



TITLE: Metropolitan Transportation Authority (MTA) Student Bus Pass Program

NUMBER: REF-1111

ISSUER: Michael A. Eugene, Business Manager
Business Services Division

DATE: July 6, 2004

PURPOSE: To implement a pilot program in seven senior high schools that were selected from across the District. The program will expand to all middle schools and senior high school campuses in subsequent months.

MAJOR CHANGES: On August 13, 2002, the Board of Education passed the Metropolitan Transportation Authority (MTA) Student Bus Pass Resolution with the goal of increasing student participation and ridership in public transportation. This resolution directed staff from the Business Services Division to meet with MTA staff to develop a plan to implement a streamlined process to apply for MTA student passes. These meetings resulted in an agreement between the MTA and LAUSD to streamline the student bus pass application system. In addition, MTA's monthly bus pass stamps would be available for sale at student body stores in secondary school campuses.

INSTRUCTIONS: I. CONTACT

The Business Services Division's Transportation Branch will be the contact between the MTA and LAUSD participating schools. The MTA will provide schools with the necessary advertising materials and will participate in school assemblies to promote the program.

II. SCHOOLS

- A. Schools will assist students in completing the MTA Student Bus Pass Application ensuring that a photo that meets MTA specifications is attached. Schools will collect one dollar (\$1.00) for each application.
- B. Applications will be batched and delivered by LAUSD's school mail to the Transportation Branch. The MTA has committed to returning student IDs to the schools within twelve (12) working days after receipt of the completed applications.
- C. The agreement between the LAUSD and the MTA also provides revenue from sales of monthly MTA Bus Pass stickers from a forty-cent (.40 cents) commission for each monthly stamp sold. This system has the potential to generate enough revenue to provide resources for the incurred workload.

ROUTING
Administrators
Local District
Administrators
School Staff



LOS ANGELES UNIFIED SCHOOL DISTRICT
REFERENCE GUIDE

The Transportation Branch will obtain monthly bus stamps on consignment and will distribute them to each school.

The schools will sell the stamps through the student stores. A completed monthly sales report, unsold stamps, and proceeds from the sale of stamps, will be returned to the Transportation Branch on a monthly basis. The Transportation branch will batch these reports and forward them to the MTA.

- D. Secondary schools not currently in the program can call Mr. Anthony Ha, at LAUSD's Transportation Branch (323) 342-1330, to be included in this program. All secondary schools are scheduled to participate in this program.

**RELATED
RESOURCES:**

None

ASSISTANCE:

For further information please contact Antonio A. Rodriguez, Director, Transportation Branch, at (323) 342-1400.