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Introduction Date	9-14-16
Enactment Number	16-1504
Enactment Date	9-14-16



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

OFFICE OF THE GENERAL COUNSEL

Memo

To Board of Education

From Marion McWilliams, General Counsel

Board Meeting Date September 14, 2016

Subject ACTC – OUSD Approval of the Cooperative Agreement for the Affordable Student Transit Pass Pilot Program Project

Action Requested Approval by the Board of Education of the Cooperative Agreement for the Affordable Student Transit Pass Pilot Program Project for the period of August 1, 2016 through December 31, 2019.

Summary Voters of Alameda County approved Measure BB at the General Election on May 4, 2014, which in part supports transportation programs. In administration of the proceeds by the Alameda County Transportation Commission (ACTC), the Affordable Student Transit Pass Pilot Program Project will be initiated at Castlemont High School, Fremont High School and Frick Middle School from August 2016 through December 31, 2019. The program provides all students at these schools with free AC Transit bus passes.

Fiscal Impact None

Recommendation Approval of the Cooperative Agreement (attached) between the District and ACTC for the Affordable Student Transit Pass Pilot Program Project for the period of August 1, 2016 through December 31, 2019.

Attachments

- Cooperative Agreement



CONTRACT JUSTIFICATION FORM
This Form Shall Be Submitted to the Board Office
With Every Consent Agenda Contract.

Legislative File ID No. 16-1882

Department: General Counsel

Vendor Name: Alameda County Transportation Commission (ACTC)

Contract Term: Start Date: August 1, 2016 End Date: December 31, 2019

Annual Cost: \$ zero

Approved by: General Counsel

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

Cooperative Agreement

Summarize the services this Vendor will be providing.

ACTC will provide all students attending Castlemont High School, Fremont High School and Frick Middle School with free AC Transit bus passes for the period of August 1, 2016 through December 31, 2019.

Was this contract competitively bid? Yes No

If No, answer the following:

1) How did you determine the price is competitive?

N/A -No cost

2) Please check the competitive bid exception relied upon:

- Educational Materials**
- Special Services** contracts for financial, economic, accounting, legal or administrative services
- CUPCCAA exception** (Uniform Public Construction Cost Accounting Act)
- Professional Service Agreements** of less than \$87,800 (increases a small amount on January 1 of each year)
- Construction related Professional Services** such as Architects, DSA Inspectors, Environmental Consultants and Construction Managers (require a "fair, competitive selection process)
- Energy** conservation and alternative energy supply (e.g., solar, energy conservation, co-generation and alternate energy supply sources)
- Emergency** contracts [requires Board resolution declaring an emergency]
- Technology** contracts
 - electronic data-processing systems, supporting software and/or services (including copiers/printers) over the \$87,800 bid limit, must be competitively advertised, but any one of the three lowest responsible bidders may be selected
 - contracts for computers, software, telecommunications equipment, microwave equipment, and other related electronic equipment and apparatus, including E-Rate solicitations, may be procured through an RFP process instead of a competitive, lowest price bid process
 - Western States Contracting Alliance Contracts (WSCA)
 - California Multiple Award Schedule Contracts (CMAS) [contracts are often used for the purchase of information technology and software]
- "Piggyback" Contracts** with other governmental entities
- Perishable Food**
- Sole Source**
- Change Order for Material and Supplies** if the cost agreed upon in writing does not exceed ten percent of the original contract price
- Other, please provide specific exception**

COOPERATIVE AGREEMENT

between

ALAMEDA COUNTY TRANSPORTATION COMMISSION

and the

OAKLAND UNIFIED SCHOOL DISTRICT

for the

AFFORDABLE STUDENT TRANSIT PASS PILOT PROGRAM PROJECT

This Cooperative Agreement ("AGREEMENT"), effective on August 1, 2016, is by and between ALAMEDA COUNTY TRANSPORTATION COMMISSION, a joint powers authority ("ALAMEDA CTC"), and the Oakland Unified School District, a public agency ("SCHOOL DISTRICT").

RECITALS

A. The voters of Alameda County, pursuant to the provisions of the Bay Area County Traffic and Transportation Funding Act, Public Utilities Code Section 131000, et seq., approved Measure B at the General Election held in November 1986, authorizing the collection of a one-half cent transaction and use tax over a fifteen (15)-year period to address major transportation needs and congestion in Alameda County and giving Alameda County Transportation Authority ("ACTA") the responsibility for the administration of the proceeds of the tax along with other funds. The proceeds from the 1986 Measure B tax will be used to pay for investments as outlined in the 1986 Alameda County Transportation Expenditure Plan ("1986 TEP"), as it may be amended. Although collection of the 1986 Measure B tax ceased in 2002, a number of capital projects funded wholly or in part by 1986 Measure B funds will not be completed until 2018 or later.

B. The voters of Alameda County, pursuant to the provisions of the Local Transportation Authority and Improvement Act, Public Utilities Code Section 180000, et seq., approved the reauthorization of Measure B at the General Election held on November 7, 2000, authorizing the collection of a one-half cent transaction and use tax that will be collected for twenty (20) years beginning April 1, 2002 and giving Alameda County Transportation Improvement Authority ("ACTIA") responsibility for the administration of the proceeds of the tax along with other funds. The proceeds from the 2000 Measure B tax will be used to pay for investments as outlined in the 2000 Alameda County Transportation Expenditure Plan ("2000 TEP"), as it may be amended.

C. The voters of Alameda County, pursuant to Section 65089.20 of the Government Code, approved Measure F, the Vehicle Registration Fee ("VRF"), authorizing Alameda County Congestion Management Agency ("ACCMA") to administer the proceeds from a \$10 per year vehicle registration fee on each annual motor-vehicle registration or renewal of registration in Alameda County, starting in May 2011, six months following approval of Measure F. Vehicles subject to the VRF include all motorized vehicles, including passenger cars, light-duty trucks, medium-duty trucks, heavy-duty trucks, buses of all sizes, motorcycles, and motorized camper homes, unless vehicles are expressly exempted from the payment of the VRF.

D. By resolutions adopted by the ACTA and ACTIA Boards on June 24, 2010, all of ACTA's functions and responsibilities were assigned to, and accepted by, ACTIA. On that same date, the ACTIA and ACCMA Boards took the final actions to create ALAMEDA CTC, a joint powers authority with all

responsibilities of ACTIA and ACCMA. Pursuant to resolutions adopted by the ACTIA and ACCMA Boards and the Commission of ALAMEDA CTC, ACCMA, and ACTIA were terminated as of the close of business on February 29, 2012, with ALAMEDA CTC designated as the successor entity. All of its predecessors' functions and responsibilities have been assigned to, and accepted by, ALAMEDA CTC.

E. The voters of Alameda County, pursuant to the provisions of the Local Transportation Authority and Improvement Act, California Public Utilities Code Section 180000 et seq., approved Measure BB at the General Election held on November 4, 2014, authorizing the extension of an existing one-half of one percent transaction and use tax scheduled to terminate on March 31, 2022, and the augmentation of the tax by one-half of one percent, and giving ALAMEDA CTC responsibility for the administration of the proceeds of the 2014 Measure BB tax. The duration of the 2014 Measure BB tax will be 30 years from the initial year of collection, which began April 1, 2015, with said tax to terminate/expire on March 31, 2045. The proceeds from the 2014 Measure BB will be used to pay for investments as outlined in the 2014 Alameda County Transportation Expenditure Plan ("2014 TEP"), as it may be amended.

F. As the Transportation Fund for Clean Air ("TFCA") Program Manager in Alameda County, ALAMEDA CTC annually programs 40 percent of the TFCA funds collected in Alameda County. ALAMEDA CTC will receive these funds from the Bay Area Air Quality Management District, and will then reimburse these funds to eligible project sponsors.

G. ALAMEDA CTC is continuing the implementation of the CMA Exchange Program, originally established by the ACCMA, for the purpose of providing local or otherwise unrestricted funds to ALAMEDA CTC for use in projects and programs adopted into the CMA Transportation Improvement Program ("CMA TIP") by ALAMEDA CTC.

H. Measure BB funds obligated for this project shall be programmed, allocated, and expended for the purpose defined and in accordance with the provisions set forth in the applicable transportation expenditure plan.

I. On October 22, 2015, ALAMEDA CTC approved the obligation of \$2 million of Measure BB funds to initiate the Affordable Student Transit Pass Pilot Program and hire a consultant team. On May 26, 2016, ALAMEDA CTC approved the Affordable Student Transit Pass Pilot Program school districts and pilot sites and obligated an additional \$13 million of Measure BB funds to allow funding for the program over the three-year pilot program horizon. The SCHOOL DISTRICT is participating in a pilot project ("PROJECT") that is eligible for Measure BB funds. The PROJECT will be initiated at Castlemont High School, Fremont High School, and Frick Middle School in August 2016, and end on July 31, 2019; the PROJECT and the strategy to implement the PROJECT are described in greater detail in Appendix A: Project Implementation Protocols.

J. Execution of this AGREEMENT was approved by the governing body of ALAMEDA CTC on May 26, 2016.

NOW, THEREFORE, it is agreed by and between the parties as follows:

SECTION I

SCHOOL DISTRICT AGREES:

1. SCHOOL DISTRICT shall implement the PROJECT in accordance with all requirements in this AGREEMENT and the following appendices attached hereto and incorporated herein by reference.
 - a. Appendix A: Project Implementation Protocols
 - b. Appendix B: Performance Measures and Metrics for the Alameda CTC Affordable Student Transit Pass Program
2. SCHOOL DISTRICT shall perform the necessary work associated with the PROJECT required to implement PROJECT as described in Appendix A: Project Implementation Protocols and Appendix B: Performance Measures and Metrics for the Alameda CTC Affordable Student Transit Pass Program as applicable.
3. SCHOOL DISTRICT shall inform ALAMEDA CTC in writing of any changes to the SCHOOL DISTRICT's ability to implement PROJECT as described in Appendix A: Project Implementation Protocols and Appendix B: Performance Measures and Metrics for the Alameda CTC Affordable Student Transit Pass Program as soon as SCHOOL DISTRICT becomes aware of such changes. Per Section III.2, any changes that require an amendment to this AGREEMENT must be approved by ALAMEDA CTC prior to the SCHOOL DISTRICT implementing the change.
4. SCHOOL DISTRICT shall credit ALAMEDA CTC as a funding source, and use the approved ALAMEDA CTC logo, where practical on materials and information related to this Project.
5. SCHOOL DISTRICT shall provide updated and accurate PROJECT information on the SCHOOL DISTRICT's website and provide a link to ALAMEDA CTC website, specifically the webpage for this PROJECT, to inform the public on how Measure BB funds are being used on this PROJECT.

