

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**Date:** August 22, 2018

**To:** All Principals, Vice Principals and Transportation Liaisons

**Subject:** TRANSPORTATION ID CARD (ZPASS)

**Department and/or Persons Concerned:** Principals, Vice Principals and Transportation Liaisons

**Due Date:** Ongoing

**Reference:** None

**Action Requested:** Ensure Transportation ID Card Procedures are followed by Site Personnel

**Brief Explanation:**

All pupils receiving transportation services are provided with a Transportation Student ID card or “Zpass.” **Zpass use is mandatory. School sites are responsible for the distribution of Zpasses to their transported student population at the beginning of, and throughout the school year.**

The student data generated from the use of the Zpass is used to:

- Track ridership for safety and security purposes
- Claim Medi-CAL reimbursement for transportation services for eligible students
- Schedule routes more efficiently
- Improve service
- Determine continuing eligibility for transportation service at your site

Zpasses are to be kept and used by students each following year and from school to school *as long as they remain eligible for transportation service*. Please note that possession of a Zpass does not guarantee that the student is eligible to ride from year to year, and eligibility must be verified.

Transportation will provide all Zpasses and replacement cards as well as monitor the overall program.

**Start of School Year**

- Transportation will generate Zpasses for students new to transportation service for the new school year.
- Transportation will assist in the initial distribution of the new Zpasses at your site or on the bus.
- For students that need a replacement Zpass please refer to the attached Liaison Guide for instructions on requesting replacements.
- Students should retain their Zpasses at the end of each school year to use for the new school year if they continue to be eligible for transportation service.

- New and replacement Zpasses will be generated weekly throughout the school year and sent to your site for distribution.

Please communicate the below to each student receiving a Card:

- Use Zpass each day when **boarding** and **exiting** the school bus.
- Zpass may be scanned across or touched to the Card Reader on bus dashboard.
- The Card Reader may read your Transportation Student ID Card even under clothing or when stored in a backpack. However, if the Reader is unable to do so, please be prepared to retrieve the Zpass so you may board/exit the bus.
- Notify the school bus driver and your school staff immediately if Zpass is lost or stolen.
- The Zpass should be retained by the student for future transportation assignments in the following years.\*

(\*If eligible only. The card does not guarantee future eligibility.)

**Please ask parents to encourage their students to take care of their Zpass as they will function for many years and should not need to be replaced.**

Marceline Marques  
Operations Support Officer  
Transportation and Distribution Services

APPROVED:



Greg K. Ottinger, Ed.D.  
Chief Business Officer

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Attachment: Transportation Student Tracking (ZPass) Liaison Guide

Distribution: List B, D, E, F