# Agency Name Transit Policies and Procedures

Subject	Fare Structure for General Public
Section	Financial
Effective Date	
Approved By	
Approval Date	

## <u>Purpose</u>

Establish fare rates for passengers who ride Agency vehicles.

# **Definitions**

Fare: Money that a passenger pays to ride a transit vehicle.

#### **Procedure**

Develop a written list of fares for each category of riders. Rider groups can include the following:

General Public \$X.XX per one-way trip

Elderly and Disabled \$X.XX per one-way trip

Children 17 years of age and under \$X.XX per one-way trip

Elderly and disabled passengers must complete an application form to qualify for reduced fares as described in the Discount Fares for Elderly and Disabled Passengers Policy. Children 12 years of age and under must be accompanied by an adult. A parent must accompany children being transported to a childcare facility. If a parent is transporting multiple children to a childcare facility, only one child fare will be charged.

Passengers must pay fares when boarding an Agency vehicle. Fares may be paid with cash (correct change required), a ticket, or proof that the fare was pre-paid for a standing order or subscription trip. Tickets are available at the Agency office. Payment must be made in full at the time of purchase. The Agency will not bill passengers for fares. Drivers must keep a record of all fares received on the daily manifest.

Fares will be charged for all trips resulting in a no-show. Passengers must pay any no-show fares prior to resuming transit services. The Agency should review all fare rates annually.

### Responsibilities

The Transit Director is responsible for setting, publishing, and updating the fare rates. Drivers are responsible for ensuring that all passengers pay the correct fare and for keeping accurate fare records on the daily manifest.

This policy or procedure is intended to be used as an example. It should be customized to each transit agency. Review by a legal expert is recommended.