



Section Public Transit Program	Page 1 of 1
	Date : August 18, 2009 November 29, 2013

Statement	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.
Programs	Each member board will advise WESTS of those programs or students that are eligible for public transportation.
Procedures	<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 25th 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 Transit Windsor by the student. If the card is not found after three (3) days the student should notify the school who will request a replacement pass through WESTS. The student will be responsible for the cost of the new bus pass and any photo id.</p>

Approved by Motion: ETC # 09-07
Amendment Approved: BOD #01-14

Dated: November 20, 2009
Dated: January 16, 2014