

# How to Buy A Bus Pass

## Step One: Go to the website

Go to <http://ridetraffix.com/BuyAPass.aspx>

## Step Two: Enter Your Address Correctly

Type in your Street number and Street name in the first box, and your city, state, and zip code in the other corresponding boxes.

You must enter your address correctly in each box **separately**. Street number and name example: 123 Smith Road

Enter Street Address:

<i>street number and name</i>
<i>city</i>
<i>state</i>
<i>zipcode</i>

[Next »](#)

**Be careful when using autofill** – you must only have your street number and name in the first box. Once all of the information has been filled in correctly, click Next.

## Step Three: Select Your School and School Year

On this screen, your address should be auto-populated in the first box.

Select your school, and the appropriate school year. Your address and selections should look like the below screenshot.

Click “Find Closest Route”

### Find Closest Route

Before registering, please enter the address from which your student will be coming from/going to, to verify that a TRAFFIX route serves your address and school.

You must enter your address correctly in each box **separately**. Street number and name example: 123 Smith Road

Enter your address:

Select a School:

Select a School Year:

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**Step Four: Select a Bus Stop**

This page will show the route which is closest to your address, and lists the closest bus stop found.

Find Closest Bus Route & Select Bus Stop
Set up Account
Add Student Information
Buy Bus Pass(es)

**Find Closest Bus Route & Select Bus Stop**

Address: 123 Smith Road, Danville, CA 95406  
 School: Country Club Elementary School  
 School Year: 2017-18

Closest Route found: CC14-Ranch Est/Portillo/Bent  
 Closest Stop: OLD RANCH ESTATES DR @ HOLBROOK PL  
 Distance: 11.52 mile(s)

**Select preferred Bus Stop for Route CC14 - Year 2017-18**

Regular Schedule  
 Status: Available

<input type="radio"/> COUNTRY CLUB ES ACC	8:35 AM/3:12 PM
<input type="radio"/> ELMWOOD DR @ KIMBALL AVE	8:30 AM/3:17 PM
<input type="radio"/> VILLAGE GREEN PARK	8:26 AM/3:19 PM
<input type="radio"/> OLD RANCH RD @OLD RANCH CT.	8:19 AM/3:24 PM
<input type="radio"/> OLD RANCH ESTATES @ SHADELANDS PL	8:17 AM/3:24 PM
<input type="radio"/> OLD RANCH ESTATES @ REGENCY CT	8:16 AM/3:25 PM
<input type="radio"/> OLD RANCH ESTATES DR @ HOLBROOK PL	8:14 AM/3:26 PM
<input type="radio"/> PORTILLO VALLEY DR @ MORNING HILLS CT	8:11 AM/3:30 PM
<input type="radio"/> PORTILLO VALLEY DR @ RUBICON VALLEY CT	8:10 AM/3:31 PM

Next Closest Routes  
 Route Name: CC15  
 Distance: 7.91 miles  
 Status: Available

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Buy A Pass »

Exact times for each stop are also listed next to the bus stops in the list. Morning pick up and afternoon drop off times are listed to inform you of when the bus will show up at the selected bus stop.

Status: Available

<input type="radio"/> COUNTRY CLUB ES ACC	8:35 AM/3:12 PM
<input type="radio"/> ELMWOOD DR @ KIMBALL AVE	8:30 AM/3:17 PM
<input type="radio"/> VILLAGE GREEN PARK	8:26 AM/3:19 PM
<input type="radio"/> OLD RANCH RD @OLD RANCH CT.	8:19 AM/3:24 PM
<input type="radio"/> OLD RANCH ESTATES @ SHADELANDS PL	8:17 AM/3:24 PM
<input type="radio"/> OLD RANCH ESTATES @ REGENCY CT	8:16 AM/3:25 PM
<input type="radio"/> OLD RANCH ESTATES DR @ HOLBROOK PL	8:14 AM/3:26 PM
<input type="radio"/> PORTILLO VALLEY DR @ MORNING HILLS CT	8:11 AM/3:30 PM
<input type="radio"/> PORTILLO VALLEY DR @ RUBICON VALLEY CT	8:10 AM/3:31 PM

Select the stop where you would like your child(ren) to be picked up and dropped off, and click **Buy A Pass**.

## Step Five: Confirm Your Information

This screen asks you to verify your information.

Review and ensure your information has been entered correctly, then click Continue.

