

Class Pass Program



General Information

The Brandon Transit Class Pass program offers reduced rates for K-12 students and chaperones for class field trips or outings during the months of September-June. The Class Pass program is available Monday-Friday between the hours of 9:00 a.m. and 3:00 p.m. This program is designed for a maximum of 1 chaperone to every 20 students per trip and will help to reduce the barrier of transportation costs for teachers wishing to take their students on a class field trip. This initiative also enhances educational and recreational experiences for students by making cultural and recreational activities more accessible. Teachers can book their class trip through our Transportation Clerk at least one week in advance to receive this transit service.

Details:

- This is not a charter. This service is available for regular routes only.
- Brandon Transit does not travel outside of Brandon city limits.
- Our informed Info Center Clerk, Ride Guide or Google Transit will help teachers book the desired route.
- Groups are limited to 20 students. Larger groups will require a second booking.
- Teachers should ensure the group is at the bus stop with the Class Pass documentation prior to the scheduled arrival time of the bus. Brandon Transit recommends a minimum of 5-10 minutes before the bus is scheduled to arrive. If the bus is missed, contact the Transportation Clerk immediately.
- Non-profits, daycares, and youth groups also qualify.
- Once booked if dates and/or times need to be adjusted contact the Transportation Clerk a minimum of two days before your scheduled trip.
- Cost of \$20.50 includes:
 - ONE WAY transportation
 - Bus fare for 1 chaperone
 - Bus fare for 20 youth (K-12)
 - 1 Transit SMART Media Pass
 - Includes transfers

For more details contact Brandon Transit at 204.729.2279.

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Application Form

Brandon Transit offers reduced rates for K-12 students, teachers and chaperones for class field trips or outings during the months of September to June. The Class Pass program is **available Monday-Friday between the hours of 9:00 a.m. and 3:00 p.m. for a maximum of 20 youth and 1 chaperone per trip.**

This transit service reduces the barrier of transportation costs for teachers wishing to take their students on a class field trip. This program helps to enhance educational and recreational experiences for students by making cultural and recreational activities more accessible. **Please note this is not a charter bus and will stay on the designated route.**

Teachers can apply for this service through the Transportation Clerk at Brandon Transit. Please allow a minimum of one week to process the application. Forms can be found online and emailed to transit@brandon.ca or faxed to 204-729-2485.

Please complete the form below. If left blank your application will be returned to you for more information.

School or Organization _____

Contact - First Name _____

Contact - Last Name _____

Phone Number _____

Email _____

School _____

Grade _____

Number of youth (maximum of 20 youth) _____

*One chaperone is required to ride with every 20 youth

Pick up Location _____

Time of pick up (day/month/year and time) _____

Destination _____

Time of pick up (day/month/year and time) _____

Please note that chaperons are responsible for:

- Planning the trip. You can utilize the Info Center Clerk (204.729.2300), Google Trip Planning online, or the Brandon Transit Ride Guide.
- Having the group at the bus stop prior to the bus arriving. Recommended 5-10 minutes before arrival time.
- Have Class Pass ready for the Operator.
- Group abiding by the Transit rules. (<http://www.brandontransit.ca/resource/bus-etiquette>)

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Booking a Trip

- 1.) Determine where your group will be traveling. Using Google Transit, Ride Guides or the Transit Info Center Clerk (204.729.2300) determine if that destination can be reached using regular transit routes.
- 2.) Using Google Transit, Ride Guides or the Transit Info Center Clerk (204.729.2300) determine what time and routes will be best for your group trip.
- 3.) If the transit times provided will work for your group trip visit www.brandontransit.ca to print out a form. Complete the form and return to transit@brandon.ca or fax to 204.729.2485.
- 4.) Requests should arrive no later than 1 week prior to trip.
- 5.) Once the application is submitted the Transit staff will review. If the trip is approved you will be emailed a Class Pass. If the trip is denied you will be contacted by Transit staff as to why. Response time will be approximately 2 to 3 business days.
- 6.) Ensure your group is at the bus stop with time to spare. We recommend a minimum of 5 minutes prior to the scheduled arrival of the bus.
- 7.) Upon entering the bus, show the Operator your Class Pass and ensure all students are safely aboard.

