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Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent

Board Meeting Date August 22, 2018
(To be completed by Procurement)

Subject Amendment No. 2 - Cooperative Agreement - Alameda County Transportation Commission - (contractor) - Transportation and Logistics (site/department)

Action Requested Approval by the Board of Education of Amendment No. 2 to the Cooperative Agreement between the District and the Alameda County Transportation Commission (ACTC). Services to be primarily provided to the Transportation and Logistics Department for the period of August 1, 2016 through December 31, 2019.

Background
A one paragraph explanation of why the consultant's services are needed.

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 ACTC, the Affordable Student Transit Pass Pilot Program Project was first initiated at Castlemont High School, Fremont High School, and Frick Middle School in 2016. In 2017-2018, McClymonds High School and Westlake Middle School were added to the program. Additionally, the program now includes a free \$50 BART pass for each student in addition to free AC Transit clipper card bus passes. For 2018-2019, Roosevelt Middle School and Oakland High School will be added to the other five (5) sites for a total of seven (7) participating schools.

Discussion
One paragraph summary of the scope of work.

Approval by the Board of Education of Amendment No. 2 to the Cooperative Agreement between District and the Alameda County Transportation Commission, Oakland, CA, for the latter to include two additional schools sites to participate in the Affordable Student Transit Pass Pilot Program Project, Roosevelt Middle School and Oakland High School, for a total of seven (7) schools; the program includes a free \$50 BART pass for each student, in addition to free AC Transit clipper card bus passes, for the period of August 1, 2016 through December 31, 2019, at no cost to the District.

Recommendation Approval by the Board of Education of Amendment No. 2 to the Cooperative Agreement between the District and Alameda County Transportation Commission. Services to be primarily provided to the Transportation and Logistics Department for the period of August 1, 2016 through December 31, 2019.

Fiscal Impact Funding resource name (please spell out): These services will be provided by the Alameda County Transportation Commission with no fiscal impact to the District.

Attachments

- Cooperative Agreement
- Amendment No. 1, Cooperative Agreement #18-0773
- Original Agreement, #16-1882



CONTRACT JUSTIFICATION FORM

**This Form Shall Be Submitted to the Board Office
With *Every* Consent Agenda Contract.**

Legislative File ID No. 18-1672

Department: Transportation and Logistics Department

Vendor Name: Alameda County Transportation Commission (ACTC)

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

Annual Cost: \$ 0.00 No Fiscal Impact

Approved by: Kimberly Raney

Is Vendor a local Oakland business? Yes No

Why was this Vendor selected?

Vendor has a grant that funds this program for free bus passes for OUSD schools- 7 sites

Summarize the services this Vendor will be providing.

The vendor is giving students free bus passes for 18/19 for 7 schools.

Was this contract competitively bid? Yes No

If No, answer the following:

1) How did you determine the price is competitive?

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**

AMENDMENT NO. 2
to the
COOPERATIVE AGREEMENT
between the
ALAMEDA COUNTY TRANSPORTATION COMMISSION
and
OAKLAND UNIFIED SCHOOL DISTRICT

This AMENDMENT NO. 2 is entered into on July 1, 2018, by and between the ALAMEDA COUNTY TRANSPORTATION COMMISSION, a joint powers agency ("ALAMEDA CTC"), and Oakland Unified School District, a public agency ("SCHOOL DISTRICT").

RECITALS

A. ALAMEDA CTC and SCHOOL DISTRICT entered into that certain Cooperative Agreement dated August 1, 2016 ("AGREEMENT"), whereby SCHOOL DISTRICT agreed to participate in the AFFORDABLE STUDENT TRANSIT PILOT PROJECT ("PROJECT"), in cooperation with ALAMEDA CTC, and perform the necessary work associated with the PROJECT required to implement PROJECT, all as described in more detail in the AGREEMENT.

B. ALAMEDA CTC and SCHOOL DISTRICT entered into Amendment No. 1 to the AGREEMENT on July 1, 2017 to add two schools in the SCHOOL DISTRICT to expand the PROJECT and to update Appendix A: Project Implementation Protocols.

C. ALAMEDA CTC and SCHOOL DISTRICT now wish to amend the AGREEMENT to update Appendix A: Project Implementation Protocols to add two schools in the SCHOOL DISTRICT, to expand the PROJECT. The PROJECT will continue to include Castlemont High School, Fremont High School, McClymonds High School, Frick Middle School, and Westlake Middle School and will be expanded to include Oakland High School and Roosevelt Middle School. The transit pass format will continue to be a free Clipper card for use on AC Transit buses and a free \$50 BART youth fare ticket made available to high school students.

D. Authorization for this AMENDMENT NO. 2 was given by the governing body of the ALAMEDA CTC at its meeting on February 22, 2018.

AMENDMENT

1. The scope of services to be performed by SCHOOL DISTRICT to implement the PROJECT is described in **Appendix A-Revised**, attached hereto and by this reference incorporated herein.

