

### **What is the Zonar Bus Pass Program?**

The Zonar Bus Pass Program is a student identification system designed specifically for school bus transportation. The system uses short-range RFID (Radio Frequency Identification) to provide School District No. 8 Transportation Department with information on when, where and what time students get on and off their bus(s), helping to assure their safety. This information is only available to Transportation and school officials.

### **How does the Bus Pass work?**

All eligible students who are registered for bus transportation receive a Bus Pass card that is labeled with the student's first initial and last name. An electronic reader installed on the bus will identify the card being presented by each student upon entering or leaving the bus. The time, date and location of each card scan is logged and transmitted to a secure, confidential database. Once the card scan event is in the secure database, the Card ID Number is matched up with the student associated with that card ID. This information is then used to determine bus ridership and is readily available in case of an emergency or lost student situation.

### **What are the benefits of the program?**

The program provides a reliable way to identify bus ridership. In addition to enhancing student safety, the Bus Pass provides real time data that improves communication to parents and school sites, yields accurate data on actual student ridership, and enables the Transportation Department to more efficiently develop bus routes and bus stops. In an emergency, an accurate list of who is on the bus at the time can be provided.

### **What Student information is included on the Bus Pass card?**

The Bus Pass reader on the bus only records the Bus Pass card ID number. No personal information about the student is included. Only the card ID number is transmitted, along with the date, time, location, and bus number for each card scan event. Once the card ID reaches the secure database, it is matched up with the student to whom that card is associated. The information is stored in a confidential, secure database and cannot be accessed outside of the school district's computer system.

### **How will SD8 ensure that student information remains confidential?**

The Card ID number is matched to the student in Zonar's web-based application, Ground Traffic Control, which stores all user-defined data on Zonar's secured Canadian servers. The Bus Pass application and data is only accessible by those with proper authentication (User Login and Password).

### **Who is eligible to receive a Bus Pass card?**

Bus Pass cards will be issued to all students who are eligible and registered for bus transportation as specified by the Board of Education's policy. As a general rule, transportation eligibility is based on the walking distance from a student's home address to the school within his/her catchment boundaries. Bus transportation may be offered to students for health or safety reasons depending on the circumstances.

### **Will my children be able to share a Bus Pass card?**

No, Bus Pass cards are not transferable and are not to be used by any other student in the district.

### **How will students receive their Bus Pass cards?**

Students registered for bussing will receive their bus pass card from the school.

### **Will parents need to contact the Transportation Department to receive Bus Pass cards?**

No, the Transportation Department will automatically generate Bus Pass cards for all students who are eligible and registered for bus transportation. Please see your school office to pick up your bus pass.

**If my child forgets their Bus Pass, can they still ride the bus?**

Yes, your child will be allowed to ride the bus, but must obtain a bus pass exemption slip from the school office to ride home from school.

*Your student may not be allowed to ride after five days if he/she cannot produce their card or be active in obtaining a replacement card.*

**What if my child loses their Bus Pass card?**

If your student loses their bus pass card, report the lost pass to the school office ASAP. The office will issue your child a bus pass exemption slip to use until the new pass arrives at the school.

*Students will be charged \$15 for a replacement pass after 3 bus pass replacements.*

**Can my student use their Bus Pass card to ride the bus to the home of a friend or relative?**

Yes, Bus Pass cards will work on any district vehicle that is equipped with the Bus Pass scanner. Please refer to district transportation procedures for the approval process to ride with a friend or relative.

**If my student is not eligible for transportation services and does not have a Bus Pass card, can they still ride the bus to the home of a friend or relative?**

Yes, provided requesting student meets transportation procedures to ride as a guest rider. The student must obtain a bus pass exemption slip from the school office in order to board the bus.

**Will students without Bus Pass cards be allowed to ride the bus for field trips and other school activities?**

Yes, we recognize not all students are eligible for transportation services and some may not have a Bus Pass card. However, all students are eligible to ride buses for field trips and activities related to school athletics, music and educational purposes. Bus Passes are not required for these trips, the school will keep a list of all students who have boarded the bus for the trip in case of emergency purposes.

**How and when will students who are new to the district receive their Bus Pass cards?**

Once students have registered for bussing on the SD8 webpage; a card will be issued to the student by the school in a timely manner.

**Will Bus Pass cards be collected and reissued to eligible students each year?**

Students will be expected to keep their passes over the summer, for use in following years.

**What if the Bus Pass stops scanning?**

Should a pass become defective please report it to your school office immediately. The defective pass will continue to be presented to the driver in order to board the bus until the new pass arrives. At which time the new pass will be swapped for the defective pass.

**What should I do with the Bus Pass card if I leave School District 8?**

Please notify the Transportation Department when a student leaves the district. This may open a seat for another student to ride in their place. Please return the card to your school office.