

Agency Name
Transit Policies and Procedures

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.