2. Except as expressly modified in this AMENDMENT NO. 2, all of the terms, covenants, and conditions of the AGREEMENT shall remain in full force and effect and are hereby ratified and confirmed.


IN WITNESS WHEREOF, ALAMEDA CTC has caused this AMENDMENT NO. 2 to be subscribed by the binding authority of ALAMEDA CTC and SCHOOL DISTRICT and has caused this AMENDMENT NO. 2 to be subscribed on its behalf by duly authorized signees.

SCHOOL DISTRICT:


ALAMEDA CTC:

OAKLAND UNIFIED
SCHOOL DISTRICT

ALAMEDA COUNTY TRANSPORTATION COMMISSION

By:  8/23/18
Aimee Eng Date
President, Board of Education

By: _____
Arthur L. Dao Date
Executive Director

By:  8/23/18
Dr. Kyla Johnson Trammell Date
Superintendent

Recommended:
By: _____
Tess Lengyel Date
Deputy Executive Director of
Planning and Policy

Reviewed as to Budget/Financial Controls:

By: _____
Patricia Reavey Date
Deputy Executive Director
of Finance and Administration

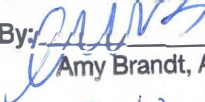
Approved as to Legal Form:

Approved as to Legal Form:

By: _____
Marion McWilliams Date
SCHOOL DISTRICT General Counsel

By:  7/10/18
Wendel, Rosen, Black & Dean LLP Date
ALAMEDA CTC Legal Counsel

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the General Counsel
APPROVED FOR FORM & SUBSTANCE

By: 
Amy Brandt, Attorney at Law
7.12.18

APPENDIX A-REVISED

PROJECT IMPLEMENTATION PROTOCOLS



STUDENT TRANSIT PASS PILOT IMPLEMENTATION PROTOCOLS

Oakland Unified School District Pilot Program 2018-2019

These implementation protocols are subject to change at the discretion of the Alameda County Transportation Commission (Alameda CTC) to ensure the program progresses and fulfills the intent of the pilot.

Version: June 1, 2018

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 directly the Student Transit Pass Pilot Program Team Contact (listed below) for additional clarification. For responses to questions from the public, including from students and families, please reach out to the Program Team Contact.

Program Contacts:	
Student Transit Pass Pilot Program Team Contact: Name: Brian Manford, Nelson\Nygaard Phone: 415-281-6982 Email: bmanford@nelsonnygaard.com	Alameda CTC Contact: Name: Kate Lefkowitz Phone: 510-208-7471 Email: klefokowitz@alamedactc.org
High School Site Administrators:	
Castlemont High School Name: Terri Walters Phone: 510-639-1466 ext. 148 Email: terri.walters@ousd.org	Fremont High School Name: Claudia Ortiz-Silva Phone: 510-434-5257 Email: claudia.ortiz-silva@ousd.org
McClymonds High School Name: Alberta Smith Phone: 510-238-8607 Email: alberta.smith@ousd.org	Oakland High School Name: Percy Foster Phone: 510-874-3676 Email: percy.foster@ousd.org

Middle school contacts on next page.

Middle School Site Administrators:	
Frick Middle School Name: Jaymie Lollie Phone: 510-729-7736 Email: jaymie.lollie@ousd.org	Roosevelt Middle School Name: Nina Gardner-Meeks Phone: 510-535-2877 Email: nina.gardner-meeks@ousd.org
Westlake Middle School Name: Ebado Ismail Phone: 510-879-2138 Email: ebado.ismail@ousd.org	

This protocol has the following sections:

Program Summary2

Student Eligibility4

Registering for the Program.....4

Transit Pass Distribution and Storage.....5

Fraud/Misuse.....7

Marketing to Students.....7

Data and Information Requests.....9

Attachment A – Registration, Consent, and Release Form – Oakland Unified School District .10

Attachment B – Sample Student Transit Pass Pilot Database.....13

Attachment C – Clipper Card Enrollment and Deactivation Form.....15

Attachment D – Student BART Ticket Request Form and BART Tickets Online Form.....20

Attachment E – Clipper Card Replacement Instructions25

PROGRAM SUMMARY

- The Student Transit Pass Pilot ends July 31, 2019. These protocols are valid through the end of the Pilot period.
- All eligible students as described in these protocols may receive a free AC Transit bus pass, valid for unlimited travel on AC Transit.
- 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.
- High school students who opt to receive an AC Transit Clipper Card will also be eligible to receive one BART youth fare ticket valued at \$50 with no expiration. When riding BART, students must insert their fare ticket into the fare gates upon entering and exiting the system and must provide a student ID card to personnel upon request.

