



## **PAY RIDE – ADMINSTRATIVE GUIDELINES**

1. Grades 6-12 students who request pay rides will not be assigned to any bus with more than fifty (50) students assigned.
2. Elementary students who request pay rides will not be assigned to any bus with more than sixty (60) students assigned.
3. Pay rides will not be assigned to any special education bus unless it is a sibling of a special education child already assigned to that bus going to the same school.
4. All requests for pay rides must be in writing on a Request for Pay Ride form and (white) copy submitted to Transportation Department.
5. Requests may be submitted after May 1 for the upcoming school year but may not be processed until all eligible students have been assigned to buses. (This could be after the start of the school year.)
6. Upon notification of space available, advance payment must be made. All payments should be for the entire school year, however, a minimum advance payment for a semester will be accepted by the district.
7. Payments must be made payable to Dubuque Community Schools and sent to the Transportation Department in the form of personal checks, money orders or bank drafts. No cash payments will be accepted at the Transportation Department.
8. Personal checks that are returned for non-sufficient funds will result in the Transportation Department notifying the parent/guardian of the removal date of their child from the bus route. Reinstatement will result only when the amount is paid by money order or bank draft.
9. Parents/Guardians who pay for only half the year will be billed for the second semester in late December or January and only one billing notification will be issued by the district. Payments not received on time will result in the student being removed from all buses.
10. Requests for pay rides to start during a school year will be billed from the start of the week in which the ride is scheduled to begin.
11. Refunds will be calculated at the end of the week in which the parent/guardian requests the refund in writing.
12. Requests for short term transportation will be payable in advance and payment will be based on the entire week even though transportation may be requested for only part of one or two weeks.