

Application for Bus Pass and/or Card Program

Deadline July 15

With TEA approval of your school district's application, your district may establish a program to provide bus passes or cards for another transportation system to certain students and receive TEA reimbursement for those passes or cards. The students must be ones who are eligible to use the district's regular transportation system but for whom the regular system is not a feasible method of providing transportation.

To be eligible for a bus pass or card under the program, a student must meet the eligibility requirements ([Section 2: Which Students Are Eligible to Be Reported for Allotment Purposes?](#)) and to be eligible for reimbursement, bus passes or cards must be used only for transportation that meets the eligibility requirements ([Section 3: What Types of Transportation, or Route Services, Are Eligible to Be Reported for Allotment Purposes?](#))

If your district has not previously been approved to operate a bus pass or card program for reimbursement, it must apply to the TEA for approval to do so. To apply, your district must submit completed copies of the following items to the TEA School Transportation Unit by the **July 15** before the first school year the district plans to operate the program:

- Letter for Requesting Bus Pass and/or Card Program Approval
- Bus Pass and/or Card Program Application
- Standard Operating Procedure

District or Charter School information

District or Charter School Name: _____

County-District Number (CDN): _____

First School Year for Reported Bus Passes: _____

Name of District Contact Person: _____

Contact's Phone Number: _____

Contact's Email Address: _____

Metropolitan Transit Authority Information

Transit Authority Organization: _____

TA Contact Name: _____

TA Contact Phone Number _____

TA Contact Email Address: _____

Type of Bus Pass or Card

The following are the only type of bus passes and bus cards eligible for reimbursement:

- daily bus pass
- weekly or seven-day bus pass
- monthly or 30-day bus pass
- bus card (a card that is electronically loaded with a specific amount of funds or a specific number of rides)

For reimbursement eligibility, each type must meet its respective requirements:

Bus Passes

- must be of the type (daily, weekly, or monthly) specified in your district’s application, and
- must have actually been issued to a student

Bus Cards

- must have its own number so that that number can be assigned to a student,
- be assigned to only one student at a time, and
- have actually been issued to a student, and
- your district’s application must have specified that it was for approval of bus cards (as opposed to passes).

The following types are **ineligible** for reimbursement and must **not** be reported as eligible:

- a bus pass for a period longer than one month or a bus card loaded or reloaded with funds or rides for a period longer than one month
- a bus pass or card that your district issues to a student to replace one that was lost or stolen
- a student ID card purchased from the transit authority by the district or a student

Referencing above, indicate each issued type with the applicable cost and quantity.

Pass Type	Full Price of Pass	Discounted Cost of Pass (if attained)	Estimated Pass Quantity per Month:	Estimated Months	Estimated Bus Pass Amount
Daily Pass (1 Day)					0.00
Weekly Pass (7 Days)					0.00
Monthly Pass (30 Days)					0.00
Special Program Transit					0.00

Card Type	Price of Daily Ride	Quantity of Daily Rides Required	Number of School Days Transported	Quantity of Eligible Students per Month	Estimated Bus Card Amount
Bus Card (Digital Wallet)					0.00

Total Estimated Allocation	0.00
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Standard Operating Procedure

The Standard Operating Procedures must include the following:

- specific procedures for how the district and its staff members will comply with the School Transportation Allotment Handbook requirements,
- procedures for how the district will recover an issued bus pass or bus card from a student who is no longer eligible or has withdrawn from school,
- Bus Card detailed procedures (if applicable) that specify:
 - who is responsible for the oversight and day-to-day management and administration of the bus card program
 - how staff members are to manage and oversee the bus card program, including but not limited to procedures that specify how staff members are to purchase and add funds to cards, issue cards and monitor their use, and document the purchase and issuance of cards
 - procedures for informing each eligible student of the following:
 - how to use the card to ride the bus
 - the student’s responsibilities in using the card, including the student’s responsibility to report the loss of a card to a school administrator as soon as the student is aware of the loss
 - authorized and unauthorized uses of the card and consequences of unauthorized use
 - procedures for district administrators to remove funds from and cancel a card that has been reported lost,
 - procedures for how the district will handle repeated unauthorized use of a card

If completing the latter Bus Card requirements, TEA encourages your district to:

- develop a “ridership contract” that includes this information,
- require each eligible student’s parent to indicate the parent has reviewed the contract by signing a copy, and
- keep the signed copy in the student’s file

Is the Standard Operating Procedure included in the submission?

Your district's Standard Operating Procedure is also due on July 1 and should also be locally updated by July 1 each year and/or when local procedure changes are implemented.

District Monthly Reporting

On a monthly basis, your district must document student eligibility and the eligibility of bus passes or cards for reimbursement using the following four documents below. These can be located on the [School Transportation Funding](#) website.

- a roster of eligible bus riders for the month
- a Bus Pass Issuance Log or Bus Card Issuance Log
- a Bus Pass or Bus Card Monthly Summary Form
- documentation of payment for bus passes or cards

Certification

I certify that:

1. I have read the TEA School Transportation Allotment Handbook,
2. The school district will comply with all handbook requirements and applicable laws and regulations in providing student transportation or contracting for the provision of that transportation, and
3. I understand that it is my school district's responsibility to ensure that any contractor it employs to provide student transportation complies with all applicable requirements, laws, and regulations.

Superintendent Name (Printed):

Superintendent Signature and Date:

Telephone Number:

Fax Number:

Email Address:
