

		Practice Document #: STS-ELG-018.00 Public Transit	
Category: Eligible	Document Creation Date: September 2011	Document Last Reviewed: January 2026	Page 1 of 2

Statement	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.
Practice	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. School staff can request transit passes as needed from STSTB by filling out an application form STS-FRM-004 Requisition for Transit Passes (see Appendix A)

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REQUISITION FOR TRANSIT PASSES

DATE:

SCHOOL:

Passes required for:

ELEMENTARY PROGRAM NAME:

SECONDARY PROGRAM NAME:

REQUEST

1-ride passes (Groups of 10)		@		=	\$
2-ride passes (Groups of 5)		@	\$	=	\$
10-ride passes (individual)		@	\$	=	\$
TOTAL				=	\$

Principal's Signature

STSTB Approval Signature

DISTRIBUTED

(STSTB office use only)

1-ride passes	#	to #
	#	to #
2-ride passes	#	to #
	#	to #
10-ride passes	#	to #
	#	to #

1. Please sign and date form, forward to STSTB by fax 807 622-5818, or courier
2. Record numerical series of cards received for identification if lost or stolen.

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STS-ELG-018 – Public Transit - Appendix A