July 30, 2021

Dear Parents or Guardians:

Please find enclosed an application for transportation services. A **new and updated** application must be completed each school year. All applications need to be turned in by **Monday- August 9, 2021**.

If your child/children qualify for free or reduced prices on the lunch program, they will also qualify for free or reduced (half-priced) bus fees. Simply turn in your bus application by to August 9, 2021 and mark the box that you will be completing and submitting the Household Income Data form (attached). Once you are approved for reduced price services, **final payments will be due by November 5, 2021** or your child may be denied transportation.

We are offering a 10% discount again this year for prompt payment. In order to qualify for this discount, **your bus application must be mailed in and postmarked by Monday- August 9, 2021**. Payment for transportation services may be made on the district’s website ([www.ppesd.org/transportation](http://www.ppesd.org/transportation)) using a credit card or a PayPal account. Payments made online will receive a 10% discount. Drop off or mail payments to:

Pollock Pines Elementary School District Office  
2701 Amber Trail  
Pollock Pines, CA  95726  
8:00 a.m. – 4:00 p.m., Monday through Friday

Updated bus routes will be posted by the end of the day on Friday, August 6th on the school website at [www.ppesd.org](http://www.ppesd.org). There are some routes that may change so please check before the first day of school.

Please be advised as part of our Reopening Plan for Transportation, the following changes will be made:

- Bus drivers will be required to wear a face covering
- Students riding the bus will be required to wear a face covering
- Depending on weather conditions, all windows on the bus will be down
- All buses will be disinfected between runs

Thank you for your cooperation.

Sincerely,

[Signature]

Pat Atkins  
PPESD Superintendent

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**PINEWOOD SCHOOL**
6181 Pine Street  
Pollock Pines, CA 95726  
(530) 644-2384 • Fax (530) 644-6215

**SIERRA RIDGE MIDDLE SCHOOL**
2700 Amber Trail  
Pollock Pines, CA 95726  
(530) 644-2031 • Fax (530) 644-0198
Pollock Pines School District Transportation Department
2702 Amber Trail, Pollock Pines, Ca 95726
2021-2022 Bus Application for Transportation Service

Complete this application for all students who ride the school bus to and/or from Pineview or Sierra Ridge. Students who are buying one-day use tickets also need to complete an application for services. Only one application per household is necessary.

<table>
<thead>
<tr>
<th>Child’s First &amp; Last Name (Please Print)</th>
<th>Grade</th>
<th>School Name</th>
<th>Round Trip</th>
<th>A.M. Only</th>
<th>P.M. Only</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

**PARENT/GUARDIAN INFORMATION**

Mother’s Name ____________________________
Mailing Address (include city & zip):
Street Address:
Nearest Cross Street/Landmark:
Home Phone# _______ Cell # _______
Mom’s Work Phone# ______________________

Father’s Name ____________________________
Mailing Address (include city & zip):
Street Address:
Nearest Cross Street/Landmark:
Home Phone# _______ Cell # _______
Dad’s Work Phone# ______________________

1. Name: _______ Phone# _______ Cell Phone# _______
2. Name: _______ Phone# _______ Cell Phone# _______

**BUS STOP INFORMATION:** (If you are not sure, contact the Transportation Department at 644-3750. You may also check with the school office or on the school web page.)

Pick-Up (A.M.) Bus Stop ____________________________
Take-Home (P.M.) Bus Stop ____________________________

**DAY CARE INFORMATION:**

Day Care Provider’s Name: ____________________________
Phone# ____________________________
Physical Address:
Day Care/Extended Day Bus Stop: ____________________________ Bus Color ____________________________

When is your child in Day Care? Before School: YES/NO After School: YES/NO

Kindergarten – My kindergartener student may get off the bus alone Yes/No May walk home with: ____________________________

I will be applying for free-and-reduced priced transportation and give permission to the Pollock Pines Elementary School District to share with the Transportation Department my verification of qualification for the free-and-reduced lunch program. (Applications for free-and-reduced lunch will be sent home with students the first day of school and are available in the school offices throughout the school year.)

- Medical- Any health concerns we need to be aware of (optional):

**SIGNATURE**

**DATE**

If there is any change in the above information, please contact Transportation at: 644-3750

Only students with a completed bus application on file may ride the bus. Students may only get off the bus at their assigned home or day care bus stop as noted on their bus applications.

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Date</th>
<th>Amount Received</th>
<th>Check#</th>
<th>Cash/Rec.#</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>
GENERAL INFORMATION – Please take the time to read this document thoroughly. It will answer questions you may have regarding our bussing procedures. There is a fee for school bus transportation. Please refer to the Transportation Fee Schedule (enclosed).

POSTING OF BUS ROUTES AND TIMES – Bus routes for the 2021-2022 school year will be posted on our district website at www.ppesd.org on Monday, August 3rd. They will also be posted at school sites in the office window.

