



University Students' Council of the University of Western Ontario **BUS PASS POLICY**

EFFECTIVE: Undated

SUPERSEDES:

AUTHORITY:

RATIFIED BY: Council

Executive Council

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PREAMBLE

1.00 INTERPRETATION

- 1.01 “Administrator” shall mean the USC Bus Pass Administrator. This Administrator must be a full-time employee of the USC and shall be designated as such by the General Manager. The Individual may have other duties in addition to administering the Bus Pass;
- 1.02 “LTC” means London Transit Commission;
- 1.03 “Bus Pass” means an LTC bus pass issued by the USC in accordance with the USC-LTC Agreement;

2.00 APPLICATION

- 2.01 Any full-time undergraduate student at Western shall be entitled to the use of a Bus Pass as issued by the USC under agreement with the LTC.
- 2.02 Possession and use of this Bus Pass will be governed and regulated by this policy, the terms and conditions on the reverse of the Bus Pass issued, and the LTC.
- 2.03 This policy shall apply to any undergraduate student at Western, regardless of whether or not she has acquired her Bus Pass, and whether or no she is entitled to a Bus Pass.

3.00 CONDITIONS OF USE

- 3.01 Each full-time undergraduate student must use her Bus Pass in accordance with the following guidelines. The user will be deemed to have accepted the terms and conditions of the Bus Pass upon her first use of the Bus Pass:
- (1) A Bus Pass must be presented in conjunction with the student’s own UWO Photo ID Card to the LTC bus driver upon each boarding. The student number on the Bus Pass must match the student number on the UWO Photo ID Card.
 - (2) The Bus Pass shall not be used in contravention of this policy, any USC-LTC agreement pertaining to the Bus Pass, or any regulation of the LTC.



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- (3) A student must not make fraudulent use of a Bus Pass which includes, but is not limited to:
 - i. Allowing, either directly or indirectly, another individual to use her Bus Pass, regardless of whether or not the other individual is a student, and whether or not the other individual is entitled to a Bus Pass;
 - ii. Failing to present both her UWO Photo ID card and Bus Pass concurrently and in an unobstructed manner to the driver of any LTC bus;
 - iii. Altering her Bus Pass or UWO Photo ID Card for the purpose of fraudulent access to LTC services;
 - iv. Attempting to make use of, or using, another student's Bus Pass for the purposes of using an LTC bus transportation service;
 - v. Possessing or using an unauthorized Bus Pass.
- (4) A student shall report any lost or mutilated Bus Pass to the Administrator who will proceed in accordance with Article 5.00 and Article 6.00; and,
- (5) The student must report a stolen Bus Pass to the London Police Services and/or the Campus Community Police Services, whoever is more appropriate. The student must submit a copy of this report to the Administrator.

4.00 NON-COMPLIANCE WITH THIS POLICY

4.01 A student will be subject to penalties for not complying with this policy.

4.02 Penalties shall be as follows:

- (1) Warning;
- (2) Loss of Bus Pass;
- (3) Levying of administrative costs; and,
- (4) Suspension of Bus Pass for three (3) months of an academic; this three month period need not fall within the same academic year.

5.00 PROCEDURES

5.01 Reprint

- (1) Only lost, stolen, or mutilated cards will be reprinted;



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- (2) The Administrator shall reprint any mutilated Bus Pass, which will be subject to costs and an administrative fee, the total of which is not to exceed \$15 plus applicable taxes. The mutilated Bus Pass must be returned to the Administrator prior to the student receiving the reprinted Bus Pass;
- (3) The Administrator may reprint any Bus Pass if she reasonably believes the Bus Pass is lost. This decision shall be at the sole discretion of the Administrator. Reprinting any lost Bus Pass will be subject to costs and an administrative fee, the total of which is not to exceed \$35 plus applicable taxes; and,
- (4) The Administrator may reprint a stolen bus Pass without levying an administrative fee. This is at the sole discretion of the Administrator. The Administrator must first be presented with a copy of the report that the student filed with the London Police Services and/or the Campus Community Police Services.

5.02 Notification of Infraction

- (1) Where there is an alleged infraction, either the USC or the LTC will confiscate the Bus Pass in question from the student;
- (2) Notification of all confiscations shall be sent to the Administrator. If the alleged infraction involved a student and/or the Bus Pass of a student, the Administrator shall notify any involved student. This notification will include an explanation of the confiscation and the petition procedure, and shall occur within five (5) business days of the Administrator receiving notice of the alleged infraction;
- (3) Any confiscated Bus Pass in possession of the USC will remain in possession of the USC unless it is returned to the student in accordance with this Policy;
- (4) Any involved may write a petition to the Administrator to have the penalty waived in return for the Bus Pass;
- (5) Any petition must be made within twenty (20) business days of notification by the Administrator, and should include:
 - i. All relevant facts and matters of which the petitioner is aware that may have led to the confiscation; and,
 - ii. Any consideration that may be beneficial to the Administrator in rendering a decision upon any student.
- (6) If no petition is made, then;



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- i. Upon first infraction, the student may pay a fee to have the Bus Pass returned to her. This fee is subject to costs and an administrative, the total of which is not to exceed \$35 plus applicable taxes; and,
- ii. Any subsequent infraction may result in the student being denied access to the Bus Pass for a period not exceeding three academic months. At the end of the three month suspension period, the student will be assessed a fee. This fee is subject to costs and an administrative fee, the total of which is not to exceed \$35 plus applicable taxes.

6.00 DECISION OF THE ADMINISTRATOR

- 6.01 Upon receiving a petition, the Administrator must respond to the alleged infraction within fifteen (15) business days after receiving the petition;
- 6.02 The Administrator will forward a copy of the petition to the Legal Affairs Officer who may be included in subsequent discussions and meetings regarding the particular petition; and,
- 6.03 The Administrator will decide upon the appropriate action including:
 - (1) Return of the Bus Pass without levying a penalty; and/or
 - (2) Any penalty levied is subject to Article 5.00 of this policy; and/or
 - (3) The Administrator shall invite the petitioner to a meeting where the petition will be addressed and the student may submit all material facts and arguments in support of her case;
 - (4) The Administrator has the option of consulting with the LTC to determine a proportionate penalty;
 - (5) A written report of any meeting will be made available to the petitioner and available upon request within two (2) business days; and,
 - (6) The Administrator shall inform the petitioner of the decision within two (2) business days.

7.00 APPEAL PROCESS

- 7.01 The decision of the Administrator shall be final.



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APPENDIX A

TO policy name

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