

# College Bus Pass Application

Carroll Transit System Operated By Ride With Us

Effective 7/1/16



The College Bus Pass makes it easy for college students to qualify for reduced fares on the Carroll Transit System Operated By Ride With Us (RWU) demand response and TrailBlazer system.

For eligibility requirements or additional information.

You can call (410) 363-0622 or logon to [www.carrolltransitsystem.com](http://www.carrolltransitsystem.com)

## **Application Instructions**

All applicants are required to complete sections I and II of this application and provide a copy of a valid photo ID.

### **Section I - Applicant information (to be completed by applicant)**

Last Name	First Name	Middle Name/Initial
Street Address	Apt #	
City   State   Zip	Birth Date	Telephone Number
Name of School and location if campus	Email	
Please provide specific pick and drop off instructions		

## **Section II - Eligibility criteria & dates to apply**

Students may submit this application for a College Bus Pass card prior to the beginning the current school term. Students must provide proof of enrollment in an accredited college in Carroll County. College Bus Passes sold after the start of the semester will not be prorated.

Applicants must include one copy of their school schedule, proving eligibility along with a valid photo ID or photocopy of photo ID if applying by mail.

*I acknowledge with my signature below:*

- *that a regularly scheduled ride is not guaranteed by submitting this application alone. CTS Operated By RWU will determine if my request can be accommodated with the existing services available in my area. If a regularly scheduled seat is available, I will be contacted and issued a bus pass for my semester upon payment. If my request cannot be met, I will be notified immediately so I can make alternate arrangements.*
  - *that I have read and agreed to the attached refund and no-show policy as it is written.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

INTERNAL USE ONLY

Zone: \_\_\_\_\_ Cost: \_\_\_\_\_ Payment method: \_\_\_\_\_ Bus pass #: \_\_\_\_\_

**Office Personnel Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

# Carroll Transit System (CTS) Refund & No-show Policies

## **Refund Policy:**

Once a college bus pass is issued there are absolutely no refunds given.

## **“No-Show” Policy:**

From time to time, it may be necessary for a scheduled passenger to cancel a trip for unexpected circumstances beyond their control. Last minute cancelations, or “no-shows”, are detrimental to efficient and effective operations of a demand response transportation system. No-shows waste resources that could be used to provide transportation to other passengers. Therefore, CTS has instituted a “no-show” policy to prevent and remedy abuse.

## **What Constitutes a “No-Show”:**

If a passenger is unable to make his or her scheduled trip, and does not call the dispatcher to cancel the trip at least 1 hour in advance of the scheduled pick-up time, the trip will be considered a “no-show.” Passengers who are not ready by their scheduled pick-up time may also be considered a “no-show” if they are more than five minutes late; the driver will leave after waiting five minutes and contacting the dispatcher.

A rider will be suspended from CTS service for one month if they have three (3) or more no-shows in a 30-day period of time.

## **Consequences**

A “no-show” has the following consequences:

1. The “no-show” fee will be equivalent to that day's scheduled fare.
2. A rider will be suspended from CTS service for one month if they have three or more no-shows in a 30-day period, or if there is an unpaid balance for any no-show more than 30-days in arrears.
3. All “no show” fees are to be paid by cash or tickets.