Find Closest Bus Route & Select Bus Stop	Set up Account	Add Student Information	Buy Bus Pass(es)
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**Verify Bus Route Information**

Address entered:

School:

Bus Route:

Stop:

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## Step Six: Enter Your Information

On this page, you will be presented with a large form to fill out. Many of the fields on the form are REQUIRED.

The following items are required and cannot be skipped:

- First and Last Name
- Address, City, State, Zip Code (which should be filled in for you)
- Daytime phone – such as a work phone
- Phone (Alternate 1)
  - This may be a home or cell phone, and may also be the same as the Daytime Phone
- Text Messages Phone
  - A phone number we can sent SMS messages to is required to send out important SMS notifications
- Email
- Email again – this field verifies the first email field and must match
- Username
  - This field is used to sign in after the purchase of your pass
- Username again
  - This field is used to verify the username in the previous field
- Password
- Password again
  - This field is used to verify the password in the previous field

- How many students do you wish to purchase passes for?
  - Please select the number of bus passes you would like to purchase

An example of a properly completed form is on the next page.



## Set up Account

\*Indicates required fields

Parent/Guardian's First Name*:	<input type="text" value="Test"/>	
Parent/Guardian's Last Name*:	<input type="text" value="Name"/>	
Street Address*:	<input type="text" value="123 Smith Road"/>	
	<input type="text"/>	
City*:	<input type="text" value="Danville"/>	
State*:	<input type="text" value="CA"/>	
Zip Code*:	<input type="text" value="95406"/>	
Daytime Phone*:	<input type="text" value="(123) 456-7891"/>	<input type="text" value="Home"/>
Phone (Alternate 1)*:	<input type="text" value="(123) 456-7891"/>	<input type="text" value="Home"/>
Phone (Alternate 2):	<input type="text"/>	<input type="text" value="Home"/>
Phone (Alternate 3):	<input type="text"/>	<input type="text" value="Home"/>
Text Messages Phone*:	<input type="text" value="(123) 456-7891"/>	
Text Messages Phone (Alternate):	<input type="text"/>	
Email*:	<input type="text" value="email@email.com"/>	
Email again*:	<input type="text" value="email@email.com"/>	
Email (Alternate 1):	<input type="text"/>	
Email (Alternate 2):	<input type="text"/>	
Username*:	<input type="text" value="Username"/>	(4 or more characters)
Username again*:	<input type="text" value="Username"/>	
Password*:	<input type="text" value="*****"/>	(7 or more characters)
Password again*:	<input type="text" value="*****"/>	
How many students do you wish to purchase passes for?	<input type="text" value="1"/>	



Once all the information has been filled in, click Continue.

Step Seven: Verify Your Information



**Verify Account Information**

Parent/Guardian's First Name: Test  
Parent/Guardian's Last Name: Name  
Street Address: 123 Smith Road  
Zip Code: 95406  
City: Danville  
State: CA  
Daytime Phone 1: (123) 456-7891 - Home  
Daytime Phone 2: (123) 456-7891 - Home  
Daytime Phone 3:  
Daytime Phone 4:  
SMS Phone 1: (123) 456-7891  
SMS Phone 2:  
Email 1: email@email.com  
Email 2:  
Email 3:  
How many students do you wish to purchase passes for? 1



Review your information and ensure it is correct. If it is, click Continue.

## Step Eight: Add All Your Students

On this page, you will need to **add all students** who need a pass.

For **each** student:

- Add the student's first name and last name in the corresponding fields
- Verify or change your School and Bus Stop.
- Select the Grade your student will be attending.
- Then, Select a type of Bus Pass. If in doubt, choose a Regular Pass for the school year you need.
- Once your information is entered and selected, click on **Add Student**.

**You must repeat this process until all your children who need passes are listed.**

Buy A Pass

Find Closest Bus Route & Select Bus Stop
Set up Account
Add Student Information
Buy Bus Pass(es)

### Add a Student

First Name\*:  Last Name\*:   
 School:  Grade:   
 Bus Stop:  Bus Pass:

Add Student »

### Verify Student(s) Information

First Name: Student School Name: Country Club Elementary School Bus Stop: OLD RANCH ESTATES DR @ HOLBROOK PL	Last Name: Name Grade Name: 4th Grade Bus Pass: Regular Pass (Pro-Rated) for 2017-2018 School Year	Edit Delete
Lottery Code:		
First Name: Name School Name: Country Club Elementary School Bus Stop: OLD RANCH ESTATES DR @ HOLBROOK PL	Last Name: Student Grade Name: 2nd Grade Bus Pass: Regular Pass (Pro-Rated) for 2017-2018 School Year	Edit Delete
Lottery Code:		

