



## Paid Busing Instructions

### A. Information and procedures for students living less than two (2) miles from their assigned school, if busing is provided to that school:

1. Students living less than two (2) miles from their assigned school and desiring transportation may purchase a bus rider pass, if space is available. This is a first-come-first-serve basis and the pass must be purchased from the Arlington ISD Transportation Department. Bus passes may be picked up **ONLY AFTER YOU HAVE BEEN APPROVED AND CONTACTED BY THE TRANSPORTATION OFFICE.**
2. A bus rider pass will be issued by the Arlington ISD Transportation Department upon receipt of the fee. There is a different color pass for semester paid passes and monthly paid passes. Each month the monthly paid passes change colors. Fees must be kept-up and passes must be available for admittance onto the bus.  
*NO EXCEPTION WILL BE MADE FOR RIDERS WITHOUT A BUS PASS.*
3. Student pick-up and delivery will be made at a designated stop determined by the Transportation Department. The regular route will not be deviated for a paid for stop.
4. The Arlington ISD **will not** offer any **refund** for any portion of any unused bus pass;  
**"Exception:**  
*A refund will be processed if the bus becomes overloaded due to the number of "over two mile students" needing bus service. Paid bus students will be bumped to make room for regular "over two mile students."*
5. Rules and regulations for student bus riders whether regular or paid are found in the AISD Student Code of Conduct. All student bus riders must follow all rules and procedures as stated in the Student Code of Conduct.
6. Starting the 1st Tuesday after Labor Day the Transportation Department will contact applicants as seats become available. We must determine if there is room on the bus before we can process any paid bus applications.

### B. COST:

1. The cost is \$2.50 per day, per child for the first child and \$1.25 per day, for each additional (sibling) student, payable in advance on a monthly or semester basis. There will be no reduction in fee for riding only a portion of the month or one (1) day.
2. Students who qualify for the free or reduced lunch program are exempt from paying a bus fee. Students requesting this fee exemption must have a letter from the Arlington ISD Food Service Department Indicating they qualify for the free or reduced lunch program.
3. If a bus becomes overloaded due to increased riders of regular students living more than two (2) miles from the school, paid busing students starting with the last student registered will be bumped off the rider list losing their pass until the bus has room again to accommodate paid busing students. If a pass is revoked for this reason a refund will be made for remaining days already paid.

**C. APPLICATION AND STUDENT INFORMATION:**

1. Beginning May 1, applications for the next school year will be available and taken at the AISD Transportation Department at 1124 W. Arkansas Lane. Applications must be renewed annually.
2. Applications will be processed in the order in which they are received. A number is stamped on the form when turned in to Transportation. The stamped number does NOT mean the application has been accepted for a spot on the bus.
3. FILL IN ALL BLANKS OF THE FOLLOWING FORM. IF POSSIBLE GIVE **TWO (2) TELEPHONE NUMBERS. IF WE CANNOT REACH THE PERSON DOCUMENTED ON THIS FORM BUT CAN LEAVE A MESSAGE; WE WILL HOLD THAT SPOT ON THE BUS FOR ONE (1) DAY BEFORE GOING TO THE NEXT APPLICATION.**

[CLICK HERE FOR FORM!](#)