SECTION II

ALAMEDA CTC AGREES:

1. ALAMEDA CTC shall make a good faith effort to provide all support defined in Appendix A: Project Implementation Protocols and Appendix B: Performance Measures and Metrics for the Alameda CTC Affordable Student Transit Pass Program for this PROJECT. ALAMEDA CTC shall perform the following:
 - a. Provide all necessary forms, educational information, and marketing materials;
 - b. Work with schools in SCHOOL DISTRICT on marketing the PROJECT;
 - c. Maintain security of all student data. All Program Team members have signed a Student Confidentiality Agreement/Non-disclosure Form that is on file at Alameda CTC. All student information will be kept on a secure, password-protected server at Alameda CTC and transmitted through a secure FTP site to the transit operator for the sole purposes of acquiring and issuing a Clipper Card. If a student withdraws from the school or does not

complete a waiver to participate in the PROJECT, Alameda CTC will eliminate the student data from its database.

- d. Support schools in SCHOOL DISTRICT in registering students for the PROJECT;
 - i. Provide staffing to support PROJECT registration at orientation;
- e. For AC Transit Passes, maintain a secure database of students registered in the PROJECT and track new enrollments, pass cancellations, and renewals throughout the year;
- f. Create transit passes and manage all coordination with transit agencies;
 - i. Work with AC Transit and Clipper to create Clipper cards for AC Transit passes;
- g. Collect data from SCHOOL DISTRICT schools, transit pass databases, and transit agencies; analyze and evaluate PROJECT; and
- h. Regularly communicate and coordinate with the SCHOOL DISTRICT Site Administrators.

2. ALAMEDA CTC shall assist SCHOOL DISTRICT when able, upon request and as necessary, in resolving issues related to the PROJECT.

3. ALAMEDA CTC shall provide a copy of its approved logo for SCHOOL DISTRICT to use as required by this AGREEMENT.

4. ALAMEDA CTC shall provide notice to the SCHOOL DISTRICT of any and all efforts made by SCHOOL DISTRICT which are not in compliance with the AGREEMENT, promptly after ALAMEDA CTC becomes aware of any such efforts.

SECTION III

IT IS MUTUALLY AGREED AS FOLLOWS:

1. That obligations of ALAMEDA CTC and the SCHOOL DISTRICT may be shifted through an amendment to this AGREEMENT executed by the parties, which amendment shall incorporate a revised and updated Appendix A as described previously.

2. ALAMEDA CTC and the SCHOOL DISTRICT may jointly authorize an "Administrative Amendment" for any minor schedule revisions, deliverables, or PROJECT revisions that do not affect the overall delivery of the PROJECT as defined by this Agreement. Any change in the PROJECT scope of work must be approved by ALAMEDA CTC prior to implementation of the change by the SCHOOL DISTRICT. Administrative amendment requests sent to ALAMEDA CTC must include a revised Appendix A: Project Implementation Protocols which reflects the requested changes by the SCHOOL DISTRICT and/or changes needed by ALAMEDA CTC to effectively deliver the PROJECT.

3. Measure BB funds obligated to fund the PROJECT are subject to fund availability and any new requirements and policies imposed by ALAMEDA CTC. The AGREEMENT shall be amended, as necessary, to reflect the applicable requirements.

4. The laws of the State of California shall govern this AGREEMENT.

5. All correspondence and communications will contain ALAMEDA CTC project number and name for PROJECT in a clearly identifiable location.

6. ALAMEDA CTC reserves the right to conduct technical and financial audits of PROJECT work and records when determined to be necessary or appropriate if there are funding or monetary conditions included in Appendix A: Project Implementation Protocols, and SCHOOL DISTRICT agrees, and shall require its contractors and subcontractors to agree, to cooperate with ALAMEDA CTC by making all appropriate and relevant PROJECT records promptly available for audit and copying.

7. If SCHOOL DISTRICT materially breaches this AGREEMENT, including but not limited to failing to deliver the PROJECT pursuant to Appendices A-B, or failing to comply with applicable regulations, ALAMEDA CTC may either terminate this AGREEMENT or suspend the PROJECT until such time as SCHOOL DISTRICT makes reasonable efforts to comply with this AGREEMENT.

8. Neither ALAMEDA CTC, nor its governing body or any officer, consultant, or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by SCHOOL DISTRICT in connection with the PROJECT. It is also understood and agreed, pursuant to Government Code Section 895.4, SCHOOL DISTRICT shall fully defend, protect, indemnify, and hold harmless ALAMEDA CTC, its governing body, and all its officers, employees, agents, representatives, and successors-in-interest, against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury (as defined in Government Code Section 810.8) or damages occurring by reason of anything done or omitted to be done by SCHOOL DISTRICT in connection with PROJECT, including the performance of the PROJECT or operation or use of any equipment that is subject to this AGREEMENT.

9. Neither SCHOOL DISTRICT, nor its governing body or any officer, consultant, or employee thereof shall be responsible for any damage or liability occurring by reason of anything done or omitted to be done by ALAMEDA CTC under or in connection with any work, authority, or jurisdiction delegated to ALAMEDA CTC under this AGREEMENT. It is also understood and agreed, pursuant to Government Code Section 895.4, ALAMEDA CTC shall fully defend, protect, indemnify, and hold harmless SCHOOL DISTRICT, its governing body, and all its officers, employees, agents, representatives, and successors-in-interest, against any and all liability, loss, expense, including reasonable attorneys' fees, or claims for injury (as defined in Government Code Section 810.8) or damages occurring by reason of anything done or omitted to be done by ALAMEDA CTC in connection with PROJECT, including the performance of the PROJECT or operation or use of the equipment that is subject to this AGREEMENT.

10. Nothing in the provisions of this AGREEMENT is intended to create duties or obligations to or rights in third parties not party to this AGREEMENT. This AGREEMENT gives no rights or benefits to anyone other than ALAMEDA CTC and SCHOOL DISTRICT and has no third-party beneficiaries.

11. All legal actions by either party against the other arising from this AGREEMENT, or for the failure to perform in accordance with the applicable standard of care, or for any other cause of action, will be subject to the statutes of limitations of the State of California.

12. Should it become necessary to enforce the terms of this AGREEMENT, the prevailing party shall be entitled to recover reasonable expenses and attorney's fees from the other party.

13. This AGREEMENT may not be assigned, transferred, hypothecated, or pledged by any party without the express written consent of the other party, except as set forth in this AGREEMENT. This AGREEMENT shall be binding upon any successors or assigns of the parties hereto.

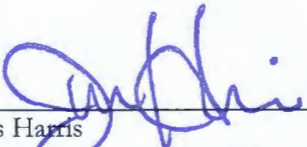
14. This AGREEMENT shall terminate upon completion of pilot PROJECT included in this AGREEMENT or on December 31, 2019, whichever is earlier in time, unless this AGREEMENT is extended by mutual agreement of the parties. Notwithstanding the foregoing, Sections III.8 and Section III.9 shall survive the termination or expiration of this AGREEMENT.

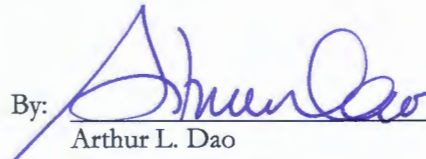
15. This AGREEMENT, including its Recitals and Appendices, constitutes the entire AGREEMENT. This AGREEMENT may be changed only as allowed in Sections III.1 and Section III.2 of this AGREEMENT or by a written amendment executed by both parties.


[Signatures on the next page]

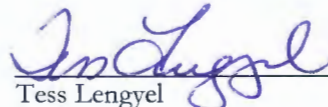
**OAKLAND UNIFIED SCHOOL DISTRICT
(SCHOOL DISTRICT)**

**ALAMEDA COUNTY
TRANSPORTATION COMMISSION
(ALAMEDA CTC)**

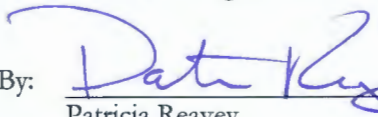
By:  9/14/16
Date
James Harris
President, Board of Education, Oakland
Unified School District

By:  10/25/16
Date
Arthur L. Dao
Executive Director

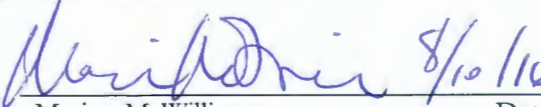
By: 
Date
Antwan Wilson
Superintendent, Oakland Unified School
District

Recommended:
By:  10/17/16
Date
Tess Lengyel
Deputy Executive Director of
Planning and Policy

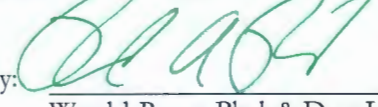
Reviewed as to Budget/Financial Controls:

By:  10/12/16
Date
Patricia Reavey
Deputy Executive Director of
Finance and Administration

Approved as to Legal Form:

By:  8/10/16
Date
Marion McWilliams
General Counsel, Oakland Unified School
District

Approved as to Legal Form:

By:  8/4/16
Date
Wendel, Rosen, Black & Dean LLP
Legal Counsel to ALAMEDA CTC

File ID Number: 16-1882
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LIST OF APPENDICES

APPENDIX A: PROJECT IMPLEMENTATION PROTOCOLS

**APPENDIX B: PERFORMANCE MEASURES AND METRICS FOR THE ALAMEDA CTC AFFORDABLE
STUDENT TRANSIT PASS PROGRAM**

APPENDIX A
PROJECT IMPLEMENTATION PROTOCOLS

[See Attached]



STUDENT TRANSIT PASS PILOT PROTOCOLS FOR IMPLEMENTATION

Castlemont High School Pilot Program 2016-2017

As this is a Pilot Program, these protocols are subject to change at the Alameda County Transportation Commission's (Alameda CTC) discretion to ensure the program progresses and fulfills the intent of the pilot.