STUDENT ELIGIBILITY

For the 2018-19 school year, all full-time, registered students attending Castlemont, Fremont, McClymonds, or Oakland High Schools or Frick, Roosevelt, or Westlake Middle Schools in Oakland Unified School District are eligible to participate in the Student Transit Pass Pilot. Participants will be required to affirm their eligibility to participate in the program through the registration process described below. To participate, students also must have in their possession a valid student ID card provided by their 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 verifying enrollment at the school.

REGISTERING FOR THE PROGRAM

Registration, Consent, and Release Form

To participate in the Student Transit Pass Pilot program and receive a transit pass, students must first complete the Registration, Consent, and Release Form ("registration form", Attachment A) and have a parent or legal guardian sign it if the student is under the age of 18. Upon acceptance of a complete, signed registration form by the School Site Administrator, students are considered registered and will be able to receive a pass. Students will only need to register once for the pilot program to allow them to receive a pass at any time during the three-year pilot period while still registered at a participating school.

The registration form provides a parent or guardian's consent for the student to participate in the program if the student is under the age of 18. By signing the form, a participant and his or her parent/guardian agree to furnish basic information about the participant 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.

Only the School Site Administrator and Program Team members involved in program implementation will have access to personally identifiable information of participants. 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 web portal to the transit operator for the sole purposes of creating and issuing a transit pass.

The original signed copies of all registration forms must be retained by the School Site Administrator.

Registration Process

To maximize access to transit passes and minimize the administrative burden, students are strongly encouraged to register at orientation at the beginning of the school year.

However, students will be allowed to register at any time throughout the school year. For registration forms received after orientation (any time after August 20), the School Site Administrator will review the registration form and confirm its completion, confirm enrollment at the school, and enter the relevant information into the Clipper Card Enrollment and Deactivation Form (see "enrollment form," Attachment C). New passes will be issued on a monthly basis throughout the school year to all students who have registered during the prior month. All registration forms gathered at orientation should be provided to the Program Team Contact by August 20 to allow for entry of the data and the first batch of Clipper Cards to be ordered. Generally, enrollment forms received by the 20th of each month will be processed and new cards will be delivered by the 1st of the following month.

If students are already registered for the pilot (having participated in the pilot during the 2017-18 school year), they do not need to re-register. The school needs to inform the Program Team by August 20 which students are continuing in the pilot, so the team can renew their cards for the 2018-19 school year.

Registration Outreach

School staff are expected to distribute marketing information about the Student Transit Pass Pilot including registration forms (Attachment A) to students in all of the following forms:

- (1) Pre-enrollment materials distributed by the school via mail, email, or on the school website prior to the start of the 2018-19 school year
- (2) Printed materials and handouts distributed at orientation and during the school year on a periodic basis, and made 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 Program (see Marketing to Students).

Student Transit Pass Pilot Database

Throughout the program, the Program Team will maintain a Student Transit Pass Pilot Database that will track program registration and associate student names with their Clipper Card serial number (see Attachment B for Sample Student Transit Pass Pilot Database). This database will be shared with the School Site Administrator during orientation, in an online database format (Google Sheets) as approved by the Oakland Unified School District, and will be used by the Program Team to track registrations throughout the year.

The School Site Administrator must ensure that access to the database information, both paper and electronic, is restricted only to those people explicitly authorized by Alameda CTC.

TRANSIT PASS DISTRIBUTION AND STORAGE

Pass Validity

Clipper Cards are designed to be valid for unlimited travel on AC Transit for the full 2018-19 school year and summer through August 2019.

BART tickets do not expire.

Transit Pass Distribution

AC Transit Clipper Cards

AC Transit will mail Clipper Cards to the school on a monthly basis. There will likely be a large number of Clipper Cards at the start of the school year and then fewer each subsequent month. When the School Site Administrator receives a batch of Clipper Cards, the procedures for distributing the cards are as follows:

- (1) Notify students to come to office to pick up their Clipper Card.
- (2) When a student arrives to pick up his or her pass:
 - a. Find the relevant Clipper Card and check the name against the student ID.
 - b. Give the student the Clipper Card.

- c. Give the student a cardholder and lanyard to help the student keep track of the pass and the Clipper Card Replacement Instructions (see Attachment E) in case the pass is lost.
- d. Remind the student that if he/she loses the Clipper Card, it will cost the student \$5 to replace it, and it will take 1-3 weeks to receive the replacement.

Students who participated in the pilot during the 2017-18 school year should already have a Clipper Card. If they have lost their Clipper Card, they should follow the replacement instructions (see Attachment E).

BART Youth Fare Tickets

The Program Team Contact will provide a box of BART tickets to the High School Site Administrators at the *start of the school year for distribution only to high school students*. The Program Team Contact will track which serial numbers have been distributed to each school. Only one BART ticket per high school student shall be distributed targeted to students based on need, on a first come, first served basis. BART tickets are not eligible for replacement. High school students are only eligible to receive a BART ticket if they also have an AC Transit Clipper Card.

