

SAN DIEGO UNIFIED SCHOOL DISTRICT
Neighborhood Schools and Enrollment Options Division
Transportation Services Department

TRANSPORTATION STUDENT ID CARD (ZPass) IMPLEMENTATION PROCEDURES

Each school site will be provided with Transportation Student ID Cards (also known as ZPass cards) for distribution to each student receiving transportation services at their school site throughout the school year.

Transportation will provide all Transportation Student ID and Replacements Cards as well as monitor the overall program. The student data generated from the use of these cards will be used to schedule routes more efficiently, improve service, claim reimbursement from Medi-CAL and determine continuing eligibility for transportation service at your site. School sites are responsible for the distribution of Transportation Student ID Cards to their transported student population throughout the school year.

Start of School Year

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

TRANSPORTATION STUDENT ID CARDS

Please communicate the below to each student receiving a Card:

- Use Transportation Student ID Card each day when **boarding** and **exiting** the school bus.
- Card 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 Card so you may board/exit the bus.
- Notify the school bus driver and your school staff immediately if Card is lost or stolen.
- The Card 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 Transportation Student ID Card as they will function for many years and should not need to be replaced.