Version: August 2, 2016

- Student Transit Pass Pilot Program Team Contact:
Name: Calli Cenizal, Nelson\Nygaard
Phone: 415-281-6942
Email: ccenizal@nelsonnygaard.com
- School Site Administrators:
Name: Rayna Lett-Bell; Jennifer Early
Phone: 510-303-8737; 510-639-1466 ext. 148
Email: rayna.lett@ousd.org; jennifer.early@ousd.org
- Alameda CTC contact:
Name: Cathleen Sullivan
Phone: 510-208-7484
Email: csullivan@alamedactc.org
- First day of school (2016-2017): 8/22/2016
- Orientation dates for 2016-2017: 8/15/2016-8/17/2016

These protocols are intended to serve as guidance for the School Site Administrators on the day-to-day processes for implementing the Student Transit Pass Pilot. If circumstances arise that are not specified in this document, please contact the Program Team Contact (listed above) directly for additional clarification. For any questions from the public, including from students and families, please reach out to the Program Team Contact. You may also refer them to studentpasspilot@alamedactc.org at the Alameda CTC.-

Program Summary

- All eligible students as described in these protocols may receive a free AC Transit bus pass, valid for unlimited travel on AC Transit for six months at a time.
- Passes will be in the form of a Clipper Card assigned to the eligible student.
- Students must tag the Clipper Card on the card reader upon entering any AC Transit bus, and must provide the Clipper Card and student ID card to AC Transit personnel upon request.

STUDENT ELIGIBILITY

All full-time registered students attending Castlemont High School for the school year 2016 to 2017 are eligible to participate in the Student Transit Pass Pilot as long as they have not already received another

full-time transit pass from the school district or another organization providing full-time transit pass subsidies to students. In order to participate, students also must have in their possession a valid student ID card provided by Castlemont High School.

The school is responsible for ensuring that students have valid student ID cards in advance of participating in the Student Transit Pass Pilot, and for ensuring that students are not already receiving other transit pass subsidies.

Participants will be required to affirm their eligibility to participate in the program through the registration process described below.

REGISTERING FOR THE PROGRAM

Registration Outreach

School staff are expected to distribute registration/waiver forms (see Attachment A) to students in all of the following forums that are available:

- (1) In pre-enrollment materials distributed by the school via mail, email, or on the school website
- (2) In printed materials and handouts distributed at orientation
- (3) During the regular school year, available in the school front office

School staff are expected to notify the Program Team Contact of key dates for mailings and orientation as soon as reasonably possible. The Program Team Contact will provide the necessary forms and associated marketing materials related to the Student Transit Pass Pilot (see section on Marketing to Students).

Registration Form and Waiver

Students will only need to register once per school year. Registration will allow students to receive a pass at any time during the school year.

- (1) Students who opt to participate in the program must first complete the registration/waiver form (Attachment A) and have a parent or legal guardian sign it.
- (2) Once the registration/waiver form is completely filled out, signed, and submitted to the School Site Administrator, students are considered registered.
- (3) Only students registered in the program will be able to receive a pass.

The registration/waiver form provides a parent or guardian's consent for the student to participate in the program. By signing the form, participants and their parent/guardian agree to furnish basic information about the registrant and agree that information about pass usage can be provided to the Program Team Contact for evaluation of the pilot program only. Participants also agree to complete and submit surveys about their transit trips and acknowledge that Alameda CTC may use participants' personally identifiable information to investigate possible fraud or misuse of the transit pass. All personal identifiable information for participants will only be accessed by School Site Administrator and Program Team involved in the implementation of the program. All Program Team members have signed a Student Confidentiality Agreement/Non-disclosure Form that is on file at Alameda CTC. All student information will be kept on a secure, password protected server at Alameda CTC and transmitted through a secure FTP site to the transit operator for the sole purposes of acquiring and issuing a Clipper Card.

The original signed copies of all registration/waiver forms must be retained by the School Site Administrator and all data must be accurately input into a Database as described below.

Student Transit Pass Pilot Database

Throughout the program, the Program Team will maintain a Student Transit Pass Pilot Database that will track program registration, pass distribution, and associated student names with their Clipper Card serial number (see Attachment B for sample). This document will be shared with the School Site Administrator during orientation, in Excel or paper format and will be used by the Program Team to track registration and Clipper Card distribution throughout the year.

The Administrator must ensure that access to the Database (paper and electronic versions) is restricted to only those people explicitly authorized by Alameda CTC and who have signed a Student Confidentiality Agreement/Non-disclosure Form.

Registration Process

Students will be allowed to register at any time throughout the school year. There will be two designated opportunities at the start of the school year when students can register for the program:

- (1) During designated school orientation dates
- (2) During designated Pass Registration Day(s) prior to August 24

Students who were enrolled at Castlemont High School for the 2015-2016 school year may be pre-enrolled for this Student Transit Pass Pilot and have a personalized Clipper Card available upon registration (these students will still be required to submit a completed registration/waiver form before receiving their transit pass). All remaining students who desire to register in the program are encouraged to submit a registration/ waiver form by August 24, 2016 to allow for timely receipt of a Clipper Card.

All registration/waiver forms that are gathered at orientation and the designated Pass Registration Days should be immediately provided to the Program Team Contact. The School Site Administrator must submit all forms to the Program Team Contact by no later than August 25 to allow for Clipper Cards to be ordered. Afterwards, an updated Database will be provided to the School Site Administrator to aid with pass distribution (see section on Distributing Transit Passes).

For students submitting their registration/waiver form after August 24, the School Site Administrator will gather these forms and submit them to the Program Team Contact on a weekly basis. The Program Team Contact will be responsible for ensuring that all forms are submitted to Alameda CTC to create the Clipper Cards. It is possible that students enrolling after August 24 may have to wait up to two weeks for their pass to become available or valid.

PASS TRANSACTIONS

Pass Validity

Clipper Card passes are designed to be valid for six months. For the 2016-2017 school year, the pass validity periods are as follows:

- August 1, 2016 – January 31, 2017
- February 2, 2017 – July 31, 2017

Distributing Transit Passes

Registered students may receive a Clipper Card via the following methods:

- (1) At orientation (for pre-enrolled students only)
- (2) During specific Pass Registration day(s) the first week of school (for pre-enrolled students only)
- (3) From the School Site Administrator in her office, following the Pass Registration day(s) (for all students)

Pass distribution procedures for Orientation and Pass Registrations Days are as follows:

- (1) Student must provide a valid student ID card and completed registration/waiver form. If ID cards have not yet been provided, student must provide other proof of enrollment.
- (2) If the student is already in the Database, the School Site Administrator will check the "Pre-enrolled" box on the registration/waiver form and distribute the pre-assigned Clipper Card to the student.
- (3) If the student is not pre-enrolled or not listed in the Database, the School Site Administrator will check the "Not Pre-enrolled" box on the registration/waiver form, and provide the student with a paper AC Transit pass that is valid for 31 days starting the first day of school. These passes will be provided to the school by the Program Team.

For those non-pre-enrolled students who submit their registration/waiver form to the School Site Administrator by August 24, they may collect their Clipper Card from the School Site Administrator beginning the week of September 19. Pass distribution for these students are as follows:

- (1) School Site Administrator must verify that the registration/waiver form has been completed and submitted by the student.
- (2) Student must provide valid student ID card.
- (3) School Site Administrator will locate the card and distribute it to the student (cards will be delivered in alphabetical order).

Students who register after August 24 will not receive a paper 31-day AC Transit pass to use while waiting for their Clipper Card to become available. It is possible that students enrolling after August 24 may have to wait up to two weeks for their pass to become available or valid.

Secure Storage

It is the school's responsibility to ensure that the Clipper Cards and paper AC Transit passes are stored in a secure and locked location that is only accessible to the School Site Administrator and those explicitly authorized to distribute the passes. If the school designates an additional person to hand out the passes, Alameda CTC and the Program Team Contact must be notified of the name and contact information of the designee. Loss or theft of these passes may be subject to full reimbursement for the cash value of the passes, and/or treated as a criminal offense and pursued accordingly, at the discretion of Alameda CTC.

Renewing a Pass

For all registered students, passes will be automatically renewed and loaded remotely onto the Clipper Card at the end of each six-month period, unless a pass is cancelled, lost, or misused.

Mid-Term Enrollment and Transit Pass Pilot Registration

Any student enrolling at Castlemont High School after the beginning of the school year may still participate in this pilot and receive a Clipper Card. The School Site Administrator will review

registration/waiver forms for these students and submit them to the Program Team Contact within 24 hours of receipt. The Program Team Contact will be responsible for ensuring that all forms are submitted to AC Transit and other parties involved in creating the Clipper Cards. However, it is possible that students enrolling during the year may have to wait up to two weeks for their Clipper Card to become available. It is the student's responsibility to collect the pass from the School Site Administrator when it becomes available.

Cancelling a Transit Pass

Passes must be cancelled under the following circumstances:

- (1) A student withdraws from Castlemont High School to attend another school or is presumed withdrawn and has not attended school for more than six consecutive weeks without an excuse.
- (2) A student has been expelled from Castlemont High School and is no longer enrolled.
- (3) A student is ill, injured, or deceased and will not be returning for the rest of the pass-validity period.

In each of these circumstances, the School Site Administrator must immediately fill out the Clipper Card form (see Attachment C) with the student name, ID number, date, and Clipper Card serial number and submit to Program Team Contact via email. Once the pass cancellation is confirmed, Alameda CTC will deactivate the Clipper Card. If possible, the Clipper Card should be collected from the student and returned to the Program Team Contact.