The procedures for distributing BART tickets to high school students are as follows:

- (1) Confirm in the database that the student has submitted a complete registration form for the program and has received a Clipper Card.
- (2) Have the student complete a Student BART Ticket Request Form (Attachment D), and indicate on the form the reason for needing the ticket.
- (3) Give the student a BART ticket and remind the student that this BART ticket is valuable and cannot be replaced.
- (4) Enter the information from the Student BART Ticket Request Form into an online form and submit it.
- (5) Keep the original Student BART Ticket Request Form with the signature on file.

Secure Storage

All Clipper Cards and BART tickets must be managed securely, as they have cash value. Detailed instructions for transit pass management are included in the original Contract Appendix C: *Funds and Financial Assets Management Protocol*. Schools must abide by the terms laid out in this document.

It is the school's responsibility to ensure that the Clipper Cards and BART tickets are stored in a secure and locked location that is only accessible by the School Site Administrator and those explicitly authorized to distribute the passes. If the school designates an additional person to distribute cards and tickets, 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 cards and/or tickets, and/or treated as a criminal offense and pursued accordingly, at the discretion of Alameda CTC. The Program Team will check the BART ticket inventory against the number of BART ticket request forms completed on a regular basis for any discrepancies. It will be the school's responsibility to reimburse Alameda CTC for any discrepancies.

Cancelling a Transit Pass

Only AC Transit passes can be cancelled. BART tickets are not eligible for cancellation. AC Transit passes must be cancelled under the following circumstances:

- (1) A student withdraws from Castlemont, Fremont, McClymonds, or Oakland High School or Frick, Roosevelt, or Westlake Middle 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, Fremont, McClymonds, or Oakland High School or Frick, Roosevelt, or Westlake Middle 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 Enrollment and Deactivation Form online (see Attachment C), indicate that the student's card should be deactivated, and provide the student name and ID number. 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 possession of their transit passes, we anticipate that students who receive Clipper Cards and BART tickets will, on occasion, lose them.

BART tickets will not be replaced.

To replace a lost Clipper Card, students should either go online (www.clippercard.com) or call Clipper at (877) 878-8883. Detailed instructions are included in the Clipper Card Replacement Instructions (Attachment E). During the replacement process, the student will be required to pay a \$5 fee to Clipper to replace the card, payable by credit card, check, or money order. The Clipper Card Replacement Instructions should be distributed to every student with his or her Clipper Card, and copies should be kept in the School Site Administrator's office. It is the school's prerogative to assist students with any part of the Clipper Card replacement process.

Replacement cards will be mailed to the school by AC Transit. It is the student's responsibility to pick up the card from the School Site Administrator once the replacement card has been delivered to the school. 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 is found being used by an unauthorized person, and the pass has not been reported lost or stolen, the participant may be disqualified or suspended from participating in the program for allowing unauthorized use of his or her transit pass.

MARKETING TO STUDENTS

The Program Team Contact and school staff will undertake joint responsibility for marketing the Student Transit Pass Pilot and overseeing the registration process. The Program Team Contact will create marketing materials, including the Registration, Consent, and Release Form; 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 Clipper Cards and/or BART tickets.

Public Information Tools

Public information materials to be furnished to each school include:

- (1) A Frequently Asked Questions (FAQ) document 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) Educational materials about riding transit.
- (3) Special notices, informational materials, and other notifications about the Student Transit Pass Pilot for posting on the school website, in email, mail, 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.

The School Site Administrator is responsible for marketing the program to students and their families. The table below identifies the suggested points in time for providing critical information to students and families about the program, and the suggested and recommended communication channels.

Time Points	Suggested Communications Channel	Suggested Communication Channels
Before the end of the school year leading up to launching the Pilot (approx. May/June)	<ul style="list-style-type: none"> ▪ Pilot information on the school website landing page ▪ Student mailer <ul style="list-style-type: none"> – Letter of introduction – FAQs – Registration/consent form or link to form online 	<ul style="list-style-type: none"> ▪ Email listserv ▪ Digital fliers, e.g. PeachJar ▪ School social media
Leading up to orientation (approx. August)	<ul style="list-style-type: none"> ▪ Pilot information on the school website landing page ▪ Staffed table during orientation to collect registration/consent forms 	<ul style="list-style-type: none"> ▪ Voice robocalls and/or text message campaign ▪ Welcome letter ▪ Email listserv ▪ Digital fliers, e.g. PeachJar ▪ School social media
Beginning of winter semester (approx. January)	<ul style="list-style-type: none"> ▪ Pilot information on the school website landing page 	<ul style="list-style-type: none"> ▪ Voice announcements at school ▪ School newsletter
Throughout school year	<ul style="list-style-type: none"> ▪ Pilot information on the school website with Registration, Consent, and Release form for download 	<ul style="list-style-type: none"> ▪ Physical posters at school

DATA AND INFORMATION REQUESTS

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

- (1) Furnish 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) Provide information about the student body (listed below) to assist with reporting on program utilization throughout the school year. Upon request, the School Site Administrator may need to provide information by grade on:
 - a. School enrollment;
 - b. Aggregate student demographics (race/ethnicity, income, age, grade); and
 - c. Aggregate attendance and truancy rates.

