

Topic	Number of Pages	Date Approved
<b>3.10 Use of Public Transit Tickets</b>	<b>1</b>	<b>April 2010</b>

## Policy Statement

Public transit tickets may be provided for the purpose of home to school transportation service for students residing in urban centres or for students in program options as advised by the School Board where it makes economic sense to do so.

Schools may wish to purchase transit tickets for school use (i.e. co-op transportation, compassionate reasons etc) and should do so with the transit agency directly.

## Procedure

Students receive public transit tickets to cover their travel to and from school on scheduled school days.

The school office will:

- Provide transit tickets to those students who receive them for the purpose of home to school transportation.
- Keep a ticket log at the office and have students sign for receipt of tickets and understand STS staff may periodically review the log.
- Contact STS to have ticket supplies replenished.
- Return unused tickets at the end of the school year to STS with a copy of the student log.
- Return unused tickets to STS upon request in the event of a fare media change at the public transit agency so that tickets can be exchanged by STS.

The student will:

- Sign the log at the school acknowledging receipt of the public transit tickets.
- Use the tickets only for the purpose of home to school.
- Assume responsibility for his/her tickets as no damaged, lost or stolen tickets will be replaced by STS or by the school.
- Understand that if tickets are lost/stolen/damaged or otherwise misplaced, the student and parent/guardian are responsible for private transportation arrangements and any costs associated with same.

STS will:

- Procure and track transit tickets for the purpose of home to school transportation.

