

## Transportation Services

300 South Robinson Street  
Tehachapi, CA 93561

Phone: (661) 822-2115  
Fax: (661) 822-2793

April 1, 2019

Dear Parents, Guardians, and Students:

The staff of the Transportation Department looks forward to providing transportation services to all eligible students of the Tehachapi Unified School District during the 2019 - 2020 school year.

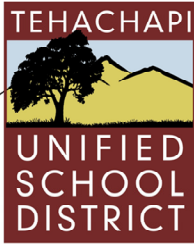
The cost of an annual pass will remain at \$274.00 per student for the 2019 – 2020 school year. Semester passes are \$137.00 per student. Fees are due according to the following schedule:

Type of Pass	Purchase Dates	Fees	Bus Pass Valid Dates
Annual	July 8, 2019	\$274.00	Aug. 14, 2019 to June 4, 2020
1 <sup>st</sup> Semester	July 8, 2019	\$137.00	Aug. 14, 2019 to Jan. 17, 2020
2 <sup>nd</sup> Semester	Jan. 6, 2020	\$137.00	Jan. 17, 2020 to June 4, 2020

### HOW TO OBTAIN BUS PASSES

1. Bring completed application along with payment (check, money order, or cash), to the **Transportation Department, 401 East H Street, Tehachapi, California**, Monday through Thursday between the hours of 7:00 a.m. and 3:00 p.m., to receive the pass immediately. We close every day for lunch from 12:00 p.m. to 1:00 p.m. and are **CLOSED on FRIDAYS**.
2. This year we are also offering an on-line payment program through "Pay-Pams" (Parent Account Management Systems). You can log into this site using [www.payPAMS.com](http://www.payPAMS.com). This system will allow you to purchase your student's bus pass. However, you will need your student's ID number (which can be obtained by contacting your child's school site) to use Pay-Pams. The transportation department will process your information and notify you when your pass is available for pick up. Please allow at least one week for this process.
3. Mail completed applications, one per student, along with payment to **Tehachapi Unified School District, Transportation Department, 300 S. Robinson St. Tehachapi, CA 93561**. Passes will be available for pick up prior to the first day of school at the Transportation Department. We require a signature when picking up bus passes. The passes can be picked up between the hours of 7:00 a.m. and 3:00 p.m., Monday through Thursday at the bus facility. We close every day for lunch from 12:00 to 1:00 pm. **No passes are mailed. CLOSED on FRIDAYS.**
2. Faxed completed applications must be accompanied by income verification and will require a signature at time of pick up. Faxed applications apply to those seeking low income qualifications. Our Fax number is: 661-822-2793

**PLEASE DO NOT TAKE INCOME DISCLOSURE FORMS OR PAYMENTS TO SCHOOL SITES OR THE DISTRICT OFFICE.**



## Transportation Services

300 South Robinson Street  
Tehachapi, CA 93561

Phone: (661) 822-2115  
Fax: (661) 822-2793

Please be aware that it is essential you complete and sign your application and submit your payment beginning July 8, 2019 in order for us to process your child's bus pass in time for the first day of school. **School bus passes will be enforced, and all bus riders must show their pass when boarding beginning the first day of school.**

In closing, we again look forward to another safe and successful school year transporting your children.

Sincerely,

A handwritten signature in blue ink, appearing to read "Robbi Miller".

Robbi Miller  
Transportation Supervisor