Additional data requirements for this pilot are as follows:

- (1) Pilot program participants may be required to complete up to two surveys during the school year. Upon request, the School Site Administrator will distribute the surveys electronically, make paper copies available, if necessary, and collect paper surveys, if necessary, to submit to the Program Team Contact. Upon request, the School Site Administrator will need to assist in soliciting survey responses from families and students. Survey questions will be distributed to the School Site Administrator and School District General Counsel Office before the survey is administered.
- (2) A focus group with students, teachers, and/or parents may also be planned. The School Site Administrator may need to provide an onsite room for the focus group to meet and assist (email blast, newsletter posting) in recruiting participants for the focus group.

**ATTACHMENT A – REGISTRATION, CONSENT, AND RELEASE FORM –
Oakland Unified School District**

See attached.



Registration, Consent and Release Form

Please review the information on the front and back side of this page and, if you agree to the terms, complete and sign the form in the spaces provided. Students under age 18 must also have their parent or legal guardian sign and date the form in the spaces indicated. Return the completed form to your School Site Administrator.

The Student Transit Pass

The Student Transit Pass ("Pass") is a free transit pass that provides student pass holders unlimited access to the AC Transit bus system. All students at Castlemont, Fremont, McClymonds, and Oakland High Schools and Westlake, Frick, and Roosevelt Middle Schools in Oakland Unified School District are eligible to receive a Pass. High school students at these four high schools may also receive one free \$50 BART ticket in the 2018-19 school year. Students will be eligible to receive transit pass(es) once their registration in the program is confirmed.

The Student Transit Pass Pilot Program

The Pass is provided as part of the Student Transit Pass Pilot ("STPP"), a three-year pilot program sponsored by the Alameda County Transportation Commission ("Alameda CTC"), and funded by Measure BB, a local transportation sales tax measure. The pilot program is expected to run from August 2016 through July 2019. The STPP aims to reduce barriers to transportation access to/from schools, improve transportation options for middle- and high-school students, build support for transit, and develop an effective three-year pilot program that can serve as the basis for a countywide program (funding permitting).

Collection, Use, and Deletion of Participant Information

Participants in the STPP ("Participants") agree to allow 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 Pass usage solely for evaluating the STPP. Alameda CTC Parties will collect information on the time, date and location of Participants' transit trips from their registration date in the program until the completion of the pilot program. This information will be disassociated from Participants' personally identifiable information to analyze and report on the costs and benefits of the STPP in aggregate.

Participants also agree to complete and submit surveys about their transit usage and perceptions. Additionally, Alameda CTC may use Participants' personally identifiable information to investigate possible fraud or misuse of the Pass.

Participants may stop participating in the STPP at any time by providing notice to the school office. As soon as practical after receiving such notice, Alameda CTC will cancel that Participant's Pass, thereby ceasing the collection of any new data related to that individual.

An individual who is no longer participating in the STPP may request that Alameda CTC delete his or her previously-collected data by providing a written request therefor to the School Site Administrator.

Continued →

→ Continued



Student Transit Pass Pilot

Registration, Consent and Release Form

Release

The undersigned Participant, for him or herself, and on behalf of his/her heirs 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.

The undersigned Participant represents and warrants he/she has read and understands the information in the foregoing STPP Registration, Consent, and Release Form, and hereby does authorize, consent, and agree to the terms hereof.

- Name of School:
- Castlemont High School
 - Frick Middle School
 - Westlake Middle School
 - Roosevelt Middle School

- Fremont High School
- McClymonds High School
- Oakland High School

Student's First Name: _____

Last Name: _____

Student's Permanent School ID#: _____

Student's Age: _____

Student's ZIP Code: _____

Student's Grade: _____

Student's Signature: _____

Date: _____

IF STUDENT 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 Registration, 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

Name: _____

Date: _____

Signature: _____

ATTACHMENT B – SAMPLE STUDENT TRANSIT PASS PILOT DATABASE

See attached.