PAYMENTS – Payments will be deferred to Friday, November 5, 2021. Payments can be made on the district website, www.ppesd.org/transportation, using a credit card or a PayPal account, and payments can be mailed or dropped off at: Pollock Pines School District, 2701 Amber Trail, Pollock Pines, CA 95726, from 8:00 a.m. – 4:00 p.m., Monday through Friday. Do not give payments to school offices.

RIDER LISTS – Each bus driver will have a list of all of his/her regular riders. This list will assist the driver in keeping track of the student’s bus stops and whether the student rides one-way or round trip. These lists will also be helpful for substitute drivers who do not know the students as well as their regular bus drivers do. It is very important that your child’s transportation application is completed and returned to the Transportation Department before school starts on August 12, 2021, if he/she is going to be riding the bus. We must have a new and updated application on file each school year and every time student information changes during the year.

BOYS & GIRLS CLUB – Transportation is free from Pinewood to the Boys & Girls Club at the Emigrant Trail Educational Center, if the student is a registered member of the Club, and has a bus application on file. All buses depart from Pinewood and drop off at Boys and Girls Club at Emigrant Trail Educational Center. Students who ride the bus from Pinewood to Boys and Girls Club will ride the same bus route color that services their home location. If you have any questions regarding which bus your student should ride, please call transportation at 644-3750. This procedure will ensure that students are always on the right bus whether they are going home or to Boys and Girls Club.

DENIED TRANSPORTATION - As a matter of parental responsibility, it is expected that the bus fees will be paid. To participate in our transportation services, all fees must be paid in full by Friday, November 5, 2021, unless other payment arrangements have been made with the Transportation Department.

OCCASIONAL RIDER/ONE WAY TICKETS – For students who ride the bus occasionally, we offer an occasional rider one way ticket. One way tickets are required and must be given to the bus driver each time the student rides the bus. One way tickets should be purchased in advance. Tickets are sold only in books of ten for $10 and may be purchased at the District Office. There are no refunds for unused tickets.

Only students with a completed bus application on file may ride the bus. Students may only get off the bus at their assigned home or day care bus stop as noted on their bus applications.

STUDENT BEHAVIOR AND DISCIPLINE – The student packet lists the policies and rules regarding safety and student behavior on school buses. It is expected that all riders will follow these rules.

QUESTIONS, CONCERNS OR INFORMATION – If you have questions or concerns, please call the Transportation Department, at 644-3750, or the District office at 644-5416.

BOARD POLICIES (BP) AND ADMINISTRATIVE REGULATIONS (AR) CONCERNING TRANSPORTATION – The following: BP3540, AR3540, BP5131, BP5131.1, and AR5131.1 can be found on our webpage https://ppesd-ca.schoooloop.com/sms/pageview?id=x&pid=1267885772568
## 2021-2022 TRANSPORTATION ANNUAL FEE SCHEDULE

<table>
<thead>
<tr>
<th>Regular Rate</th>
<th>Discounted Rate (Less 10%)* If paid online</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Round Trip Yearly Rate per Child</strong></td>
<td><strong>Round Trip Yearly Rate per Child</strong></td>
</tr>
<tr>
<td>$175.00</td>
<td>$157.50</td>
</tr>
<tr>
<td><strong>One-Way Yearly Rate per Child</strong></td>
<td><strong>One-Way Yearly Rate per Child</strong></td>
</tr>
<tr>
<td>$100.00</td>
<td>$90.00</td>
</tr>
</tbody>
</table>

*One-Way Pass Tickets *(Good for one AM or one PM ride)*

$10.00 for a Packet of 10 Tickets

No Discount

(One-Way Pass Tickets are sold only in packets of 10 tickets for $10. Tickets may be purchased on the district’s website, [www.ppesd.org/transportation](http://www.ppesd.org/transportation). Tickets purchased online will be given to student the following business day.)

## REDUCED RATES

<table>
<thead>
<tr>
<th>Reduced Rate</th>
<th>Discounted Rate (Less 10%)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Round Trip Yearly Reduced Rate per Child</strong></td>
<td><strong>Round Trip Yearly Reduced Rate per Child</strong></td>
</tr>
<tr>
<td>$87.50</td>
<td>$78.75</td>
</tr>
<tr>
<td><strong>One-Way Yearly Reduced Rate per Child</strong></td>
<td><strong>One-Way Yearly Reduced Rate per Child</strong></td>
</tr>
<tr>
<td>$50.00</td>
<td>$45.00</td>
</tr>
</tbody>
</table>

*Payment for transportation services may be made on the district’s website ([www.ppesd.org/transportation](http://www.ppesd.org/transportation)) using a credit card or a PayPal account. Payments made online will receive a 10% discount.

