

 <p><i>Student Transportation</i> Services of Thunder Bay</p>		Practice Document #: <b>STS-ELG-018.00</b>  <b>Public Transit</b>	
Category: <b>Eligible</b>	Document Creation Date: <b>September 2011</b>	Document Last Reviewed: <b>January 2024</b>	Page <b>1 of 2</b>

<b>Statement</b>	<p>Public transit may be used when Secondary school students are required to attend a program outside regular bussing hours or route schedules. Students attending Life Skills development classes at Alternative School sites may be issued transit passes. Co-op students that cannot get to placement locations during co-op periods may be allotted a transit pass at the Principals discretion.</p>
<b>Practice</b>	<p>Once students have received a transit pass they are responsible for them. No damaged, lost or stolen tickets will be replaced by STSTB or the school. Students are then responsible for getting themselves to program. School staff is responsible for keeping a transit pass log of all tickets distributed.</p> <p>School staff can request transit passes as needed from STSTB by filling out an application form <b>STS-FRM-004 Requisition for Transit Passes</b> (see Appendix A)</p>

*Student Safety is Our Number One Priority.*

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DATE: \_\_\_\_\_

SCHOOL: \_\_\_\_\_

**Passes required for:**

ELEMENTARY PROGRAM NAME: \_\_\_\_\_

SECONDARY PROGRAM: \_\_\_\_\_

<b>REQUEST</b>			
<u>20 Rides to a Bus Pass</u>			
Number of Student Passes: _____	@	\$ . _____	= \$ . _____
Number of Single Passes: _____	@	\$ . _____	= \$ . _____
		<b>TOTAL</b>	<b>= \$ . _____</b>
			_____ <i>Principal's Signature</i>
			_____ <i>STSTB Approval Signature</i>

<b>DISTRIBUTED</b>	
(STSTB office use only)	
Student Series # _____	to # _____
# _____	to # _____
Single Passes # _____	to # _____

**Note:** Old rate passes on hand are still acceptable by transit; please advise this office if there are any problems

1. Please sign and date form, forward to STSTB by fax 622-5818; or courier
2. Record numerical series of cards received for identification if lost or stolen.

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