SAMPLE MASTER LIST-SEE COVER PAGE FOR LINK TO
ACTUAL LIST ONLY FOR YOUR SCHOOL DISTRICT

StudentID	FirstName	LastName	School	Status	CurrentCard
12345	Joe	Smith	XXXX Middle School	Active	1234567910
12346	Sarah	Johnson	XXXX High School	Active	1234567911
12347	Jose	Santos	XXXX Middle School	Deactivated	1234567912
12348	Maria	Ramirez	XXXX High School	Active	1234567913
12349	Steve	Smith	XXXX Middle School	Active	1234567914
12350	Joe	Johnson	XXXX High School	Active	1234567915
12351	Sarah	Santos	XXXX Middle School	Deactivated	1234567916
12352	Jose	Ramirez	XXXX High School	Active	1234567917
12353	Maria	Smith	XXXX Middle School	Deactivated	1234567918
12354	Steve	Johnson	XXXX High School	Active	1234567919
12355	Joe	Santos	XXXX Middle School	Active	1234567920
12356	Sarah	Ramirez	XXXX High School	Deactivated	1234567921
12357	Jose	Smith	XXXX Middle School	Deactivated	1234567922
12358	Maria	Johnson	XXXX High School	Deactivated	1234567923
12359	Steve	Santos	XXXX Middle School	Active	1234567924
12360	Joe	Ramirez	XXXX High School	Active	1234567925
12361	Sarah	Smith	XXXX Middle School	Active	1234567926
12362	Jose	Johnson	XXXX High School	Deactivated	1234567927
12363	Maria	Santos	XXXX Middle School	Deactivated	1234567928
12364	Steve	Ramirez	XXXX High School	Active	1234567929
12365	Joe	Smith	XXXX Middle School	Deactivated	1234567930
12366	Sarah	Johnson	XXXX High School	Active	1234567931
12367	Jose	Santos	XXXX Middle School	Active	1234567932
12368	Maria	Ramirez	XXXX High School	Active	1234567933
12369	Steve	Smith	XXXX Middle School	Deactivated	1234567934
12370	Joe	Johnson	XXXX High School	Deactivated	1234567935
12371	Sarah	Santos	XXXX Middle School	Active	1234567936
12372	Jose	Ramirez	XXXX High School	Active	1234567937
12373	Maria	Smith	XXXX Middle School	Active	1234567938

ATTACHMENT C – CLIPPER CARD ENROLLMENT AND DEACTIVATION FORM

See attached.

SAMPLE FORM ONLY. ACCESS FORM ONLINE AT:
admin.studenttransitpass.info/
PASSWORD WILL BE PROVIDED SEPARATELY

Student Transit Pass Pilot - Oakland, San Leandro, Hayward, Newark, Fremont, and New Haven USD Programs

FOR SCHOOL PROGRAM ADMINISTRATOR USE ONLY:

Please use this form only for 1) enrolling students new to your school and to the Student Transit Pass Pilot, or 2) deactivating passes for students who are no longer enrolled at your school. If you are unsure whether the student has already enrolled, please first check the student's enrollment status here:

Oakland USD: <http://ousd.studenttransitpass.info>

San Leandro USD: <http://slusd.studenttransitpass.info>

Hayward USD: <http://husd.studenttransitpass.info>

New Haven USD (Union City): <http://nhusd.studenttransitpass.info>

Fremont USD: <http://fUSD.studenttransitpass.info>

Newark USD: <http://nusd.studenttransitpass.info>

If a student is not on that list, please ask him/her to complete and return a waiver with a parent or guardian's signature, if required, to you before completing and submitting this form.

If the student is requesting a BART Ticket, please enter the student's information here:
<http://bart.admin.studenttransitpass.info/>.

* Required

1. Administrator Login *

Please enter your login to continue.

Skip to question 2.

Pass Changes for Oakland, San Leandro, Hayward, Newark, Fremont, and New Haven USD Programs

2. Where is the student enrolled? **Mark only one oval.*

- American High (Fremont)
- Bret Harte Middle School (Hayward)
- Castlemont High School (Oakland)
- Cesar Chavez Middle School (New Haven)
- Fremont High School (Oakland)
- Frick Impact Academy (Oakland)
- Hayward High School (Hayward)
- Hopkins Junior High (Fremont)
- James Logan High School (New Haven)
- John Muir Middle School (San Leandro)
- McClymonds High School (Oakland)
- Newark Junior High (Newark)
- Newark Memorial High (Newark)
- Oakland High (Oakland)
- Roosevelt Middle (Oakland)
- San Leandro High School (San Leandro)
- Westlake Middle School (Oakland)

3. What type of change do you need to make today? **Mark only one oval.*

- I need to enroll a new student.
- I need to deactivate a Student Transit Pass for a student who is no longer enrolled.
- I need to update the school for a student already enrolled in the Student Transit Pass Pilot.

4. What is the student's first name? ***5. What is the student's last name? *****6. What is the student's permanent ID number? ***

7. Where was the student previously enrolled? Answer only if you're updating the school for a student who is already enrolled in the program.

Mark only one oval.

- American High (Fremont)
- Bret Harte Middle School (Hayward)
- Castlemont High School (Oakland)
- Cesar Chavez Middle School (New Haven)
- Fremont High School (Oakland)
- Frick Impact Academy (Oakland)
- Hayward High School (Hayward)
- Hopkins Junior High (Fremont)
- James Logan High School (New Haven)
- John Muir Middle School (San Leandro)
- McClymonds High School (Oakland)
- Newark Junior High (Newark)
- Newark Memorial High (Newark)
- Oakland High (Oakland)
- Roosevelt Middle (Oakland)
- San Leandro High School (San Leandro)
- Westlake Middle School (Oakland)

8. What is the student's age?

9. What is the student's home ZIP Code?

10. What is the student's grade?

Mark only one oval.