For more information please visit www.brandontransit.ca or contact the Info Centre at 204.729.2300 for assistance with trip planning.

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Frequently Asked Questions

What is the Class Pass program?

The program offers a discount to youth groups who wish to utilize the bus service. 1 chaperone and a maximum of 20 youth may ride regular transit within city limits. The program is available K-12 students or those in this age group. The program aims to help reduce the barrier of transportation costs for teachers while increasing ridership for Brandon Transit.

Who books the trip?

Teachers are required to apply for their class trip. Application forms can be found online at www.brandontransit.ca. Applications for a trip must be submitted at least one week prior to the requested date. Applications submitted after this period may not be accepted.

How do teachers plan a trip?

To plan a trip with Brandon Transit, teachers are encouraged to use Google Transit, Ride Guides or the Transit Info Center Clerk (204.729.2300). If there are any questions about a trip please contact Brandon Transit at 204.729.2279.

Can additional teachers and/or chaperones be added to the Class Pass?

Yes, however they will have to pay a regular transit adult fare. Visit <http://www.brandontransit.ca/transit-fares> for fares.

When can a class travel?

Classes are permitted to travel between 9:00 a.m. and 3:00 p.m. If a class wishes to gain access to transit service outside of these times, regular fares will apply. Brandon Transit reserves the right to deny a trip once it is requested and cannot guarantee that all trips will be approved.

Can multiple classes travel at once?

Please contact Brandon Transit at 204.729.2279.

Will the bus wait if a group is late?

Buses will not wait for classes, it is the teacher's responsibility to ensure the class is at the bus stop on time. Teachers should be aware that buses can sometimes be running a few minutes late or early. Groups are encouraged to arrive to bus stops early. Should there be any issues please contact Brandon Transit at 204.729.2279.

What happens if the bus is late or a class doesn't get to a destination on time?

Brandon Transit accepts no responsibility if a late trip results in a financial burden or a missed opportunity for students.

What if my destination is not on a regular route?

Brandon Transit will not detour from a regular route to get a class closer to their destination. If the final destination is not on the regular transit route, groups will have to walk from the regular stop to their final destination. If the teacher feels for any reason that the class cannot walk from the stop then it is the responsibility of the teacher to make other arrangements. Brandon Transit does book personalized charters as well.

Will everyone get a seat?

Because classes will be traveling on regular transit routes a seat is not guaranteed. Students should be reminded of the priority seating guidelines and proper transit etiquette before riding. (<http://www.brandontransit.ca/resource/bus-etiquette>)

Is it guaranteed that the bus will show up?

On occasion unforeseen circumstances can cause a bus to not arrive or stop at specific parts of a route. Though this is unlikely, it can happen due to mechanical failure, accidents, or other unforeseen circumstances.

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Terms of Use

- 1.) The supervising teacher shall be the primary contact with transit staff.
- 2.) Classes can only use this service from 9:00 a.m. to 3:00 p.m. Service outside of these hours will be required to pay the regular single ride rate.
- 3.) A printed version of the Class Pass will need to be presented upon entry of the bus to and from your destination.
- 4.) The supervising teacher, teacher assistant or chaperon(s) will be responsible for supervising students while on the bus and addressing any issues, as required.
- 5.) If an incident takes place and the Transit staff were not satisfied with the level of supervision or response, Brandon Transit may suspend a class or school from participating in this program for a time.
- 6.) Teachers must submit the application form a minimum of one week before the field trip is to occur.
- 7.) Brandon Transit will not be responsible for any financial hardship caused by the late or early arrival of a bus.
- 8.) The supervising teacher is responsible for ensuring their class is traveling on the correct routes at the correct times.
- 9.) Teachers are responsible for informing students to be cautious and alert when traveling on public transit. Occasionally accidents do happen and all who ride the bus must be ready for quick or short stops, etc.
- 10.) Classes will use regular scheduled routes, buses will not wait for late students or classes, as they are required to maintain the schedule of this route.

Disclaimer: On occasion, unforeseen circumstances can cause a bus to arrive late or not at all. Though this is very unlikely, it can happen due to mechanical failure, accident, or other unforeseen circumstances. If you are waiting at a stop and your bus has not arrived, please contact 204.729.2300 for updated information.