

Eureka Union School District  
**TRANSPORTATION - REQUEST FOR BUS PASS REFUND**

Parent/Guardian Name: \_\_\_\_\_ Phone numbers: \_\_\_\_\_  
 (please print name) Home Cell

Home Address: \_\_\_\_\_  
 Street City/State Zip

Address Where Refund Should be Mailed (if different than above):  
 \_\_\_\_\_  
 Street City/State Zip

| Student Name(s): | School(s): | Route # | Pass # | Bus Pass Type |
|------------------|------------|---------|--------|---------------|
|                  |            |         |        |               |
|                  |            |         |        |               |
|                  |            |         |        |               |
|                  |            |         |        |               |
|                  |            |         |        |               |
|                  |            |         |        |               |

Reason for Request:  
 \_\_\_\_\_  
 \_\_\_\_\_

|                                     |                 |                                   |
|-------------------------------------|-----------------|-----------------------------------|
| <input checked="" type="checkbox"/> |                 |                                   |
| Parent/Guardian Signature           | Date of Request | Date Pass Surrendered to District |

| Office Use Only:                               | Check #     |
|--|-------------|
| Verified for Payment of Pass by: _____<br>Date |             |
| Refund Authorized by: _____ \$ _____           | Date: _____ |

**A pro-rated refund for returned bus passes will be issued for following reasons and subject to a \$10.00 service charge:**

1. A student who subsequently is reassigned to a special education program and whose IEP requires special transportation.
2. Students who experience extended illnesses in excess of fifteen consecutive school days.
3. Students moving out of the busing area.
4. Students who possess an annual pass and are denied transportation in the first semester of the school year for the remainder of the year due to disciplinary reasons.

NO REFUNDS WILL BE MADE FOR PUNCH CARDS.

**Per EUSD Board Policy/Administrative Regulation:**

*\*In the event conditions beyond the control of the District prevents the District from providing the expected transportation services, the liability of the District will be limited to the refund of fees for that portion of the services not made available.*

*\*Bus passes are considered the property of the District, rented to the bearers, who are charged with custodial responsibility and are expected to safeguard them accordingly. The District assumes no responsibility for lost or stolen passes or punch cards.*

*\*The bus pass, accompanied by the Request for Refund shall be submitted to the Transportation/District office no later than ten days after transportation services will not be utilized.*

*\*Refunds shall be based on the date that the surrendered pass arrives in the Transportation/District office.*

[Please email completed form to buspass@eurekausd.org](mailto:buspass@eurekausd.org)