- 6
- 7
- 8
- 9 (freshman)
- 10 (sophomore)
- 11 (junior)
- 12 (senior)

11. **Please confirm that you have received a completed waiver form that includes a signature from the student's parent or guardian (students 18 years and older do not need a parent/guardian signature). By ticking this box, you are certifying that the student is enrolled and meets all eligibility criteria to participate in the Student Transit Pass Pilot for your school, all information submitted on this form matches the information provided by the student, and all information is correct and complete to the best of your knowledge. ***

Check all that apply.

Yes, I confirm that the student is eligible, and the form is correct and complete to the best of my knowledge.

Powered by



ATTACHMENT D – STUDENT BART TICKET REQUEST FORM

See attached.

ATTACHMENT D – STUDENT BART TICKET REQUEST FORM

Student's First Name: _____ Last Name: _____

Student's Permanent School ID#: _____ Student's Age: _____

Student's ZIP Code: _____ Student's Grade: _____

For what kind of trips do you plan to use this BART Ticket? *Mark all that apply.*

- School
- Afterschool activities (sports, lessons, clubs, etc.)
- Social/recreational (friends, family, entertainment, etc.)
- Work
- Other (please specify): _____

Do you ride BART currently? If yes, how often?

- No, I don't ride BART
- Yes, I ride it 1 day a week or less
- Yes, I ride it 2-3 days a week
- Yes, I ride it 4-5 days a week
- Yes, I ride it 6-7 days a week

If you ride BART currently, how do you pay?

- BART Orange Youth Discount Fare paper ticket
- BART Blue Regular Fare paper ticket
- Clipper card
- Other

By signing this form below, I confirm that I understand that I may receive only one BART ticket, and this ticket is not eligible for replacement.

Student's Signature: _____ Date: _____

SAMPLE FORM ONLY. ACCESS FORM ONLINE AT:
bart.admin.studenttransitpass.info/
 PASSWORD WILL BE PROVIDED SEPARATELY

Student Transit Pass Pilot - BART Tickets Online Form

FOR SCHOOL PROGRAM ADMINISTRATOR USE ONLY:

Please use this form only for recording requests for BART tickets. BART tickets can only be issued to students enrolled at the following schools: McClymonds High, Castlemont High, Fremont High, San Leandro High, Hayward High, James Logan High, American High, Newark Memorial High, and Oakland High. You must first confirm that student has submitted a registration form for the Pilot and has received a Clipper Card. If you are unsure whether the student has already enrolled, please first check the student's enrollment status here:

Oakland USD: <http://ousd.studenttransitpass.info>

San Leandro USD: <http://slusd.studenttransitpass.info>

Hayward USD: <http://husd.studenttransitpass.info>

New Haven USD (Union City): <http://nhusd.studenttransitpass.info>

Fremont USD: <http://fusd.studenttransitpass.info>

Newark USD: <http://nusd.studenttransitpass.info>

If a student is not on the list, please ask him/her to complete and return a waiver with a parent or guardian's signature, if required, and enter that information into this form (<http://admin.studenttransitpass.info/>) before completing and submitting this form.

* Required

1. Administrator Login *

Please enter your login to continue.

Skip to question 2.

BART Ticket Request

2. Where is the student enrolled? *

Mark only one oval.

- American High (Fremont)
- Castlemont High School (Oakland)
- Fremont High School (Oakland)
- Hayward High School (Hayward)
- James Logan High School (Union City)
- McClymonds High School (Oakland)
- Newark Memorial High (Newark)
- Oakland High (Oakland)
- San Leandro High School (San Leandro)

3. What is the student's first name? *

4. What is the student's last name? *

5. What is the student's permanent ID number? *

6. What is the student's age?

7. What is the student's ZIP Code?

8. What is the student's grade?

Mark only one oval.

- 9 (freshman)
 10 (sophomore)
 11 (junior)
 12 (senior)

9. For what kind of trips will this student use this BART Ticket? Mark all that apply.

Check all that apply.

- School
 Afterschool activities (sports, lessons, clubs, etc.)
 Social/recreational (friends, family, entertainment, etc.)
 Work
 Other:

10. How frequently does the student ride BART?

Mark only one oval.

- No, he/she doesn't ride BART
 1 day a week or less
 2-3 days a week
 4-5 days a week
 6-7 days a week

11. How does the student pay for BART?

Check all that apply.