There is a maximum fee of $450 per family.

**Full payment is due no later than Friday, November 5, 2021**

If you have any questions, please call our office at 644-3750.
Household Income Data Collection – Pollock Pines Elementary 2021-22 (Rev.4/15)

Household Last Name: ___________________________ Phone: ___________ E-mail: ___________________________

PART I: Fill in the following information for children living in your household

<table>
<thead>
<tr>
<th>Name of Child(ren) attending a California K-12 Public School</th>
<th>School Attending</th>
<th>Birth Date</th>
<th>Grade Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
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<td>3.</td>
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<td>4.</td>
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<td>5.</td>
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<tr>
<td>6.</td>
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</tr>
</tbody>
</table>

PART II: Fill in the following information for Household Size

Total number of adults and children in Household:

Circle one: 1 2 3 4 5 6 7 8 Other____

See back of this form for information on household size.

PART III: Fill in the following for each source of Household Income

<table>
<thead>
<tr>
<th>Household Members</th>
<th>Amount if Paid Weekly</th>
<th>Amount if Paid Twice Per Month</th>
<th>Amount if Paid Every Other Week</th>
<th>Amount if Paid Monthly</th>
<th>Amount if Paid Annually</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>2.</td>
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<td>3.</td>
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<td>4.</td>
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<tr>
<td>All Additional Income</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
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<tr>
<td>Subtotal</td>
<td>$</td>
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<td>$</td>
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<td>$</td>
</tr>
<tr>
<td>Multiply Subtotal by:</td>
<td>X 52</td>
<td>X 24</td>
<td>X 26</td>
<td>X 12</td>
<td></td>
</tr>
<tr>
<td>Total Income by Frequency</td>
<td>$</td>
<td>$</td>
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<td>$</td>
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</tbody>
</table>

Total Household Income (sum of all columns): $________

PART IV: Signature

I certify (promise) that the information provided on this form is true and that I included all income. I understand that the school may receive state and federal funds based on the information I provide and that the information could be subject to review.

Signature of Adult Household Member Completing this Form: ___________________________ Date: ___________

Printed Name of Adult Household Member Completing this Form: ___________________________
The information submitted on this form is a confidential educational record and is therefore protected by all relevant federal and state privacy laws that pertain to educational records including, without limitation, the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (20 U.S.C. § 1232g; 34 CFR Part 99); Title 2, Division 4, Part 27, Chapter 6.5 of the California Education Code, beginning at Section 49060 et seq.; the California Information Practices Act (California Civil Code Section 1798 et seq.) and Article 1, Section 1 of the California Constitution.

Who should I include in “Household Size”? 
You must include yourself and all people living in your household, related or not (for example, children, grandparents, other relatives, or friends) who share income and expenses. If you live with other people who are economically independent (for example, who do not share income with your children, and who pay a pro-rated share of expenses), do not include them.

What is included in “Total Household Income”? Total Household Income includes all of the following:

- Gross earnings from work: Use your gross income, not your take-home pay. Gross income is the amount earned before taxes and other deductions. This information can be found on your pay stub or if you are unsure, your supervisor can provide this information. Net income should only be reported for self-owned business, farm, or rental income.

- Welfare, Child Support, Alimony: Include the amount each person living in your household receives from these sources, including any amount received from CalWORKs.

- Pensions, Retirement, Social Security, Supplemental Security Income (SSI), Veteran’s benefits (VA benefits), and disability benefits: Include the amount each person living in your household receives from these sources.

- All Other Income: Include worker’s compensation, unemployment or strike benefits, regular contributions from people who do not live in your household, and any other income received. Do not include income from CalFresh, WIC, federal education benefits and foster payments received by your household.

- Military Housing Allowances and Combat Pay: Include off-base housing allowances. Do not include Military Privatized Housing Initiative or combat pay.

- Overtime Pay: Include overtime pay ONLY if you receive it on a regular basis.

How do I report household income for pay received on a weekly, twice per month, every other week, monthly, and annual basis?

- For each household member determine the frequency in which income is received (weekly, twice per month, every other week, monthly, or annually) and enter amount in appropriate column. For example, if you are paid twice per month report the gross amount of your paycheck in the appropriate column.

- Repeat these steps for each source of income for each household member. If you have more sources of income than columns provided, report all additional income in the appropriate column.

- Add amounts reported in each column in the subtotal row. Multiply each subtotal by the appropriate number, as indicated on the form.

- Add all columns to determine the Total Household Income.

If your income changes, include the wages/salary that you regularly receive. For example, if you normally make $1,000 each month, but you missed some work last month and made $900, put down that you made $1,000 per month. Only include overtime pay if you receive it on a regular basis. If you have lost your job or had your hours or wages reduced, enter zero or your current reduced income.


CA Dept. of Education
Rev. April 2015