



# OSTA

Ottawa Student  
Transportation  
Authority

## Public Transit Service

Effective Date: September 1, 2014

**Policy Code – Version: T7 - V4**

**Policy Name: Public Transit Services**

**Approved** by motion of Board on

05/26/2014

### Cross Reference

T14 - Transportation Services

### Related Forms

Delivery/Return of Monthly OC Transpo Passes  
Requisition for OC Passes and Tickets

## Policy Statement

1. The Ottawa Student Transportation Authority shall consider public transit services for the transportation of eligible students, where such service is deemed by the OSTA to be cost effective compared to the use of regular school bus or small vehicle services.
2. The Ottawa Student Transportation Authority shall determine the areas/addresses and schools where transportation for students will be provided by public transit services.
3. Presto School Board Passes and bus tickets shall be issued to eligible students in accordance with procedures developed by the Ottawa Student Transportation Authority.
4. OSTA shall not replace lost Presto School Board Passes for any given month.
5. OSTA shall have the right to cancel or “hotlist” any Presto School Board Passes due to a change in the student’s eligibility, or if the consortium deems the student’s use of the pass to be inappropriate.
6. Any additional funds loaded on the Presto School Board Pass shall not be refunded by OSTA under any circumstances.
7. It shall be the responsibility of individual students in grades 9-12, and/or their parents or guardians, to make arrangements with OC Transpo or Presto to replace lost, stolen or damaged cards. OSTA shall develop procedures to

replace lost, stolen or damaged cards for students in grades 7 and 8, students with identified special needs and/or students requiring financial assistance.

### Procedure

1. Students in Grades 7 to 12 who qualify for transportation services according to OSTA Transportation Eligibility policy T18 may receive their transportation service through public transit (OC Transpo) rather than school buses and/or small vehicle, where such service is available and cost effective.
2. Students in Grades 6 or lower will not be assigned to public transit services.
3. Students approved for OC Transpo use, will not normally be required to walk more than 1.0 km to or from their bus stop.
4. For students using public transit, the responsibility of the Ottawa Student Transportation Authority and member school boards ceases at the school site boundary.
5. Presto School Board Pass/Bus Tickets
  - a. The Ottawa Student Transportation Authority will supply schools, at member school board expense, with sufficient numbers of Presto School Board Passes or bus tickets for distribution to eligible students.
  - b. The Presto School Board Pass is only for students under the age of 20. OSTA will provide schools with Adult Presto passes in advance of the student's 20<sup>th</sup> birth date.
  - c. Schools are responsible for ensuring that the Presto School Board Pass and Transit Student ID card are delivered to the appropriate student and that *Presto Master Tracking Sheet* is accurate, that each student has signed for his/her card and that the Master List is remitted to OSTA.
  - d. OSTA reserves the right to request a \$6 fee for lost/damaged Presto cards for any replacement cards provided and managed by OSTA. The school may collect the replacement fee from the student at its own discretion. OSTA will hotlist the old card and provide a new card and Transit Student ID to the school for the student.
  - e. All Presto School Board Passes will only be distributed to students on the first school day of the month. Schools that distribute Presto passes prior to the first school day of the month will be billed for any additional

monthly charges as a result. New Presto passes will be distributed with a user guide produced by OC Transpo.

- f. Schools or programs wishing to purchase Presto passes/tickets at their own expense may do so through the submission of a duly completed "Requisition for OC Passes and Tickets" form to the Ottawa Student Transportation Authority.
- g. Schools may purchase the Presto School Board Pass at the student rate providing the card will remain with the same student for the entire school year and the student is under 20 years old. OSTA will provide the Presto School Board Pass and Student ID to the school, and will bill the school's account for usage on a monthly basis.
- h. Schools may purchase adult Presto pass with a monthly auto-renew feature, managed by OSTA and billed to the school account on a monthly basis. These passes are transferable to any student or adult and do not require special ID.
- i. Students in grades 9-12 must register their Presto pass upon receipt and will be responsible for securing a replacement pass should the pass be lost, stolen or damaged. This can be done in the following ways:
  - a) Online through [www.prestocard.ca](http://www.prestocard.ca) – Presto will charge a \$6 fee and the original school board Presto pass will be transferred to the new Presto pass. Delivery of the new pass to the home address is at Presto's discretion (7-10 days estimated)
  - b) At an OC Transpo Sales and Info Centre – OC Transpo will charge a \$6 dollar fee for the new card, and \$10 e-purse fee. After purchasing the card, the student must call Presto to have the school board pass transferred to the new card. DO NOT REGISTER THE NEW CARD, until the school board pass has been transferred. The card may be used immediately after purchase using e-purse funds. Transfer of the school board pass usually occurs within 48 hours of the call to Presto.
- j. Schools must submit a "Request for Transportation" form if a student in grades 9-12 requires assistance from OSTA to manage and/or secure a replacement Presto pass on their behalf. These Presto passes must NOT be registered by the student. Should OSTA take over managing the student's Presto pass, a new Unregistered pass will be assigned to the student, and the old one will be cancelled.

#### 6. Unclaimed/Unused Presto Cards

- a. Schools will be required to return unused or unclaimed Presto passes to the Ottawa Student Transportation Authority by the 15<sup>th</sup> of the following

month for which the pass was distributed with a duly completed "Delivery/Return of Monthly OC Transpo Passes" form.

- b. A pool of unclaimed/unused OCSB Presto passes will be kept at OSTA to be used for individual requests for transportation on compassionate grounds at OCSB/OCDSB schools. The school will request the pass and provide OSTA with the name of the new student who will be receiving the Presto pass. OSTA will de-assign the pass from the eligible student, then forward the pass and new Student ID to the school for distribution to the student in need.

OSTA will distribute cards primarily to schools that have been identified by the OCSB/OCDSB as having greater need for the passes. OSTA will reserve at least 10 cards in the pool in case eligible students request their Presto pass at a later date. Once the pool of unclaimed/unused passes is exhausted, no other passes will be distributed for compassionate reasons, except at the school's expense.

Should an eligible student who has not collected their Presto School Board Pass request one at a later date, a card from the pool will be automatically assigned to that student.

- c. OCSB/OCDSB schools will be given 3 extra Presto Adult passes at the school board's expense.
7. OSTA will cancel or "hotlist" any Presto School Board Passes at its own discretion. Any funds loaded on the card will NOT be refunded by OSTA under any circumstances. OSTA will advise the school when hotlisting of a card will occur and the reasons for the cancellation.
  8. Ottawa Student Transportation Authority staff will cooperate with law enforcement, transit authority security personnel, and school administration staff where suspicion exists as to the inappropriate distribution and use of bus passes supplied by the Ottawa Student Transportation Authority.