Replacing a Transit Pass

While students will be encouraged to assume personal responsibility for maintaining their Student Transit Pass Pilot Clipper Card, we anticipate that students who receive passes will, on occasion, lose their Clipper Cards.

Students may request pass replacement up to two times per school year; after two incidents, a student's eligibility for this program may be revoked, or the student may be asked to pay the prorated cost equivalent of the pass in order to get another pass, at Alameda CTC's discretion.

To replace a lost Student Transit Pass Pilot Clipper Card:

- (1) The student should call Clipper Customer Service at 877-878-8883 and follow the steps as instructed. The student will be required to indicate that he/she has an AC Transit pass and is participating in the "Pilot Program North." During this process, the student is required to pay a \$5 fee to Clipper to replace the pass, payable by credit card, check, or money order.
- (2) Replacement cards will be issued to the school. It is the student's responsibility to pick up their card from the School Site Administrator once the card replacement has been delivered to the school. Upon distributing replacement Clipper Card to the student, the School Site Administrator must fill out the Clipper Card form (see Attachment C) with student name, ID number, date, and Clipper Card serial number and submit to Program Team Contact via email.

It is the school's prerogative to assist students with any part of the Clipper Card replacement process. For any questions or issues related to the online replacement process, please contact Clipper Customer Service at 877-878-8883. For all other questions, please reach out to the Program Team Contact.

FRAUD/MISUSE

If a participant's Student Transit Pass Pilot Clipper Card is found being used by an unauthorized person and the Card has not been reported lost or stolen, the participant may be disqualified or suspended from participating in the program for allowing unauthorized use of their Card.

MARKETING TO STUDENTS

The Program Team Contact and Castlemont High School staff will undertake joint responsibility for marketing the Student Transit Pass Pilot and overseeing the registration form/waiver process. The Program Team Contact will create marketing materials, including the registration form/waivers and the Database. Both the Program Team Contact and the school will work to ensure enrolled students are fully informed about the program, understand how to register for the program, and understand the responsibilities undertaken by students who receive transit passes.

Public Information Tools

Public information materials to be furnished to each school include (see Attachment D):

- (1) A Frequently Asked Questions (FAQ) for students and their families, including a general overview of the program and information on costs, validity, rights and responsibilities of riders, and procedures for replacing a Clipper Card.
- (2) General transit information about AC Transit and its services, including a map of relevant routes and stops.
- (3) Posters about the program for display on bulletin boards, in classrooms, etc.
- (4) Special notices, informational materials, and other notifications about special events or procedural changes for posting on the school website, in email and telephone communications with parents, on school social media pages, and during morning announcements.

Information will be periodically updated by the Program Team Contact. The School Site Administrator will be responsible for:

- (1) Distributing the updated information.
- (2) Replacing old materials with the new materials as they are distributed to the school.

At the request of the School Site Administrator, the Program Team Contact will be available to present information about the program to school staff, teachers, student and community organizations and parent/teacher/student association meetings, or other events as appropriate. The Program Team Contact will be available to assist in additional outreach or to answer questions that may arise.

DATA AND INFORMATION REQUESTS

Several data tracking responsibilities and response to requests are expected of the School Site Administrator:

- (1) The School Site Administrator will be requested to furnish some data upon request to assist in the evaluation of this pilot program. Alameda CTC does not expect these requests to be frequent or time consuming and the Program Team Contact will work with the School Site Administrator to answer questions or collect information from the school or district if necessary. This may include periodic reporting on the level of effort expended by staff to administer this program and assessment of overall ease of administration and student participation.

(2) At the beginning of each school year, the School Site Administrator will need to provide information about the student body (listed below) to assist with analysis of program utilization. The Program Team Contact will provide a form to collect information by grade on:

- a. Aggregate student demographics (race/ethnicity, income, age, grade);
- b. Current breakdown of travel mode for trips to and from school (drop-off, walk, bike, bus, drive own car, etc.); and
- c. Participation in after-school student activities and/or estimated student employment.

If the school does not have estimates of this information, the Program Team Contact will work with the school to implement procedures to collect this information in a timely manner. Some of this information may be derived from Attachment A – Waiver and Registration Form. A follow-up form will be provided at the end of the school year (approximately May 2017) to identify any changes over the course of the year. This follow-up will also include a brief discussion of the school's evaluation of the first year of the program.

- (3) Pilot program participants may be required to complete up to two written surveys during the school year. The School Site Administrator will be requested to distribute the survey and collect paper surveys to submit to the Program Team Contact. If appropriate, surveys can also be provided online and the School Site Administrator can assist in directing families and students to the surveys. Survey questions will be distributed to the School Site Administrator and General Counsel Office in advance for review.
- (4) In addition, up to three sample class polls may be requested, where teachers would ask students a very limited number of questions about how they travel to school or other locations served by AC Transit. Poll questions will be distributed to the School Site Administrator and General Counsel Office in advance for review.
- (5) A focus group with students, teachers and/or parents may also be planned. The School Site Administrator may be requested to provide an on-site room for the meeting and assistance (email blast, newsletter posting) in recruiting participants for the meeting.

ATTACHMENT A – REGISTRATION AND WAIVER FORM – NORTH COUNTY

FOR OFFICE USE ONLY:

Pre-enrolled

Not pre-enrolled

Alameda County Student Transit Pass Pilot Registration, Consent, and Release Form

Thank you for your interest in the Student Transit Pass Pilot ("STPP"). Please review the information below and, if you agree to the terms, complete the form including your signature in the spaces below. Students under age 18 must also have their parent or legal guardian sign and date the form in the spaces indicated. Please return the form to Ms. Bell at the front office.

The Student Transit Pass

The Student Transit Pass is a free Clipper Card that provides student pass holders unlimited access to AC Transit services. All students at Castlemont High School are eligible to receive a pass. Students will be eligible to receive a Clipper Card once their registration in the program is confirmed. The pass is valid for six months at a time (August 1, 2016 – January 31, 2017, and February 2, 2017 – July 31, 2017). The AC Transit pass on the card will be automatically renewed every six months, unless it is reported stolen, lost, or canceled for other reasons.

The Student Transit Pass Program

The Student Transit Pass is part of the Student Transit Pass Pilot (STPP), a 3-year pilot program sponsored by the Alameda County Transportation Commission ("Alameda CTC"), and funded through Measure BB, a local sales tax measure. Castlemont High School is one of eleven schools selected in the 2016-2017 pilot year. The pilot program is expected to run from August 2016 through July 31, 2019.

The STPP aims to do the following:

- Reduce barriers to transportation access to and from schools
- Improve transportation options for Alameda County's middle and high school students
- Build support for transit in Alameda County
- Develop an effective three-year pilot program
- Serve as the basis for a countywide student pass program (funding permitting)

Collection, Use, and Deletion of Participant Information

Participants in the STPP ("Participants") agree to allow the Alameda CTC, its employees and contractors, and other third parties referenced herein (collectively, "Alameda CTC Parties") to collect and utilize information about each Participant's usage of the passes provided under the program solely for evaluating the Alameda County Student Transit Pass Pilot administered by Alameda CTC from August 2016 through July 2019. This information will be disassociated from Participants' personally identifiable information in order to analyze and report on the costs and benefits of the Student Transit Pass. Alameda CTC Parties will track the starting location (meaning the bus stop of where a student gets on the bus), bus route, time, and date of Participants' transit trips from their registration date in the program until the completion of the pilot program. Participants also agree to complete and submit surveys about their transit trips (such as participation in afterschool programs, employment, work, etc).

Participants must promptly tag their Clipper Card at the card reader on a pole or near the fare box upon boarding the AC Transit bus for validation.

Additionally, Alameda CTC may use Participants' personally identifiable information to investigate possible fraud or misuse of the Student Transit Pass.

Participants may stop participating in the STPP at any time by providing notice to Ms. Bell. As soon as practical after receiving such notice, Alameda CTC will cancel that Participant's Student Transit Pass, thereby ceasing the collection of any new data related to that individual. An individual that is no longer participating in the STPP may request that Alameda CTC delete their previously-collected data by providing a written request therefor to Ms. Bell.

Release

The undersigned Participant, for him or herself and on behalf of his/her/theirs and assigns, hereby releases Alameda CTC from all claims arising out of the collection, storage, and use of information, including personally identifiable information, that Participant provides or that is collected about the Participant in connection with the STPP.

By signing below, the Participant grants permission for Alameda CTC to use his/her/their image or likeness in any and all publications and materials related to the STPP without payment or consideration, and further waives all rights to inspect or approve the uses of such images or likenesses.

Terms of Use

A Participant may not allow any other person(s) to use the Participant's Student Transit Pass. Participants may be disqualified or suspended from further participation in the STPP for allowing unauthorized use of their cards. Additionally, an unauthorized person using a Student Transit Pass may be subject to criminal/civil penalties under California Penal Code Section 640 (c).

Alameda CTC may inspect the Student Transit Pass at any time. Lost cards must immediately be reported to Ms. Bell.

The undersigned Participant represents and warrants he/she/they have read and understand the information in the foregoing STPP Consent and Release Form, and hereby do authorize, consent, and agree to the terms hereof.

Participant's name: _____

Participant's signature: _____

Participant's student ID number: _____

Last year, how did you typically get to and from school (check one)?

- Got dropped off
- Transit
- Bike
- Walk
- Drove yourself
- Other

Last year, did you do any of the following after school? (Check all that apply)

- Activities at school (sports, band, clubs, etc.)
- I had a job
- Activities somewhere else (youth/rec center, library, etc.)
- None of the above

Participant's age: _____ **Participant's grade:** _____

Participant's zip code: _____

Date: _____

IF PARTICIPANT IS YOUNGER THAN 18 YEARS, A PARENT AND/OR LEGAL GUARDIAN MUST ALSO COMPLETE THE FOLLOWING:

I, the undersigned, hereby warrant that I am the parent and/or legal guardian of the minor Participant identified above, and that I have full authority to authorize, consent, and agree on the Participant's behalf to the STPP Consent and Release Form, which I have read and which I understand, including how to withdraw a student from the program. I hereby do so authorize, consent, and agree on the Participant's behalf.

