024 School Year

Dear Parents/Guardians,

We in the Orange Unified School District Transportation Department welcome you to a new school year. We thank you for choosing to use the school bus to transport your children to and/or home from school. The District continues to offer a parent pay program for those who use school bus transportation.

This year, there are more options for purchasing bus passes. You can go to our website at [www.orangeusd.org/buspass](http://www.orangeusd.org/buspass) click on forms and follow instructions to submit your application through Informed K-12, or mail your application. You can pay for bus passes by using Informed K-12.

Please read this packet thoroughly for information and instructions regarding bus passes. A new application must be completed each school year.

Our Transportation Department is committed to the tradition of making school bus transportation the safest form of on-the-road vehicle transportation in the nation. Our entire staff; from drivers, dispatchers, trainers, bus mechanics, office personnel, and administrators, are here to serve you with the highest standards.

If you are new to our services, we hope to earn your trust for years to come. If you are returning for another year, thank you for the privilege of serving you again.

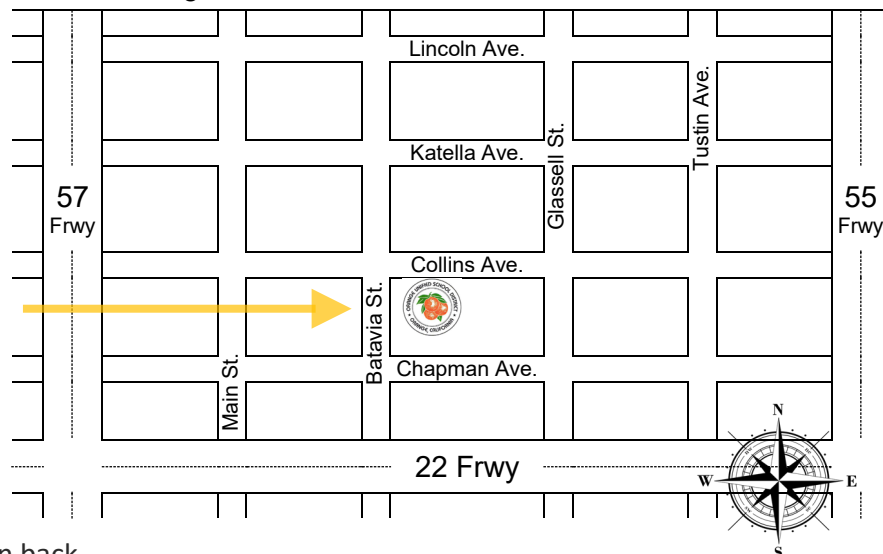
Please contact us at the numbers above, or email us at [buspass@orangeusd.org](mailto:buspass@orangeusd.org), should you have questions, concerns, or suggestions. We value your trust and are here to make certain we do not lose it.

Sincerely,

Christina Celeste-Russo

Director of Transportation and Mechanical Services

The Bus Pass Office is located at 726 W. Collins Ave.,  
Orange, 92867, between Glassell St. and Batavia St.



- Continued on back -



## 2023-2024 BUS PASS INFORMATION

### General information

All students transported to and from school are required to have a bus pass in order to ride the bus. When boarding or exiting the bus, students scan the bus pass. Students must present their bus pass to the bus driver, or other district official, when requested.

### Purchase Options

Annual or Semester (first semester passes expire Friday, December 15, 2023).

Round Trip or One-way (to school or from school)

**Online bus pass sales begins Monday, July 3, 2023. The Bus Pass Office opens to the public on Tuesday, July 11, 2023.**

**Note:** a) the line to purchase a bus pass becomes longer as the start-date of school approaches - plan to come in early.

b) *PLEASE* consider purchasing bus passes via OUSD website or mail.

### What to Bring to the Bus Pass Office to Purchase a Bus Pass

Bus pass application form (a new application is required every school year), please fill out online prior to coming. A current wallet-size photo for each child getting a bus pass if they are new to the school.

**Note:** a) Your child's bus stop will be the closest/safest to your residence. Should you prefer a different bus stop, you must submit a Request to Choose a School Bus Stop Not Closest to Student's Home form.

b) Children are discouraged from coming in with parents.

### Purchasing Bus Passes via OUSD website or Mail

Bus pass applications can be sent: (1) via OUSD website (put your credit card information on the application, or we can obtain the information via phone call). (2) By mail (include personal check or credit card information on application).

Mail to: Orange Unified School District / Attention: TRANSPORTATION DEPARTMENT  
726 W. Collins Ave.  
Orange, CA 92867

\*Remember to include a current wallet-size photo

### Free Purchases (available to qualifying families)

To be considered, you must bring required documents (1) the application form, (2) current wallet-size photo for each child, and (3) current "year-to-date" gross income documentation for all members of the household.

Acceptable documentation includes:

Paycheck, pension, or other stubs (Must show current year-to-date gross income) Current AFDC Notice of Action (or print-out showing past 12 mo. income) Letters from employers verifying income (Must be on business letterhead) Medi-Cal eligibility print-out from the Doctor, Pharmacy or Social Worker

(No Medi-Cal Card)

Proof of income from sources out of this area (other states, countries, etc.)

2022 Federal Income Tax Returns (2nd Semester only)

See the Gross Income Eligibility Chart for pricing information.

Evidence of child support  
Proof of direct deposits of income  
Savings account statements  
Unemployment receipts

2022 W-2 Forms (2<sup>nd</sup> Sem. only)

**Make Check / Money Order Payable to O.U.S.D. Transportation** (note-there is a fee for "insufficient funds")

### Replacements

OUSD is not responsible for lost, stolen, or damaged bus passes. Bus passes can be replaced.

### Refunds

Pro-rated refunds are available for students who move out of the school district or change address to a residence where transportation is no longer needed. Return the bus pass and submit a Bus Pass Refund Request form. Upon approval, a refund check will be mailed. Allow four-six weeks for processing.

Refunds are not available for loss of service due to disciplinary reasons.

### Bus Transportation / Bus Passes for Open Enrollment or Inter-District Transfers

As outlined in the open enrollment contract, parents must provide transportation to and from the school.

**Note:** Bus passes are the property of the Orange Unified School District and must be returned upon request.

Bus Passes will be collected by the bus driver on, or near, their expiration date.