



Section Public Transit Program	Page 1 of 2
	Date : March 19, 2024

<p>Statement</p>	<p>WESTS uses Public Transit to serve the needs of secondary school 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 school in which the identified program is located.</p> <p>Public Transit passes will be provided as per the procedures identified below.</p> <p>Public transit may also be used to replace school bus transportation in any other area if deemed appropriate by WESTS.</p>
<p>Programs</p>	<p>Each member Board will advise WESTS of those programs or students that are eligible for public transportation.</p>
<p>Responsibilities</p>	<p>The school principal or designate will:</p> <ol style="list-style-type: none"> 1. Update their student files to accurately reflect the program status of students eligible for transit passes based on their Board’s determination of eligible program. <p>WESTS staff will:</p> <ol style="list-style-type: none"> 1. Export the information from BusPlanner and submit the names to Transit Windsor at the start of each semester. 2. WESTS will cancel any lost passes and request the issuance of a new pass. 3. Monitor the usage of the transit passes on a monthly basis and students not utilizing their passes on a consistent basis may have the transit pass cancelled. <p>Students will:</p> <ol style="list-style-type: none"> 1. Pick up passes that are issued after August 25th



Section Public Transit Program	Page 2 of 2
	Date : March 19, 2024

	<p>each year at the Transit Windsor Terminal.</p> <ol style="list-style-type: none">2. Show a valid Identification to Transit Windsor.3. Report lost or stolen transit passes to the school. The student will be responsible for the cost of the new transit pass and any photo identification.
Prohibitions	<p>Any student allowing their transit pass to be used by another person will automatically have their transit pass cancelled and it will not be re-issued.</p>