Parent/legal guardian's name: _____

Parent/legal guardian's signature: _____

Date: _____

ATTACHMENT B – SAMPLE STUDENT TRANSIT PASS PILOT DATABASE

(draft forthcoming)

ATTACHMENT C – CLIPPER CARD CANCELLATION/ REPLACEMENT NOTIFICATION FORM

Pass Cancellation

Replacement Card Distributed

Participant's name: _____

Participant's student ID number: _____

Date: _____

AC Transit Clipper Card serial number: _____

ATTACHMENT D – PUBLIC INFORMATION MATERIALS

(draft forthcoming)



STUDENT TRANSIT PASS PILOT PROTOCOLS FOR IMPLEMENTATION

Fremont High School Pilot Program 2016-2017

As this is a Pilot Program, these protocols are subject to change at the Alameda County Transportation Commission's (Alameda CTC) discretion to ensure the program progresses and fulfills the intent of the pilot.

Version: August 2, 2016

- Student Transit Pass Pilot Program Team Contact:
Name: Calli Cenizal, Nelson \Nygaard
Phone: 415-281-6942
Email: ccenizal@nelsonnygaard.com
- School Site Administrators:
Name: Dani Patterson/Claudia Ortiz-Silva
Phone: 510-434-5257
Email: danielle.patterson@ousd.org/claudia.ortiz-silva@ousd.org
- Alameda CTC contact:
Name: Cathleen Sullivan
Phone: 510-208-7484
Email: csullivan@alamedactc.org
- First day of school (2016-2017): 8/22/2016
- Orientation dates for 2016-2017: 8/9/2016-8/11/2016

These protocols are intended to serve as guidance for the School Site Administrators on the day-to-day processes for implementing the Student Transit Pass Pilot. If circumstances arise that are not specified in this document, please contact the Program Team Contact (listed above) directly for additional clarification. For any questions from the public, including from students and families, please reach out to the Program Team Contact. You may also refer them to studentpasspilot@alamedactc.org at the Alameda CTC.

Program Summary

- All eligible students as described in these protocols may receive a free AC Transit bus pass, valid for unlimited travel on AC Transit for six months at a time.
- Passes will be in the form of a Clipper Card assigned to the eligible student.
- Students must tag the Clipper Card on the card reader upon entering any AC Transit bus, and must provide the Clipper Card and student ID card to AC Transit personnel upon request.

STUDENT ELIGIBILITY

All full-time registered students attending Fremont High School for the school year 2016 to 2017 are eligible to participate in the Student Transit Pass Pilot as long as they have not already received another

full-time transit pass from the school district or another organization providing full-time transit pass subsidies to students. In order to participate, students also must have in their possession a valid student ID card provided by Fremont High School.

The school is responsible for ensuring that students have valid student ID cards in advance of participating in the Student Transit Pass Pilot, and for ensuring that students are not already receiving other transit pass subsidies.

Participants will be required to affirm their eligibility to participate in the program through the registration process described below.

REGISTERING FOR THE PROGRAM

Registration Outreach

School staff are expected to distribute registration/waiver forms (see Attachment A) to students in all of the following forums that are available:

- (1) In pre-enrollment materials distributed by the school via mail, email, or on the school website
- (2) In printed materials and handouts distributed at orientation
- (3) During the regular school year, available in the school front office

School staff are expected to notify the Program Team Contact of key dates for mailings and orientation as soon as reasonably possible. The Program Team Contact will provide the necessary forms and associated marketing materials related to the Student Transit Pass Pilot (see section on Marketing to Students).

Registration Form and Waiver

Students will only need to register once per school year. Registration will allow students to receive a pass at any time during the school year.

- (1) Students who opt to participate in the program must first complete the registration/waiver form (Attachment A) and have a parent or legal guardian sign it.
- (2) Once the registration/waiver form is completely filled out, signed, and submitted to the School Site Administrator, students are considered registered.
- (3) Only students registered in the program will be able to receive a pass.

The registration/waiver form provides a parent or guardian's consent for the student to participate in the program. By signing the form, participants and their parent/guardian agree to furnish basic information about the registrant and agree that information about pass usage can be provided to the Program Team Contact for evaluation of the pilot program only. Participants also agree to complete and submit surveys about their transit trips and acknowledge that Alameda CTC may use participants' personally identifiable information to investigate possible fraud or misuse of the transit pass. All personal identifiable information for participants will only be accessed by School Site Administrator and Program Team involved in the implementation of the program. All Program Team members have signed a Student Confidentiality Agreement/Non-disclosure Form that is on file at Alameda CTC. All student information will be kept on a secure, password protected server at Alameda CTC and transmitted through a secure FTP site to the transit operator for the sole purposes of acquiring and issuing a Clipper Card.

The original signed copies of all registration/waiver forms must be retained by the School Site Administrator and all data must be accurately input into a Database as described below.

Student Transit Pass Pilot Database

Throughout the program, the Program Team will maintain a Student Transit Pass Pilot Database that will track program registration, pass distribution, and associated student names with their Clipper Card serial number (see Attachment B for sample). This document will be shared with the School Site Administrator during orientation, in Excel or paper format and will be used by the Program Team to track registration and Clipper Card distribution throughout the year.

The Administrator must ensure that access to the Database (paper and electronic versions) is restricted to only those people explicitly authorized by Alameda CTC and who have signed a Student Confidentiality Agreement/Non-disclosure Form.

Registration Process

Students will be allowed to register at any time throughout the school year. There will be two designated opportunities at the start of the school year when students can register for the program:

- (1) During designated school orientation dates
- (2) During designated Pass Registration Day(s) prior to August 24

Students who were enrolled at Fremont High School for the 2015-2016 school year may be pre-enrolled for this Student Transit Pass Pilot and have a personalized Clipper Card available upon registration (these students will still be required to submit a completed registration/waiver form before receiving their transit pass). All remaining students who desire to register in the program are encouraged to submit a registration/ waiver form by August 24, 2016 to allow for timely receipt of a Clipper Card.

All registration/waiver forms that are gathered at orientation and the designated Pass Registration Days should be immediately provided to the Program Team Contact. The School Site Administrator must submit all forms to the Program Team Contact by no later than August 25 to allow for Clipper Cards to be ordered. Afterwards, an updated Database will be provided to the School Site Administrator to aid with pass distribution (see section on Distributing Transit Passes).

For students submitting their registration/waiver form after August 24, the School Site Administrator will gather these forms and submit them to the Program Team Contact on a weekly basis. The Program Team Contact will be responsible for ensuring that all forms are submitted to Alameda CTC to create the Clipper Cards. It is possible that students enrolling after August 24 may have to wait up to two weeks for their pass to become available or valid.

PASS TRANSACTIONS

Pass Validity

Clipper Card passes are designed to be valid for six months. For the 2016-2017 school year, the pass validity periods are as follows:

- August 1, 2016 – January 31, 2017
- February 2, 2017 – July 31, 2017

Distributing Transit Passes

Registered students may receive a Clipper Card via the following methods:

- (1) At orientation (for pre-enrolled students only)
- (2) During specific Pass Registration day(s) the first week of school (for pre-enrolled students only)
- (3) From the School Site Administrator in her office, following the Pass Registration day(s) (for all students)

Pass distribution procedures for Orientation and Pass Registrations Days are as follows:

- (1) Student must provide a valid student ID card and completed registration/waiver form. If ID cards have not yet been provided, student must provide other proof of enrollment.
- (2) If the student is already in the Database, the School Site Administrator will check the "Pre-enrolled" box on the registration/waiver form and distribute the pre-assigned Clipper Card to the student.
- (3) If the student is not pre-enrolled or not listed in the Database, the School Site Administrator will check the "Not Pre-enrolled" box on the registration/waiver form, and provide the student with a paper AC Transit pass that is valid for 31 days starting the first day of school. These passes will be provided to the school by the Program Team.

For those non-pre-enrolled students who submit their registration/waiver form to the School Site Administrator by August 24, they may collect their Clipper Card from the School Site Administrator beginning the week of September 19. Pass distribution for these students are as follows:

- (1) School Site Administrator must verify that the registration/waiver form has been completed and submitted by the student.
- (2) Student must provide valid student ID card.
- (3) School Site Administrator will locate the card and distribute it to the student (cards will be delivered in alphabetical order).

Students who register after August 24 will not receive a paper 31-day AC Transit pass to use while waiting for their Clipper Card to become available. It is possible that students enrolling after August 24 may have to wait up to two weeks for their pass to become available or valid.

Secure Storage

It is the school's responsibility to ensure that the Clipper Cards and paper AC Transit passes are stored in a secure and locked location that is only accessible to the School Site Administrator and those explicitly authorized to distribute the passes. If the school designates an additional person to hand out the passes, Alameda CTC and the Program Team Contact must be notified of the name and contact information of the designee. Loss or theft of these passes may be subject to full reimbursement for the cash value of the passes, and/or treated as a criminal offense and pursued accordingly, at the discretion of Alameda CTC.

Renewing a Pass

For all registered students, passes will be automatically renewed and loaded remotely onto the Clipper Card at the end of each six-month period, unless a pass is cancelled, lost, or misused.

Mid-Term Enrollment and Transit Pass Pilot Registration

Any student enrolling at Fremont High School after the beginning of the school year may still participate in this pilot and receive a Clipper Card. The School Site Administrator will review registration/waiver

forms for these students and submit them to the Program Team Contact within 24 hours of receipt. The Program Team Contact will be responsible for ensuring that all forms are submitted to AC Transit and other parties involved in creating the Clipper Cards. However, it is possible that students enrolling during the year may have to wait up to two weeks for their Clipper Card to become available. It is the student's responsibility to collect the pass from the School Site Administrator when it becomes available.

