



SCHOOL BUS SAFETY PROGRAM

NOTICE OF VIOLATION

Commonwealth of Pennsylvania School Bus Safety Program

AUN: administrative_unit_number

NOTICE DATE: MAIL_DATE	AMOUNT DUE: FINE_AMOUNT
VIOLATION DATE AND TIME	violation_date violation_time
VIOLATION LOCATION	violation_location
REGISTERED OWNER NAME	owner_name
REGISTERED OWNER ADDRESS	owner_address owner_city owner_state owner_zip
VEHICLE STATE & LICENSE	vehicle_state / vehicle_plate
VEHICLE DESCRIPTION	vehicle_description

FINE AMOUNT	STATUTE & DESCRIPTION
FINE_AMOUNT	Pennsylvania Statute, Title 75 Pa. C.S. §3345. Meeting or overtaking a school bus
DUE BY: DUE_DATE	Pennsylvania Statute, Title 75 Pa. C.S. §3345.1. Automated enforcement of failure to stop for school bus with flashing red lights.

CERTIFICATION

Based on the review and inspection of the evidence, including recorded images, the police department swears or affirms that there is sufficient evidence that a violation of Pennsylvania Statute, Title 75 Pa. C.S. §§3345 and 3345.1. did occur.

[Police Department Name and Address]

This certificate shall be prima facie evidence of a violation. The System Administrator certifies that the Side Stop Signal Arm Enforcement System was operating correctly at the time of the violation pursuant to Title 67 Pa. Code Ch. §171b.4.c.

----- Detach and Return -----

USE THIS FORM TO PAY BY MAIL

- To pay by mail, detach and return this form with your payment.
- Make check or money order payable to:** Commonwealth of Pennsylvania School Bus Safety Program. DO NOT SEND CASH.
- Write the Notice Number and license plate number on the front of your payment to ensure proper credit.
- Mail to:** Bank of America Processing Center, PO Box 411472, Boston, MA 02241-1472.

To review videos and pay online, go to www.alertbus.com or scan the QR code.



Para revisar los videos y pagar en linea, vaya a www.alertbus.com o escanee el codigo QR



NOTICE NO. citation_number

AMOUNT DUE: FINE_AMOUNT

DUE DATE: DUE_DATE

9.375" fro **Registered Vehicle Owner:**

----- 1.125" tall -----

**COMMONWEALTH OF PENNSYLVANIA
SCHOOL BUS SAFETY PROGRAM**

A **School Bus Safety Program** has been implemented in an effort to reduce the number of motor vehicles unlawfully passing stopped school buses. The motor vehicle identified in this Notice was recorded unlawfully passing a school bus by a side stop signal arm enforcement system, in violation of Pennsylvania Statute, Title 75 Pa. C.S. §§3345 and 3345.1.

For additional information or support, contact 1-877-504-7080 Monday-Friday, between 8:00AM and 5:00PM ET. Para información adicional, por favor llame al 1-877-504-7080 de Lunes a Viernes, de 8:00AM a 5:00PM (hora del Este).

PAYMENT OF THE FINE

A civil fine of \$300 must be paid unless you elect to contest your liability within 30 days of the Notice Date. Failure to remit payment or request a hearing in a timely manner constitutes an admission of liability, waives the right to appeal, and may result in the amount owed being forwarded to a collections agency. **Submission of payment constitutes an admission of liability and waives the right to appeal.**

PAYMENT INSTRUCTIONS

Payment must be submitted within 90 days of the Notice Date using one of the methods printed below. Failure to pay in a timely manner will result in overdue notices and the amount owed may be forwarded to a collections agency.

Pay online: Scan the QR code or visit www.alertbus.com and enter your Notice Number and license plate number. Please note that credit and debit card transactions are subject to a convenience fee.

Pay by phone: Call 1-877-504-7080 Monday-Friday, between 8:00AM and 5:00PM ET, and follow the automated prompts. Have your Notice number and credit or debit card available. Please note that credit and debit card transactions are subject to a convenience fee.

Pay by mail: Submit a check or money order, payable to Commonwealth of Pennsylvania School Bus Safety Program, along with the detachable portion of this form. Write the Notice Number and license plate number on the front of your payment to ensure proper credit. Mail to: Bank of America Payment Processing Center, PO Box 411472, Boston, MA 02241-1472. **DO NOT SEND CASH.**

PENALTY OF THE VIOLATION

The penalty for the violation shall be a civil fine of \$300. The violation shall not be deemed a criminal conviction; will not be made part of the operating record of the individual upon whom the penalty is imposed; will not be used to determine the merit rating for insurance purposes; does not authorize the imposition of surcharge points in the provision of motor vehicle insurance coverage.

CONTESTING LIABILITY

You have the right to request a hearing to contest liability for this violation. To do so, mail or email the detachable form below by following the instructions printed on the form.

Determination Without Attendance: You may elect to have a *Determination Without Attendance*, wherein a PennDOT Hearing Officer will review the evidence and any information you submit in support of your defense without requiring your attendance at a virtual hearing. See allowable defenses per Pennsylvania Statutes, Title 75, § 3345.1 below:

a) The owner of the motor vehicle named in the Notice of Violation was not driving the motor vehicle at the time of the violation. The owner may be required to submit evidence that the owner was not the driver at the time of the alleged violation. The owner may not be required to disclose the identity of the driver of the motor vehicle at the time of the violation; b) the motor vehicle in the Notice of Violation has been reported to any police department as stolen prior to the time the violation occurred and had not been recovered prior to that time; c) the person receiving the Notice of Violation was not the owner of the motor vehicle at the time of the offense; d) the side stop signal arm enforcement system being used under this section was not in compliance with the department's regulations with respect to testing for accuracy, certification or calibration.

----- Detach and Return -----

USE THIS FORM TO CONTEST LIABILITY

1. To contest liability, complete, sign, detach, and return this form within 30 days of the Notice Date. Do not send payment with your request to contest liability.
2. You will receive instructions by mail regarding how to submit evidence in advance of your hearing.
3. If you elect to appear at a virtual hearing, you will receive notification by mail regarding the date and time of the hearing.
4. Return this form by mail or email.
 - a. **By mail:** Mail to Commonwealth of Pennsylvania School Bus Safety Program, Document Processing Center, PO Box 9002, Bloomfield, CT 06002.
 - b. **By email:** Scan both sides of this detachable portion and email to pahearingevidence@buspatrol.com.

I hereby acknowledge receipt and service of this Notice of Violation citation_number and request a hearing to contest liability assigned to me by this Notice. **Sign using blue or black ink.**

PRINT FULL NAME

EMAIL ADDRESS

SIGNATURE

DATE

Check this box if you elect to have a Determination Without Attendance as described above. If left unchecked, you will be required to attend a virtual hearing.