



OSTA

Ottawa Student
Transportation
Authority

Public Transit Service
Effective Date: May 28, 2018

Policy Code – Version: T7 – V6	
Policy Name: Public Transit Services	
Approved by motion of Board on	28/05/2018
Cross Reference T14 - Transportation Services	
Related Forms Delivery/Return of Presto Passes (OSTA funded) Purchase/Returning Presto Passes and Single Ride Vouchers (School Funded)	

Policy Statement

1. The Ottawa Student Transportation Authority shall consider public transit services for the transportation of eligible students in grades 7-12, where such service is deemed by the OSTA to be cost effective and/or operationally efficient compared to the use of regular school bus or small vehicle services.
2. Presto School Board Passes and Single Ride Vouchers shall be issued to eligible students in accordance with procedures developed by the Ottawa Student Transportation Authority.
3. OSTA shall not replace lost Presto School Board Passes for any given month.
4. 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.
5. Any additional funds loaded on the Presto School Board Pass shall not be refunded by OSTA under any circumstances.
6. It shall be the responsibility of individual students in grades 9-12, and/or their parents or guardians to replace lost, stolen or damaged cards with OC Transpo or Presto. 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 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/Single Ride Vouchers
 - 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 20th birthday.
 - 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/SRV 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. 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 – Presto will charge a \$6 fee. Delivery of the new pass to the home address is at Presto's discretion (7-10 days estimated). Upon receipt the student will have to activate the new card.
 - b) At an OC Transpo Sales and Info Centre or Shopper's Drug Mart – OC Transpo will charge a \$6 dollar fee for the new card, and \$10 e-purse fee. The card may be used immediately after purchase using e-purse funds. The student must then cancel the original card online and "transfer value" to the new card.
- h. 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. If lost, the original card will be cancelled by OSTA and a new card will be sent to the school for the student on the first day of the following month.

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 15th 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 students who have been identified by the OCSB/OCDSB as having greater need for the passes. Once the pool of unclaimed/unused passes is exhausted, no other passes will be distributed for compassionate reasons, except at the school's expense.

- c. OCSB/OCDSB secondary schools currently receiving Presto/SRV for eligible students 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.