

# **Santa Barbara Unified School District**

## **Administrative Regulation**

**AR 3540.1**

### **Business and Non-Instructional Operations**

#### **PROVIDING FOR A REDUCTION IN THE COST OF BUS TRANSPORTATION FOR NEEDY SECONDARY STUDENTS WITHIN THE SANTA BARBARA UNIFIED SCHOOL DISTRICT**

The district will provide for a reduction in the cost of bus passes for needy junior high and high school students who ride busses operated by the local Metropolitan Transit District (MTD). To apply, the student must live at least three miles from the school of residence, be eligible for free or reduced meals, and not be on an intra-district transfer.

Applications for reduced-price MTD bus passes shall be available at the school sites. The principal will review the application and indicate approval by signing it. Prior to approving the application, the principal shall confirm the following:

- That student lives outside a three mile radius of their school of residence
- That student is eligible for free or reduced meals
- That student is not on an intra-district transfer

Students living outside a three mile radius of their school of residence, and identified as eligible for Aid to Families with Dependent Children (AFDC) will qualify automatically for the reduced bus pass.

The completed Metropolitan Transit District Reduced Bus Pass Application should contain:

1. Pertinent information concerning family circumstances (i.e., health/incapacitation factors). Monthly income, number of school-age siblings and total number in family are essential.
2. Address of parent or guardian where student resides.
3. Signature of parent or guardian.

Completed MTD Reduced Bus Pass applications shall be sent to the deputy superintendent of business services for final approval. Original applications will be kept on file in the business office.

An application must be resubmitted for approval each school year.

SANTA BARBARA UNIFIED SCHOOL DISTRICT

Santa Barbara, California      June 17, 2008

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