Cancelling a Transit Pass

Passes must be cancelled under the following circumstances:

- (1) A student withdraws from Fremont High School to attend another school or is presumed withdrawn and has not attended school for more than six consecutive weeks without an excuse.
- (2) A student has been expelled from Fremont High School and is no longer enrolled.
- (3) A student is ill, injured, or deceased and will not be returning for the rest of the pass-validity period.

In each of these circumstances, the School Site Administrator must immediately fill out the Clipper Card form (see Attachment C) with the student name, ID number, date, and Clipper Card serial number and submit to Program Team Contact via email. Once the pass cancellation is confirmed, Alameda CTC will deactivate the Clipper Card. If possible, the Clipper Card should be collected from the student and returned to the Program Team Contact.

Replacing a Transit Pass

While students will be encouraged to assume personal responsibility for maintaining their Student Transit Pass Pilot Clipper Card, we anticipate that students who receive passes will, on occasion, lose their Clipper Cards.

Students may request pass replacement up to two times per school year; after two incidents, a student's eligibility for this program may be revoked, or the student may be asked to pay the prorated cost equivalent of the pass in order to get another pass, at Alameda CTC's discretion.

To replace a lost Student Transit Pass Pilot Clipper Card:

- (1) The student should call Clipper Customer Service at 877-878-8883 and follow the steps as instructed. The student will be required to indicate that he/she has an AC Transit pass and is participating in the "Pilot Program North." During this process, the student is required to pay a \$5 fee to Clipper to replace the pass, payable by credit card, check, or money order.
- (2) Replacement cards will be issued to the school. It is the student's responsibility to pick up their card from the School Site Administrator once the card replacement has been delivered to the school. Upon distributing replacement Clipper Card to the student, the School Site Administrator must fill out the Clipper Card form (see Attachment C) with student name, ID number, date, and Clipper Card serial number and submit to Program Team Contact via email.

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Public information materials to be furnished to each school include (see Attachment D):

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- (2) General transit information about AC Transit and its services, including a map of relevant routes and stops.
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If the school does not have estimates of this information, the Program Team Contact will work with the school to implement procedures to collect this information in a timely manner. Some of this information may be derived from Attachment A – Waiver and Registration Form. A follow-up form will be provided at the end of the school year (approximately May 2017) to identify any changes over the course of the year. This follow-up will also include a brief discussion of the school's evaluation of the first year of the program.

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The STPP aims to do the following:

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- Improve transportation options for Alameda County’s middle and high school students
- Build support for transit in Alameda County
- Develop an effective three-year pilot program
- Serve as the basis for a countywide student pass program (funding permitting)

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Participants must promptly tag their Clipper Card at the card reader on a pole or near the fare box upon boarding the AC Transit bus for validation.

Additionally, Alameda CTC may use Participants' personally identifiable information to investigate possible fraud or misuse of the Student Transit Pass.

Participants may stop participating in the STPP at any time by providing notice to Ms. Patterson. As soon as practical after receiving such notice, Alameda CTC will cancel that Participant's Student Transit Pass, thereby ceasing the collection of any new data related to that individual. An individual that is no longer participating in the STPP may request that Alameda CTC delete their previously-collected data by providing a written request therefor to Ms. Patterson.

Release

The undersigned Participant, for him or herself and on behalf of his/her/theirs and assigns, hereby releases Alameda CTC from all claims arising out of the collection, storage, and use of information, including personally identifiable information, that Participant provides or that is collected about the Participant in connection with the STPP.

By signing below, the Participant grants permission for Alameda CTC to use his/her/their image or likeness in any and all publications and materials related to the STPP without payment or consideration, and further waives all rights to inspect or approve the uses of such images or likenesses.

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Alameda CTC may inspect the Student Transit Pass at any time. Lost cards must immediately be reported to Ms. Patterson.

The undersigned Participant represents and warrants he/she/they have read and understand the information in the foregoing STPP Consent and Release Form, and hereby do authorize, consent, and agree to the terms hereof.

Participant's name: _____

Participant's signature: _____

Participant's student ID number: _____

Last year, how did you typically get to and from school? (Check one)

- Got dropped off
- Transit
- Bike
- Walk
- Drove yourself
- Other

Last year, did you do any of the following after school? (Check all that apply)

- Activities at school (sports, band, clubs, etc.)
- I had a job
- Activities somewhere else (youth/rec center, library, etc.)
- None of the above

Participant's age: _____ **Participant's grade:** _____

Participant's zip code: _____

Date: _____

IF PARTICIPANT IS YOUNGER THAN 18 YEARS, A PARENT AND/OR LEGAL GUARDIAN MUST ALSO COMPLETE THE FOLLOWING:

I, the undersigned, hereby warrant that I am the parent and/or legal guardian of the minor Participant identified above, and that I have full authority to authorize, consent, and agree on the Participant's behalf to the STPP Consent and Release Form, which I have read and which I understand, including how to withdraw a student from the program. I hereby do so authorize, consent, and agree on the Participant's behalf.

Parent/legal guardian's name: _____

Parent/legal guardian's signature: _____

Date: _____

ATTACHMENT B – SAMPLE STUDENT TRANSIT PASS PILOT DATABASE

(draft forthcoming)

ATTACHMENT C – CLIPPER CARD CANCELLATION/ REPLACEMENT NOTIFICATION FORM

Pass Cancellation

Replacement Card Distributed

Participant's name: _____

Participant's student ID number: _____

Date: _____

AC Transit Clipper Card serial number: _____

ATTACHMENT D – PUBLIC INFORMATION MATERIALS

(draft forthcoming)



STUDENT TRANSIT PASS PILOT PROTOCOLS FOR IMPLEMENTATION

Frick Impact Academy Pilot Program 2016-2017

As this is a Pilot Program, these protocols are subject to change at the Alameda County Transportation Commission's (Alameda CTC) discretion to ensure the program progresses and fulfills the intent of the pilot.

Version: August 2, 2016

- Student Transit Pass Pilot Program Team Contact:
Name: Calli Cenizal, Nelson\Nygaard
Phone: 415-281-6942
Email: ccenizal@nelsonnygaard.com
- School Site Administrators:
Name: Jaymie Lollie; Johnell Antonio
Phone: 510-729-7736 for both
Email: jaymie.lollie@ousd.org; johnell.antonio@ousd.org
- Alameda CTC contact:
Name: Cathleen Sullivan
Phone: 510-208-7484
Email: csullivan@alamedactc.org
- First day of school (2016-2017): 8/22/2016
- Orientation dates for 2016-2017: 8/10/2016-8/13/2016

These protocols are intended to serve as guidance for the School Site Administrators on the day-to-day processes for implementing the Student Transit Pass Pilot. If circumstances arise that are not specified in this document, please contact the Program Team Contact (listed above) directly for additional clarification. For any questions from the public, including from students and families, please reach out to the Program Team Contact. You may also refer them to studentpasspilot@alamedactc.org at the Alameda CTC.

Program Summary

- All eligible students as described in these protocols may receive a free AC Transit bus pass, valid for unlimited travel on AC Transit for six months at a time.
- Passes will be in the form of a Clipper Card assigned to the eligible student.
- Students must tag the Clipper Card on the card reader upon entering any AC Transit bus, and must provide the Clipper Card and student ID card to AC Transit personnel upon request.

STUDENT ELIGIBILITY

All full-time registered students attending Frick Impact Academy for the school year 2016 to 2017 are eligible to participate in the Student Transit Pass Pilot as long as they have not already received another

full-time transit pass from the school district or another organization providing full-time transit pass subsidies to students. In order to participate, students also must have in their possession a valid student ID card provided by Frick Impact Academy.

The school is responsible for ensuring that students have valid student ID cards in advance of participating in the Student Transit Pass Pilot, and for ensuring that students are not already receiving other transit pass subsidies.

Participants will be required to affirm their eligibility to participate in the program through the registration process described below.

REGISTERING FOR THE PROGRAM

Registration Outreach

School staff are expected to distribute registration/waiver forms (see Attachment A) to students in all of the following forums that are available:

- (1) In pre-enrollment materials distributed by the school via mail, email, or on the school website
- (2) In printed materials and handouts distributed at orientation
- (3) During the regular school year, available in the school front office

School staff are expected to notify the Program Team Contact of key dates for mailings and orientation as soon as reasonably possible. The Program Team Contact will provide the necessary forms and associated marketing materials related to the Student Transit Pass Pilot (see section on Marketing to Students).

Registration Form and Waiver

Students will only need to register once per school year. Registration will allow students to receive a pass at any time during the school year.

- (1) Students who opt to participate in the program must first complete the registration/waiver form (Attachment A) and have a parent or legal guardian sign it.
- (2) Once the registration/waiver form is completely filled out, signed, and submitted to the School Site Administrator, students are considered registered.
- (3) Only students registered in the program will be able to receive a pass.

The registration/waiver form provides a parent or guardian's consent for the student to participate in the program. By signing the form, participants and their parent/guardian agree to furnish basic information about the registrant and agree that information about pass usage can be provided to the Program Team Contact for evaluation of the pilot program only. Participants also agree to complete and submit surveys about their transit trips and acknowledge that Alameda CTC may use participants' personally identifiable information to investigate possible fraud or misuse of the transit pass. All personal identifiable information for participants will only be accessed by School Site Administrator and Program Team involved in the implementation of the program. All Program Team members have signed a Student Confidentiality Agreement/Non-disclosure Form that is on file at Alameda CTC. All student information will be kept on a secure, password protected server at Alameda CTC and transmitted through a secure FTP site to the transit operator for the sole purposes of acquiring and issuing a Clipper Card.

The original signed copies of all registration/waiver forms must be retained by the School Site Administrator and all data must be accurately input into a Database as described below.

Student Transit Pass Pilot Database

Throughout the program, the Program Team will maintain a Student Transit Pass Pilot Database that will track program registration, pass distribution, and associated student names with their Clipper Card serial number (see Attachment B for sample). This document will be shared with the School Site Administrator during orientation, in Excel or paper format and will be used by the Program Team to track registration and Clipper Card distribution throughout the year.

