



SCHOOL BUS SAFETY PROGRAM

AUN: <AUN NUMBER>

NOTICE OF VIOLATION

**COMMONWEALTH OF PENNSYLVANIA
SCHOOL BUS SAFETY PROGRAM**

NOTICE #	NOTICE DATE
XX-XXXXXX	02/17/2024

A School Bus Safety Program has been implemented in an effort to reduce the number of motor vehicles unlawfully meeting or overtaking stopped school buses. The vehicle identified in this notice was in violation of Pennsylvania Statute, Title 75 Pa. C.S. §§3345 and 3345.1.



DATE AND TIME OF VIOLATION	01/31/2024 2:25PM
LOCATION OF VIOLATION	3100 Block of Bristol Rd
REGISTERED VEHICLE OWNER	John Q. Public
OWNER'S STREET ADDRESS	123 Easy Street Anytown, USA 12345-6789
VEHICLE STATE & LICENSE NUMBER	PA / ABC1234
VEHICLE MAKE / TYPE / YEAR	07 Chrysler

FINE AMOUNT STATUTE

\$<PENALTY>

DUE BY 03/17/2024

Pennsylvania Statute, Title 75 Pa. C.S. §3345 Meeting or overtaking a school bus; and §3345.1. Automated enforcement of failure to stop for school bus with flashing red lights.

The penalty for the violation shall be a fine of \$300

POLICE DEPARTMENT 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 Dept 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.

You have 30 days from the Notice Date listed above to pay the fine or to request a hearing with the hearing officer. To request a hearing with the hearing officer to contest your liability, you must sign and mail or email the below form.

CUT HERE



**Commonwealth of Pennsylvania
School Bus Safety Program**
Document Processing Center
P.O. Box 1310
Newington, VA 22122

For additional information or questions please call 877-504-7080, Monday through Friday, 8 AM to 5 PM ET, or visit www.alertbus.com

Registered Vehicle Owner:

owner_name
owner_address
owner_city, owner_state owner_zip

Notice # XX-XXXXXXX
\$<PENALTY>
Due by 03/17/2024

PAYMENT OF A FINE

**COMMONWEALTH OF PENNSYLVANIA
SCHOOL BUS SAFETY PROGRAM**

You must pay the fine or request a hearing to contest your liability within 30 days of the Notice Date on the front of this document. **You may pay your fine and view the recorded images and video evidence at www.alertbus.com.** You may login using your notice number and license plate number. For technical support, please contact 877-504-7080.

If you elect to pay the fine:

- a) Go online to www.alertbus.com or complete the payment coupon below
- b) Additional fees apply for credit/debit card payments
- c) Only checks or money orders are accepted by mail, no cash.
- d) Payment must be received within 30 days of the Notice Date
- e) An owner may admit responsibility for the violation and pay the fine as indicated on the notice of violation.
- f) Payment of the fine shall operate as a final disposition of the violation.

If payment is not received or the owner has not contested liability within 90 days of the mailing of this violation, the amount owed may be turned over to a collection agency.

PENALTY OF THE VIOLATION

The penalty for the violation shall be a fine of \$300.

- 1) Violation shall **NOT** be deemed a criminal conviction
- 2) **Will NOT** be made part of the operating record of the individual upon whom the penalty is imposed
- 3) **Will NOT** be used to determine a merit rating for insurance purposes
- 4) **DOES NOT** authorize the imposition of surcharge points in the provision of motor vehicle insurance coverage.

CONTESTING LIABILITY

If you wish to contest your liability, within 30 days of this Notice Date you must request a hearing using the form provided below. The form can be mailed to the address listed on it or scanned in (ensure to include both sides of the form when scanning to ensure proper credit) and emailed to pahearingevidence@buspatrol.com. See allowable defenses per Title 75 Pa. C.S. § 3345.1(f) below.

- a) It shall be a defense to a violation under this section that the owner of the motor vehicle named in the notice of the 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) It shall be a defense to a violation under this section that the motor vehicle in the notice of the 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) It shall be a defense to a violation under this section that the person receiving the notice of violation was not the owner of the motor vehicle at the time of the offense.
- d) It shall be a defense to a violation under this section that 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.

USE THIS FORM TO PAY

Payment Method Check Money Order

PAY BY MAIL: Mail check or money order, made payable to

Commonwealth of Pennsylvania, School Bus Safety Program
Bank of America Payment Processing Center
PO Box 411472
Boston, MA 02241-1472

Include the notice number and vehicle tag number on your check or money order to ensure proper credit.

DO NOT SEND CASH.

- 2. Pay online at: www.alertbus.com
- 3. Pay by Phone: 1-877-504-7080

Payment is considered a FINAL DISPOSITION OF THE VIOLATION and waives your right to a hearing. Payment must be received on or before (due date).

USE THIS FORM TO CONTEST LIABILITY

- 1. Note any corrections to your name and address as they appear on the reverse side of this form.
- 2. Daytime telephone number (optional): _____
- 3. Return this signed form at least 5 days prior to the due date on the reverse side of this form.
- 4. Mail to:

Commonwealth of Pennsylvania, School Bus Safety Program
Document Processing Center
PO Box 1310
Newington, VA 22122

- 5. In lieu of mailing your request, you can scan both sides of this form (front and back) and email to pahearingevidence@buspatrol.com
- 6. Do not send payment if you wish to contest liability.
- 7. You will be notified by mail of the hearing date, time and location.

I hereby acknowledge receipt and service of above Notice of Liability # XXX-XXXXXX and request a hearing date to contest the liability assigned to me by this notice.

SIGNATURE OF REGISTERED OWNER OR LESSEE

DATE SIGNED

PRINT FULL NAME