

PROCESS FOR EDUCATIONAL TRAVEL REQUEST FORM

Thunder Bay Transit offers the opportunity for youth to gain experience and learn how to ride transit while providing access to **specific educational facilities such as libraries, museums, and art galleries** throughout the City. Under this program, one current fare is required for every 5 students to a maximum of 15 per group. Any adults over the age of 19 must pay the current fare and as always, children under 5 years of age ride free with a fare paying adult. Arrangements to travel under this program must be made at least seven (7) business days in advance of the date of travel. For more information on this program please contact Thunder Bay Transit at (807) 684-3744 (press 0 for customer service) or email transit@thunderbay.ca.

Process for this program:

- Request the form from Thunder Bay Transit and fill in all areas of the form completely. Note that multiple trips can be submitted at the same time for future trips. (All areas must be filled in for Thunder Bay Transit to provide passes for travel).
- Adults (i.e. teachers, EA's, helpers, etc...) over the age of 19 must pay the current fare.
- One current fare is required for every 5 students.
- Transit will not charge for passengers under the age of 5 years under the following condition:
 - Passengers 5 years and under ride free with a fare paying passenger over the age of 12 years.
- Fax or email the form to Thunder Bay Transit – forms must be received at least seven (7) business days prior to the date of travel.
- Transit will respond by fax or email (however the form was sent initially) approving the travel request. Please note that if catching a regular route bus, space for large groups is not guaranteed.
- **Prior to the date of travel, a Courtesy pass must be picked up at Thunder Bay Transit located at 570 Fort William Road and payment made for those identified as fare paying passengers.**
 - **Forms of payments accepted: cash, cheque, Interac, VISA, MasterCard, Thunder Bay Transit Tickets, or 20-Ride Punch Passes.**
- Transit will provide trip information and any maps required.
- The Courtesy Pass will allow all passengers access to travel on the date of travel.
- Cancellations must be received within 2 hours of start time of travel. Refunds can only be issued if payment was made by cash, cheque, Interac, VISA, or MasterCard.

Please feel free to contact the main office at (807) 684-3744 (press 0 for customer service) or by email at transit@thunderbay.ca for more information.



TRANSIT SERVICES

SCHOOL TRAVEL REQUEST FORM

School Name			
Address			
City/Province	Thunder Bay, ON	Postal Code	
Contact Name		Phone/Cell	

Travel Date		Total # of Passengers	
Cost of Service	Adults	@ \$3.00 EA	=
	Students (1 fare for every five students)	@ \$3.00/5	=
	Under 5 years		Free with fare paying passenger (over the age of 12 years)
	Total Fare		=

NOTE: All Courtesy Passes must be picked up from the Transit Services office prior to the travel date and the fare is due at the time of pick up.

Travel Details and Directions	<p>*Please fill in the start point and the destination – Transit staff will complete the travel directions*</p> <p>Start Point and Time:</p> <p>Destination:</p> <p>Return Time:</p>
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Return a minimum of seven (7) business days prior to the date of travel to:

Mail: Transit Services
570 Fort William Road
Thunder Bay, ON P7B 2Z8

Fax: (807) 345-5744

Email: transit@thunderbay.ca

NOTES: If catching a regular route bus, space for large groups is not guaranteed. Cancellations must be received within two (2) hours of start time of travel. Refunds can only be issued if payment was made by cash, Interac, VISA, MasterCard, or cheque.

FOR OFFICE USE ONLY

Date Received:	
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