The Administrator must ensure that access to the Database (paper and electronic versions) is restricted to only those people explicitly authorized by Alameda CTC and who have signed a Student Confidentiality Agreement/Non-disclosure Form.

Registration Process

Students will be allowed to register at any time throughout the school year. There will be two designated opportunities at the start of the school year when students can register for the program:

- (1) During designated school orientation dates
- (2) During designated Pass Registration Day(s) prior to August 24

Students who were enrolled at Frick Impact Academy for the 2015-2016 school year may be pre-enrolled for this Student Transit Pass Pilot and have a personalized Clipper Card available upon registration (these students will still be required to submit a completed registration/waiver form before receiving their transit pass). All remaining students who desire to register in the program are encouraged to submit a registration/ waiver form by August 24, 2016 to allow for timely receipt of a Clipper Card.

All registration/waiver forms that are gathered at orientation and the designated Pass Registration Days should be immediately provided to the Program Team Contact. The School Site Administrator must submit all forms to the Program Team Contact by no later than August 25 to allow for Clipper Cards to be ordered. Afterwards, an updated Database will be provided to the School Site Administrator to aid with pass distribution (see section on Distributing Transit Passes).

For students submitting their registration/waiver form after August 24, the School Site Administrator will gather these forms and submit them to the Program Team Contact on a weekly basis. The Program Team Contact will be responsible for ensuring that all forms are submitted to Alameda CTC to create the Clipper Cards. It is possible that students enrolling after August 24 may have to wait up to two weeks for their pass to become available or valid.

PASS TRANSACTIONS

Pass Validity

Clipper Card passes are designed to be valid for six months. For the 2016-2017 school year, the pass validity periods are as follows:

- August 1, 2016 – January 31, 2017
- February 2, 2017 – July 31, 2017

Distributing Transit Passes

Registered students may receive a Clipper Card via the following methods:

- (1) At orientation (for pre-enrolled students only)
- (2) During specific Pass Registration day(s) the first week of school (for pre-enrolled students only)
- (3) From the School Site Administrator in her office, following the Pass Registration day(s) (for all students)

Pass distribution procedures for Orientation and Pass Registrations Days are as follows:

- (1) Student must provide a valid student ID card and completed registration/waiver form. If ID cards have not yet been provided, student must provide other proof of enrollment.
- (2) If the student is already in the Database, the School Site Administrator will check the "Pre-enrolled" box on the registration/waiver form and distribute the pre-assigned Clipper Card to the student.
- (3) If the student is not pre-enrolled or not listed in the Database, the School Site Administrator will check the "Not Pre-enrolled" box on the registration/waiver form, and provide the student with a paper AC Transit pass that is valid for 31 days starting the first day of school. These passes will be provided to the school by the Program Team.

For those non-pre-enrolled students who submit their registration/waiver form to the School Site Administrator by August 24, they may collect their Clipper Card from the School Site Administrator beginning the week of September 19. Pass distribution for these students are as follows:

- (1) School Site Administrator must verify that the registration/waiver form has been completed and submitted by the student.
- (2) Student must provide valid student ID card.
- (3) School Site Administrator will locate the card and distribute it to the student (cards will be delivered in alphabetical order).

Students who register after August 24 will not receive a paper 31-day AC Transit pass to use while waiting for their Clipper Card to become available. It is possible that students enrolling after August 24 may have to wait up to two weeks for their pass to become available or valid.

Secure Storage

It is the school's responsibility to ensure that the Clipper Cards and paper AC Transit passes are stored in a secure and locked location that is only accessible to the School Site Administrator and those explicitly authorized to distribute the passes. If the school designates an additional person to hand out the passes, Alameda CTC and the Program Team Contact must be notified of the name and contact information of the designee. Loss or theft of these passes may be subject to full reimbursement for the cash value of the passes, and/or treated as a criminal offense and pursued accordingly, at the discretion of Alameda CTC.

Renewing a Pass

For all registered students, passes will be automatically renewed and loaded remotely onto the Clipper Card at the end of each six-month period, unless a pass is cancelled, lost, or misused.

Mid-Term Enrollment and Transit Pass Pilot Registration

Any student enrolling at Frick Impact Academy after the beginning of the school year may still participate in this pilot and receive a Clipper Card. The School Site Administrator will review

registration/waiver forms for these students and submit them to the Program Team Contact within 24 hours of receipt. The Program Team Contact will be responsible for ensuring that all forms are submitted to AC Transit and other parties involved in creating the Clipper Cards. However, it is possible that students enrolling during the year may have to wait up to two weeks for their Clipper Card to become available. It is the student's responsibility to collect the pass from the School Site Administrator when it becomes available.

Cancelling a Transit Pass

Passes must be cancelled under the following circumstances:

- (1) A student withdraws from Frick Impact Academy to attend another school or is presumed withdrawn and has not attended school for more than six consecutive weeks without an excuse.
- (2) A student has been expelled from Frick Impact Academy and is no longer enrolled.
- (3) A student is ill, injured, or deceased and will not be returning for the rest of the pass-validity period.

In each of these circumstances, the School Site Administrator must immediately fill out the Clipper Card form (see Attachment C) with the student name, ID number, date, and Clipper Card serial number and submit to Program Team Contact via email. Once the pass cancellation is confirmed, Alameda CTC will deactivate the Clipper Card. If possible, the Clipper Card should be collected from the student and returned to the Program Team Contact.

Replacing a Transit Pass

While students will be encouraged to assume personal responsibility for maintaining their Student Transit Pass Pilot Clipper Card, we anticipate that students who receive passes will, on occasion, lose their Clipper Cards.

Students may request pass replacement up to two times per school year; after two incidents, a student's eligibility for this program may be revoked, or the student may be asked to pay the prorated cost equivalent of the pass in order to get another pass, at Alameda CTC's discretion.

To replace a lost Student Transit Pass Pilot Clipper Card:

- (1) The student should call Clipper Customer Service at 877-878-8883 and follow the steps as instructed. The student will be required to indicate that he/she has an AC Transit pass and is participating in the "Pilot Program North." During this process, the student is required to pay a \$5 fee to Clipper to replace the pass, payable by credit card, check, or money order.
- (2) Replacement cards will be issued to the school. It is the student's responsibility to pick up their card from the School Site Administrator once the card replacement has been delivered to the school. Upon distributing replacement Clipper Card to the student, the School Site Administrator must fill out the Clipper Card form (see Attachment C) with student name, ID number, date, and Clipper Card serial number and submit to Program Team Contact via email.

It is the school's prerogative to assist students with any part of the Clipper Card replacement process. For any questions or issues related to the online replacement process, please contact Clipper Customer Service at 877-878-8883. For all other questions, please reach out to the Program Team Contact.

FRAUD/MISUSE

If a participant's Student Transit Pass Pilot Clipper Card is found being used by an unauthorized person and the Card has not been reported lost or stolen, the participant may be disqualified or suspended from participating in the program for allowing unauthorized use of their Card.

MARKETING TO STUDENTS

The Program Team Contact and Frick Impact Academy staff will undertake joint responsibility for marketing the Student Transit Pass Pilot and overseeing the registration form/waiver process. The Program Team Contact will create marketing materials, including the registration form/waivers and the Database. Both the Program Team Contact and the school will work to ensure enrolled students are fully informed about the program, understand how to register for the program, and understand the responsibilities undertaken by students who receive transit passes.

Public Information Tools

Public information materials to be furnished to each school include (see Attachment D):

- (1) A Frequently Asked Questions (FAQ) for students and their families, including a general overview of the program and information on costs, validity, rights and responsibilities of riders, and procedures for replacing a Clipper Card.
- (2) General transit information about AC Transit and its services, including a map of relevant routes and stops.
- (3) Posters about the program for display on bulletin boards, in classrooms, etc.
- (4) Special notices, informational materials, and other notifications about special events or procedural changes for posting on the school website, in email and telephone communications with parents, on school social media pages, and during morning announcements.

Information will be periodically updated by the Program Team Contact. The School Site Administrator will be responsible for:

- (1) Distributing the updated information.
- (2) Replacing old materials with the new materials as they are distributed to the school.

At the request of the School Site Administrator, the Program Team Contact will be available to present information about the program to school staff, teachers, student and community organizations and parent/teacher/student association meetings, or other events as appropriate. The Program Team Contact will be available to assist in additional outreach or to answer questions that may arise.

DATA AND INFORMATION REQUESTS

Several data tracking responsibilities and response to requests are expected of the School Site Administrator:

- (1) The School Site Administrator will be requested to furnish some data upon request to assist in the evaluation of this pilot program. Alameda CTC does not expect these requests to be frequent or time consuming and the Program Team Contact will work with the School Site Administrator to answer questions or collect information from the school or district if necessary. This may include periodic reporting on the level of effort expended by staff to administer this program and assessment of overall ease of administration and student participation.

- (2) At the beginning of each school year, the School Site Administrator will need to provide information about the student body (listed below) to assist with analysis of program utilization. The Program Team Contact will provide a form to collect information by grade on:
 - a. Aggregate student demographics (race/ethnicity, income, age, grade);
 - b. Current breakdown of travel mode for trips to and from school (drop-off, walk, bike, bus, drive own car, etc.); and
 - c. Participation in after-school student activities and/or estimated student employment.

If the school does not have estimates of this information, the Program Team Contact will work with the school to implement procedures to collect this information in a timely manner. Some of this information may be derived from Attachment A – Waiver and Registration Form. A follow-up form will be provided at the end of the school year (approximately May 2017) to identify any changes over the course of the year. This follow-up will also include a brief discussion of the school's evaluation of the first year of the program.

