

**TRANSIT FEE WAIVER REQUEST POLICY**  
**Council Policy No. 138/18**

**PURPOSE:**

To provide efficiency in responding to requests received from local schools for transit fee waivers for students and accompanying adults to use City transit for field trips and/or other learning opportunities.

**BACKGROUND:**

The City of Fort St. John receives requests from local schools for the donation of bus tickets for classes to ride public transit for a special event or field trip. These requests do not fall within the Discretionary Grant-in-Aid Policy as school classes are not a non-profit organization.

Council's rationale for approving these requests is that students may be encouraged to use transit as a viable mode of transportation in the future.

**POLICY:**

Council authorizes staff to approve requests for transit fee waivers from local schools provided the following criteria are met:

- A written request is received from the school outlining the date and purpose of the event and the exact number of bus tickets that will be required for both students and accompanying adults; and
- The value of the bus tickets requested does not exceed \$250.00 per event.

The total amount of transit fee waivers approved shall not exceed \$1,000 per year and will be approved on a first-come, first-served basis.

The equivalent costs of the bus tickets provided will be allocated to the Council Contingency Account.

For information purposes, a copy of the request letter for a transit fee waiver as well as a copy of the City's response will be placed on Council's Regular Agenda in the Council Information Package Section.