



Section <b>Public Transit Program</b>	Page 1 of 2
	Date : August 18, 2009 Amended : November 29, 2013 Amended : October 9, 2019

<b>Statement</b>	<p>Public transit is used to serve the needs of high schools students residing in the City of Windsor, who are registered to attend an identified program at a school other than the normal school of attendance and at a distance of more than 3.2 km from the program school. <b>Public transit may also be used to replace school bus transportation if deemed appropriate by WESTS.</b></p>
<b>Programs</b>	<p>Each member board will advise WESTS of those programs or students that are eligible for public transportation.</p>
<b>Procedures</b>	<p>All schools will update their student files to properly reflect the program status of students eligible for transit passes.</p> <p>WESTS will export the information from GeoQuery and submit the names to Transit Windsor at the start of each semester. Transit Windsor will deliver the bus passes to each school by Monday prior to the first day of the new school year.</p> <p>The bus pass must be used with the student photo id. There will be a grace period at the start of each school year for the photo id. Such grace period will be determined between WESTS and Transit Windsor.</p> <p>Any bus pass issued after August 25<sup>th</sup> each year will be available for the student to pick up at the Transit Windsor Terminal. Students must show a valid student ID or a temporary student card to pick up their bus pass. If a student does not have a photo id, a photo card may be purchased from Transit Winsor.</p> <p>Lost or stolen bus passes must be reported to <b>the school</b> by the student. <b>WESTS will cancel the lost pass and request the issuance of a new pass.</b> The student will be responsible for the cost of the new bus</p>



Section <b>Public Transit Program</b>	Page 2 of 2
	Date : August 18, 2009 Amended : November 29, 2013 Amended : October 9, 2019

	<p>pass and any photo id.</p> <p><b>If the pass has been issued and not picked up by the student within two weeks of issuance it will be cancelled.</b></p> <p><b>WESTS will monitor the usage of the passes on a monthly basis and any student's not utilizing their pass on a consistent basis will be subject to having the pass cancelled.</b></p> <p><b>Any student allowing their pass to be used by another person will automatically have their pass cancelled and not re-issued.</b></p>
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Approved by Board of Directors on January 16, 2014  
Amendment approved by BOD - October 16, 2019