- (3) Pilot program participants may be required to complete up to two written surveys during the school year. The School Site Administrator will be requested to distribute the survey and collect paper surveys to submit to the Program Team Contact. If appropriate, surveys can also be provided online and the School Site Administrator can assist in directing families and students to the surveys. Survey questions will be distributed to the School Site Administrator and OUSD General Counsel Office in advance for review.
- (4) In addition, up to three sample class polls may be requested, where teachers would ask students a very limited number of questions about how they travel to school or other locations served by AC Transit. Poll questions will be distributed to the School Site Administrator and OUSD General Counsel Office in advance for review.
- (5) A focus group with students, teachers and/or parents may also be planned. The School Site Administrator may be requested to provide an on-site room for the meeting and assistance (email blast, newsletter posting) in recruiting participants for the meeting.

ATTACHMENT A – REGISTRATION AND WAIVER FORM – NORTH COUNTY

FOR OFFICE USE ONLY:

Pre-enrolled

Not pre-enrolled

Alameda County Student Transit Pass Pilot Registration, Consent, and Release Form

Thank you for your interest in the Student Transit Pass Pilot (“STPP”). Please review the information below and, if you agree to the terms, complete the form including your signature in the spaces below. Students under age 18 must also have their parent or legal guardian sign and date the form in the spaces indicated. Please return the form to Ms. Lollie at the front office.

The Student Transit Pass

The Student Transit Pass is a free Clipper Card that provides student pass holders unlimited access to AC Transit services. All students at Frick Impact Academy are eligible to receive a pass. Students will be eligible to receive a Clipper Card once their registration in the program is confirmed. The pass is valid for six months at a time (August 1, 2016 – January 31, 2017, and February 2, 2017 – July 31, 2017). The AC Transit pass on the card will be automatically renewed every six months, unless it is reported stolen, lost, or canceled for other reasons.

The Student Transit Pass Program

The Student Transit Pass is part of the Student Transit Pass Pilot (STPP), a 3-year pilot program sponsored by the Alameda County Transportation Commission (“Alameda CTC”), and funded through Measure BB, a local sales tax measure. Frick Impact Academy is one of eleven schools selected in the 2016-2017 pilot year. The pilot program is expected to run from August 2016 through July 31, 2019.

The STPP aims to do the following:

- Reduce barriers to transportation access to and from schools
- Improve transportation options for Alameda County’s middle and high school students
- Build support for transit in Alameda County
- Develop an effective three-year pilot program
- Serve as the basis for a countywide student pass program (funding permitting)

Collection, Use, and Deletion of Participant Information

Participants in the STPP ("Participants") agree to allow the Alameda CTC, its employees and contractors, and other third parties referenced herein (collectively, "Alameda CTC Parties") to collect and utilize information about each Participant's usage of the passes provided under the program solely for evaluating the Alameda County Student Transit Pass Pilot administered by Alameda CTC from August 2016 through July 2019. This information will be disassociated from Participants' personally identifiable information in order to analyze and report on the costs and benefits of the Student Transit Pass. Alameda CTC Parties will track the starting location (meaning the bus stop of where a student gets on the bus), bus route, time, and date of Participants' transit trips from their registration date in the program until the completion of the pilot program. Participants also agree to complete and submit surveys about their transit trips (such as participation in afterschool programs, employment, work, etc).

Participants must promptly tag their Clipper Card at the card reader on a pole or near the fare box upon boarding the AC Transit bus for validation.

Additionally, Alameda CTC may use Participants' personally identifiable information to investigate possible fraud or misuse of the Student Transit Pass.

Participants may stop participating in the STPP at any time by providing notice to Ms. Lollie. As soon as practical after receiving such notice, Alameda CTC will cancel that Participant's Student Transit Pass, thereby ceasing the collection of any new data related to that individual. An individual that is no longer participating in the STPP may request that Alameda CTC delete their previously-collected data by providing a written request therefor to Ms. Lollie.

Release

The undersigned Participant, for him or herself and on behalf of his/her/theirs and assigns, hereby releases Alameda CTC from all claims arising out of the collection, storage, and use of information, including personally identifiable information, that Participant provides or that is collected about the Participant in connection with the STPP.

By signing below, the Participant grants permission for Alameda CTC to use his/her/their image or likeness in any and all publications and materials related to the STPP without payment or consideration, and further waives all rights to inspect or approve the uses of such images or likenesses.

Terms of Use

A Participant may not allow any other person(s) to use the Participant's Student Transit Pass. Participants may be disqualified or suspended from further participation in the STPP for allowing unauthorized use of their cards. Additionally, an unauthorized person using a Student Transit Pass may be subject to criminal/civil penalties under California Penal Code Section 640 (C).

ATTACHMENT B – SAMPLE STUDENT TRANSIT PASS PILOT DATABASE

(draft forthcoming)

ATTACHMENT C – CLIPPER CARD CANCELLATION/ REPLACEMENT NOTIFICATION FORM

Pass Cancellation

Replacement Card Distributed

Participant's name: _____

Participant's student ID number: _____

Date: _____

AC Transit Clipper Card serial number: _____

ATTACHMENT D – PUBLIC INFORMATION MATERIALS

(draft forthcoming)

APPENDIX B

PROJECT PERFORMANCE MEASURES AND METRICS

Project Performance Measures and Metrics: The Project Performance Measures and Metrics were adopted by Alameda CTC on March 24, 2016 and will be used to evaluate all Affordable Student Transit Pass Pilot Programs funded by Measure BB that commence in August 2016. Alameda CTC will collect data as described in the performance measures and metrics from various data sources including, but not limited to the SCHOOL DISTRICT.

Performance Measures and Metrics for Model Program Evaluation

Proposed performance measures and metrics for the evaluation are presented below. These indicators support the goals listed in Attachment B.

Indicators	Rationale	Metric	Data Source	Collection Time
Quantitative				
1. <i>Student perception of transit options and barriers</i>	To understand how students understand transportation options and perceive barriers to accessing those options	Number and extent to which students perceive pass options and barriers to accessing those options, including cost	Surveys or focus groups conducted by program team and school sites	Annual
2. <i>Transportation costs to families (participant cost)</i>	To determine the financial burden of transportation to/from school	Amount that families pay for school transportation and/or the pass	Determined as part of model program parameters; surveys	Before and after implementation
3. <i>Participant or student attendance²</i>	To discern a relationship between pass program design and attendance	Average daily attendance	Mandated school reporting	Annual

² Secondary metrics associated with this indicator, such as graduation rates and test scores, may be used to evaluate potential implications for school performance.

Indicators	Rationale	Metric	Data Source	Collection Time
4. <i>Pass availability and use</i>	To determine the level of penetration of the pilot program (i.e. how many students could use the pass vs. actually use the pass)	Number of eligible students; Number of passes distributed; Number of passes used (depending on choice of model program fare media)	School sites, transit operators, and Clipper if applicable	Before implementation and annually after implementation
5. <i>After-school activity participation</i>	To discern a relationship between pass program design and after-school activity participation	Attendance of students at key clubs, activities, and organizations associated with each model program site	School site and afterschool programs	Monthly
6. <i>Student ridership (including non-pass holders)³</i>	To determine the impact of the pass program on ridership (i.e. net and gross change in ridership)	Number of passes provided; Agency-level student ridership; Yellow bus ridership (if applicable)	Transit operators; Travel diaries and hand tally surveys from program team and school sites; baseline data collection	Annual
7. <i>Inclusion of students, parents, community members, administrators</i>	To determine if community members are integrated and informed	Attendance of these stakeholders at meetings; Amount of comments received	Sign-in sheets and feedback submissions	Throughout program implementation

³ Metrics associated with this indicator may be used to evaluate potential implications for greenhouse gas emissions and traffic congestion.

Indicators	Rationale	Metric	Data Source	Collection Time
8. <i>Diverse participant reach</i>	To determine that geographic diversity and equity are addressed	Demographic information of model program sites	Determined as part of model program parameters	Before implementation
9. <i>Program cost per participant</i>	To understand the overall cost-benefit ratio of the pass program	Overall program costs per participant, beyond what the pass price is (if applicable)	Model program parameters; Financial information provided by schools, county agencies, and transit operators	Annual
10. <i>Administrative costs as a proportion of total program costs</i>	To understand the overall cost-benefit ratio of the pass program	Costs borne by the transit operators, schools, etc. Including costs with an onsite administrator	Financial information provided by schools, county agencies, and transit operators	Annual
Qualitative				
11. <i>Effectiveness of marketing and outreach</i>	To ensure that community members are integrated and informed	Extent to which participants know about the program	Student and parent feedback	Annual
12. <i>Linkages with existing fare payment option(s)</i>	To discern if linkages with existing options affects pilot outcomes	Key features of fare payment options	Determined as part of model program parameters; Clipper if applicable	Before and after implementation
13. <i>Leverage with other school-based transportation programs</i>	To discern if coordination with existing programs affects pilot outcomes	Aspects that benefit related programs (SR2S, crossing guards, etc.)	Determined as part of model program parameters	Before and after implementation

Indicators	Rationale	Metric	Data Source	Collection Time
<i>14. Leverage with other funding and administration programs</i>	To understand potential for future funding opportunities	Key findings regarding funding eligibility and partnerships	Program team assessment of model program design	Before and after implementation
<i>15. Transit operator response(s)</i>	To understand how the pilot programs are perceived by transit operators	Perceived impacts of program to service delivery	Transit operator feedback	Throughout program implementation
<i>16. Ease of participation</i>	To discern how students perceive the model program and how to use it	Perceived ease of use of model program	Participant surveys	Annual
<i>17. Ease of administration (county-wide, site-level, operator-level)⁴</i>	To discern how program administration is perceived by different entities involved at different scales	Perceived ease of administration by school sites, transit operators, and county-wide coordination	Feedback from school sites, transit operators, other stakeholders	Throughout program implementation
<i>18. Cost performance against expectations</i>	To understand or anticipate any potential future costs and issues	Degree to which any cost overruns represent "one-time" versus recurring and/or unpredictable issues	Feedback from school sites, transit operators, other stakeholders	Before and after implementation

⁴ Metrics associated with this indicator may be used to evaluate potential implications for the level of decentralized oversight and potential for replication in other schools.