

Sunshine Coast Regional District

BOARD POLICY MANUAL

Section:	Transit and Fleet Services	BRD-0340-50
Title:	Free Ticket Program	030

POLICY

BC Transit and the SCRD continually work to ensure equal access to the transit service. Transit fares are a financial barrier for some residents on the Sunshine Coast. Upon request, the SCRD may provide local social service agencies, without prejudice, a specified allotment of complimentary transit tickets to be distributed to agency clients who do not otherwise have the financial means to access the SCRD transit service for employment, health, or recreation purposes.

REASON FOR POLICY

To provide direction to SCRD staff regarding the management of the free transit ticket program.

AUTHORITY TO ACT

Delegated to staff.

PROCEDURE

The following summarizes the distribution and reconciliation process for the SCRD free ticket program:

1. Local social service agencies will submit monthly free ticket requests to transit staff.
2. Transit staff will provide approved agencies, subject to availability, a monthly allotment of free transit tickets; value of total annual ticket distribution not to exceed the SCRD Board approved budget amount for this program.
3. Transit staff will record the amount of tickets distributed and arrange for pick up or delivery of the tickets with service agencies.
4. Service agencies will distribute tickets to clients as needed and complete the free ticket distribution reconciliation form that clearly specifies how many tickets were handed out and for what purpose. Completed forms will be forwarded to transit staff at the end of each month.
5. At the conclusion of every month transit staff will forward the link of the Free of Charge Ticket Distribution document to finance staff to perform appropriate accounting entries.

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