

## ***Zpass INSTRUCTIONAL INFORMATION-BFA***

***Thank you*** for your trust in allowing DCSD to transport your child/children to and from school. Each card is labeled with your child's name and is ***not transferable*** or to be used by any other child in the district.

### ❖ ***HOW Zpass WORKS***

- As a student passes the reader upon entering or leaving the bus, the time, date, and location are logged and transmitted to a secure data base. This information is then readily available in the case of an emergency. No student information is available outside of the school district's computer system.
- The quarterly billing you will receive will be based on each one-way trip to/from school.
- **All** Zpass cards (initial and all replacements including lost, stolen or damaged) are issued at a fee of \$25.00 and will be billed to your account. If payment was received at time of initial card application, either by check or online credit card payment, your account will be credited and will **not** be billed.
- ***Please note that Bus Drivers are NOT authorized to accept cash or payments at any time. Replacement card fees will be charged to your account.***
- Your child must have his/her Zpass with him/her at all times. It is suggested to secure the card in an interior pocket of your student's back pack to help protect the card from being lost, stolen, or damaged. Student must provide card to any DCSD employee if requested. **It is your responsibility to notify DCSD Transportation department at 303-387-0447 or email [zpass@dcsdk12.org](mailto:zpass@dcsdk12.org) in the event your child's Zpass is lost or stolen to prevent unauthorized use of the card.** Upon notification the district will reissue a new card that will be mailed to your home or given to your child's bus driver. In the event your child does not have a Zpass while boarding the bus it will be your child's responsibility to obtain a one day pass from the school office and notify the driver at that time.
- **Parents:** if you notice a corner of the card is lifting, please contact the Zpass office immediately.

❖ ***ALL Zpass QUESTIONS INCLUDING, LOST/STOLEN CARDS PLEASE CALL 303-387-0447 OR EMAIL [zpass@dcsdk12.org](mailto:zpass@dcsdk12.org)***

❖ ***Zpass BILLING QUESTIONS PLEASE CALL 720-433-1244 OR EMAIL [accounts.receivable@dcsdk12.org](mailto:accounts.receivable@dcsdk12.org)***