



SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTHORITY

SEPTA SALES DEPARTMENT

SCHOOL STUDENT FARE OPTIONS/ PROCEDURE

Effective: 07/01/2013

About Student Transportation in the Commonwealth of Pennsylvania

As stated in the Commonwealth of Pennsylvania School code 1949, School Districts have a legal obligation to provide for the transportation of students attending school in grades 1-12. This code sets a benchmark of 1.5 miles as a measurement for the obligatory distance between the student's home and school in order to set eligibility for free transportation. There are exceptions to this mileage, and this can vary on a District-by-District basis.

Based on the grade level of the student, coupled with other factors, Districts may elect to use Yellow Bus, Vans, Cabs, Private Conveyance or Urban Mass Transit.

The obligation of each School District extends itself to Public, Private, Parochial and Charter Schools based upon where the student resides. Many Pennsylvania School Districts utilize SEPTA services to accomplish this transportation obligation. SEPTA options are available to all School Districts within the SEPTA service area and each School District holds the authority to establish utilization and pricing.

All student transportation issues are coordinated through the student's school and then by that school's administrator, through the School District in which the student resides. *[The School District of Philadelphia has elected to support eligible student transportation needs, only through the issuance of Weekday Student Passes. Therefore, Student Tokens will no longer be sold in Philadelphia.]*

About SEPTA Student Transportation Programs

SEPTA offers multiple options for Schools and/or School Districts, to accomplish student transportation with discounts available.

In each case, an application and sales agreement with SEPTA must be executed. These programs are listed below and may be combined to meet a variety of student transportation needs.

Program A: SEPTA Student Tokens *(Not Available in Philadelphia)*

The Student Token was created in order to establish a unique token to be used by eligible students traveling to and from school in Commonwealth of Pennsylvania School Districts, operating within the SEPTA service area.

Philadelphia students living less than 1.5 miles from school and using only one vehicle to and from school can purchase regular tokens at over 400 locations throughout the area. A complete list is available at www.septa.org/sales/.

A Student Token is valid for one trip on any SEPTA transit route. It is not valid on Regional Rail Trains. These tokens can only be used by students for their travel to or from the school and their home.

Student Tokens may be pre-purchased by Suburban Schools or School Districts, at 5% off the then current rate established for regular tokens under applicable SEPTA tariffs.

Five days prior to their anticipated pick-up date, the School will submit the order form and payment to:

**SEPTA
P.O. Box 821834
Philadelphia, PA 19182-1834**

The Student Token order is then prepared and shipped to the pick-up point.

Program B: Weekday Student Passes *(Available through all School Districts)*

The Weekday Student Pass was created in order to establish a unique pass to be used by eligible students traveling to and from school in Commonwealth of Pennsylvania School Districts, operating within the SEPTA service area.

Weekday Student Passes are valid for trips on SEPTA bus, trolley or Subway/Elevated lines and zone charges do not apply. These passes can only be used by students for their travel to or from the school and their home. Student Passes are not refundable or replaceable if lost or stolen.

This is an ideal option for students needing to use more than one SEPTA vehicle to travel to school.

Weekday Student Passes must be pre-purchased by Schools or School Districts, at the rate established by SEPTA.

Weekday Student Passes are not valid on Regional Rail Commuter Trains for full or partial fare. For students using Regional Rail Train service, the Weekday Student Pass may be upgraded to a Student Rail Pass.

For students using Regional Rail Train service, the Weekday Student Pass may be upgraded to a Student Rail Pass. This can be done at any Regional Rail Ticket Office, located within the geographic boundaries of the city of Philadelphia. Upgrades may be completed between the Wednesday before and Tuesday of the valid week of the Weekday Student Pass.

The Student surrenders their Weekday Student Pass and receives a credit of \$3.62 for each valid day of the pass, towards the purchase of a Student Rail Pass. The student must conduct the upgrade, not the parent or guardian.

PROGRAM C: Student One Day Convenience Pass *(Available through all School Districts)*

The Student One Day Convenience Pass was created to accommodate student travel for single day travel and/or excursions. This pass is unique and valid for students in grades 1-12 only.

The pass is validated upon first use allowing passes to be purchased in advance for future use. They are valid on all SEPTA buses, trolleys and subway/elevated lines but not valid on Regional Rail Trains. The pass allows students take up to six rides on any one school day.

General: Provisions Applying to all Student Programs

To join one of SEPTA's Student Fare Program, Schools or School Districts must complete an application (Form SP010) and enter a SEPTA Discount School Fare Agreement (Form SP035). Once approved, an Account Number will be assigned and a customized order form provided.

Student fares may be used on a School day between the hours of 5:30 AM to 7:00 PM.

The quantity of student fares ordered must be in quantities stipulated by SEPTA. Unused Weekday Student passes fares can be returned for full credit. No less than 30 days in advance of the anticipated pick-up date, the School will submit the order form and payment to:

**SEPTA Sales Department
1234 Market Street, 9th Floor
Philadelphia, PA 19107-3780**

The payment will represent all passes needed for each week of the calendar month, based on the number of Monday's in the then upcoming month. The Weekday Student Pass allotment is then prepared and shipped to the pick-up point for retrieval by the School/School District.

Unused and undistributed passes may be returned to SEPTA, at the address listed above. Student Tokens are not refundable. The value of the returned passes will be applied as a credit to the running account balance.

Student fares are not refundable to the student or parent.