

BUS PASS CARD INSTRUCTIONAL INFORMATION

Thank you for your trust in allowing Adams 12 Five Star Schools to transport your student(s) to and from school for the 2015-16 school year. Included in this envelope you will find your student's *bus pass card*. Each **non-transferable** *bus pass card* is labeled with your student's name and must not be used by any other student in the district.

❖ **HOW THE BUS PASS WORKS**

- As a student enters or exits the bus he/she will hold the bus pass card up to the electronic reader. The card is scanned and the card number, time, date, and location is logged and transmitted to a secure database. This information is used to determine the type of trip completed and for the safety of the student. It is immediately available for Transportation Dispatch and District Security personnel to utilize in case of an emergency or a lost student. No student information is transmitted from the vehicle.
- The first bus pass card, included with this letter, will be issued at no cost. All replacement cards will be issued at a cost of \$5.00 each. ***Please Note: Bus Drivers CANNOT accept cash or any other form of payment at any time. If a Driver asks for Transportation fees at any time, please notify the Transportation Operation Manager immediately.***
- Your student must have his/her bus pass card with him/her at all times. In the event your student's bus pass card is lost or stolen, it is your responsibility to notify the Transportation Department at 720-972-4300 or email: adams12buspass@adams12.org . Upon notification the district will then lock out the lost/stolen bus pass card to prevent unauthorized use of the card. The student will be issued a temporary three (3) day pass by the bus driver and the student will be permitted to ride for those three days.
- The parent/guardian has three (3) days to come to the Transportation office for a replacement bus pass card between 8 am – 4:30 pm at the address listed at the top of this page.
- If you student does not have their bus pass for ANY reason, they are responsible for notifying the Driver while boarding the bus.

❖ **INSTRUCTIONS FOR USE OF CARD**

- ***Elementary/Middle/High school students***
Must have their bus pass card out to be shown to the driver & scanned on the electronic reader.