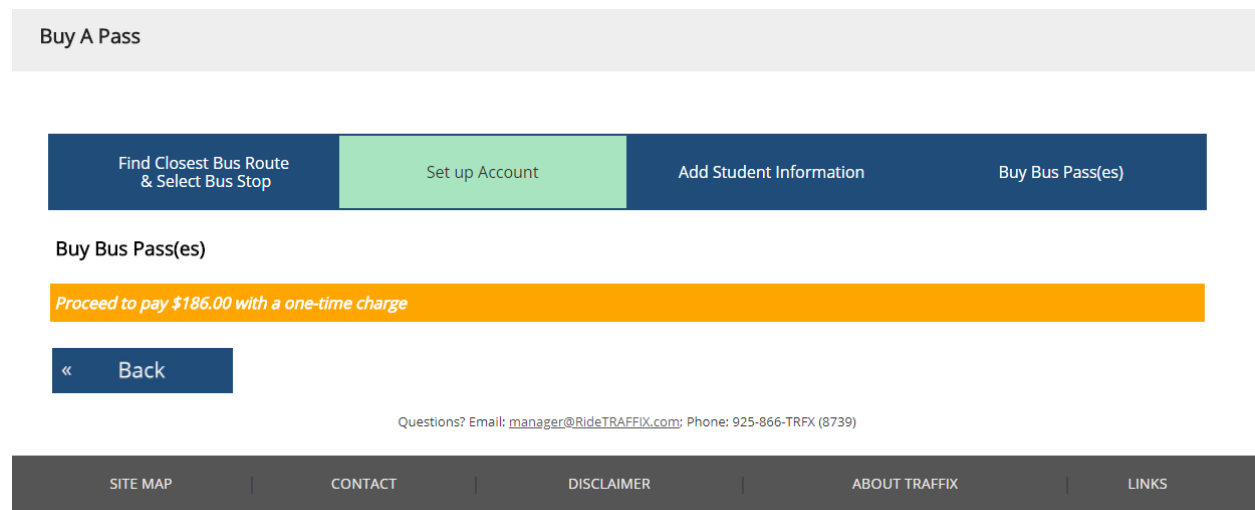
« Back
Continue »

Questions? Email: [manager@RideTRAFFIX.com](mailto:manager@RideTRAFFIX.com) Phone: 925-866-TRFX (8739)

Once all your students have been added to the list (as shown above), click Continue.

## Step Nine: Proceed to Payment

On this page, you will see a large yellow/orange strip across the middle of the page (see below):



Inside of the yellow/orange strip, it discloses the amount of the charge for the bus pass(es) you wish to purchase and indicates the cost will be a one-time charge.

Click on the yellow/orange strip to continue.

## Step Ten: Enter Payment Details and Submit

This page will display the price of the pass(es) at the top. Below that, you will need to enter your payment details.

Fill in your credit card number and card holder name in the first section.

In the second section, fill in your billing address associated with the credit card you entered above, as well as an email address. The email address will be where your receipt will be sent.

In the third section, select which type of credit card (Visa, Master Card, etc.).

Next, fill in the expiration date and then the security number (CVN) on the back of the card.

An example of a properly completed Payment form can be found on page 8.

Once you have filled in all your payment details, click Submit.

A popup notifying you that the payment is processing will appear. **Do not refresh the page or hit the browser's back button**, as this may cause your payment to either not process, or you may be charged twice.

After the payment is processed, you will see a confirmation page. You will also be emailed a receipt at the email you listed on the payment form.

Find Closest Bus Route  
& Select Bus Stop

Set up Account

Add Student Information

Buy Bus Pass(es)

## Buy Bus Pass(es)

Total: \$ 186.00 [USD]

### Enter Credit Card Details

Credit Card No\*: 4321098765432109

Card Holder Name\*: Cardholder Name Here

### Card Holder Address:

Use my account address:

Address Line 1\*: 123 Smith Road

Address Line 2:

City\*: Danville

State\*: CA

Zip\*: 95406

Phone:

Email\*: email@email.com

Card Type\*: Visa

Expiration Date\*: 01/2021  
( MM/YYYY )  
( MM/YY )

Security Number\*: ...



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Submit