

**MONTHLY BUS PASS POLICY**  
**Council Policy No. 40/00**

POLICY:

1. A monthly bus pass is available to full time students in full time attendance at any public or private school up to and including Grade 12.
2. The same pass is available to full time students at Northern Lights College or any accredited institution, which offers full time adult education or skills upgrading programs. A student is considered full time when he/she attends three or more credit courses concurrently.
3. The monthly pass is not transferable.
4. The monthly pass will not be replaced if it is lost or stolen. If the pass is accidentally defaced or damaged, it may be replaced at City Hall. The decision of whether the pass will be replaced will be made by the City Manager or his designate, based on satisfactory evidence that the claim is legitimate.
5. Adult student monthly passes are currently available through the Administration Office of Northern Lights College, which will verify the full time status of the purchaser. The administration of each eligible institution will be responsible for the request, guarantee of full time status of the purchaser, distribution and payment of passes sold.