**Agency Name**

**Transit Policies and Procedures**

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| **Subject** | Farebox & Fare Collection |
| **Section** | Financial |
| **Effective Date** |  |
| **Approved By** |  |
| **Approval Date** |  |

**Purpose**

Develop a procedure for collecting passenger fares and a method for reconciling fares collected against daily manifests.

**Procedure**

Assign each Driver a farebox at the beginning of each shift and record the farebox number on their daily manifest. Drivers should collect the fare from each passenger during the boarding process and place the fare amount in the farebox. Passengers must pay the exact amount since Drivers shall not carry change. Drivers shall visually verify the amount deposited into the farebox and write the fare amount collected for each passenger in the daily manifest.

Drivers shall return the farebox to the Dispatcher at the end of each shift along with the daily manifest. The Dispatcher shall ensure that the amount of money in the farebox matches the daily manifest and shall give all money to the Transit Director.

**Responsibilities**

It is the Driver’s responsibility to collect accurate fare amounts, place the fares in the farebox, and record the fare amounts on the daily manifest. The Dispatcher is responsible for reconciling the fares collected against the daily manifests.