- Orange youth discount paper ticket
- Blue regular fare paper ticket
- Adult Clipper card
- Youth Clipper card
- He/she doesn't ride BART.
- Other:

12. Please confirm that you have received a completed BART ticket request form that includes the student's signature. By ticking this box, you are certifying that the student is enrolled and meets all eligibility criteria to participate in the Student Transit Pass Pilot for your school, all information submitted on this form matches the information provided by the student, and all information is correct and complete to the best of your knowledge. *

Check all that apply.

- Yes, I confirm that the student is eligible, and the form is correct and complete to the best of my knowledge.

Powered by



ATTACHMENT E – CLIPPER CARD REPLACEMENT INSTRUCTIONS

See attached.

NEED TO REPLACE YOUR CLIPPER CARD?

Here's what you need to know.

CLIPPER CARD QUICK TIPS

Register Your Clipper card online right away. Your Clipper card must be registered online or by phone to get a replacement card.

Write down or photograph your Clipper card serial number. (see below)



Replace BY PHONE

- Call Clipper Customer Service at **1-877-878-8883** weekdays from 8 a.m. to 8 p.m., and weekends from 8 a.m. to 5 p.m.
- Say, "Hi, my name is [your name], and I go to [your school name], I have an AC Transit Student Transit Pass that I need to replace." **You must provide this information to ensure that you receive the proper replacement card.**
- You might be asked to register your card and if so, provide your name and mailing address. You can provide your school's address if you do not want to use your home address.
- You will be asked to pay a \$5 fee for the new card. Have a credit card ready to make this payment.
- Confirm with the representative that your new card will be mailed to your school in 1-2 weeks.
- After 1 week, check with your school administrator's office to see if your card has arrived.
- If you have any problems during this process, please write down the date/time of your call, and the name of the person you spoke with, and give this information to your school's student transit pass administrator.
- If you do not receive your card within 3 weeks, please contact Clipper Customer Service or see your school's student transit pass administrator.



Replace ONLINE

STEP 1

Locate your Clipper card serial number



Pilot Program valid thru 07/2015
0123456789

First Name
Last Name

San Leandro High School

It's the **10-digit number** on the bottom left side of the back of your card.

If you don't have it, don't worry! Ask your school's student transit pass administrator in the main office.

STEP 2

Register your Clipper card



Go to **www.clippercard.com**
Click "Register a card" on the left menu. Before you can get a replacement card you must register the lost card. Enter the lost Clipper card serial number and click "Register card."



CLIPPER

Home About Use

- ▶ Order new card
- ▶ Add value to card
- ▶ **Register a card**
- ▶ Customer support

Register Card

Card Serial Number

Please enter your 10-digit Clipper card serial number printed on the back of your card

Serial Number:

Register Card

DON'T FORGET, your Clipper card has value!

The card you were issued is for your use only, so remember to keep it in a safe place.



STEP 3

Create New Account

Once you've entered your serial number, you'll be asked to create an account. Click **"Create new account"** and fill in your information. Then click **"Next"** and you should see the Clipper card with the serial number you registered.

Order new card
 Add value to card
 Register a card
 Customer support

Register Card

Card Serial Number

Log in to existing account
 Create new account

Title

First Name

Last Name

Primary Phone

Alternate Phone (optional)

Email

Mailing Address

Address Line 1

Address Line 2

Address Line 3

City

State California

Zip Code

Login Information

Username Same as email entered above

Password

Confirm Password

Security Question What is your mother's mi Answer

Next

Include an **email address** that you can access.

If you'd rather not provide your home address, you may enter **your school's address**.

Create a strong password! It must include three of the following: upper-case letter, lower-case letter, a number, or a special symbol (!, @, #, \$, %, ^, *, ?, _, & or ~).

STEP 4

Report Lost or Stolen Card

Click on **"Report lost, stolen, or damaged card"** on the left. Make selections as requested and click **"Submit"** when finished.

CLIPPER Home About Use

- My account
- Order new card
- Add value to card
- Register a card
- Profile information
- Payment information
- Report lost, stolen or damaged card**
- Deregister card
- Change password
- Customer support
- Log out

Report Lost, Stolen or Damaged Card

Select Card to Report Lost, Stolen or Damaged

If your Clipper card is lost, stolen or damaged, you can request a replacement card and balance restoration (if your card has a balance of more than \$5). You will need to provide a credit card number to pay the \$5 card replacement fee. Replacement cards are typically ready to be shipped within two business days of a card being reported lost, stolen or damaged.

Important: You are responsible for all transactions made with your card until midnight on the day you report it lost, stolen or damaged.

Select Card

- Card #0123456789

What Happened?

- This card was lost or stolen
- This card was damaged

Action

- Replace my card and restore remaining value (\$5 balance restoration fee)
- Do not replace card (no fee)

Use the mailing address from my account profile for shipping

Shipping Address 1

Shipping Address 2

Shipping Address 3

City

State California

Zip Code

Warning: Once you submit this form, your Clipper card will be blocked and you will be unable to use it.

Cancel Submit

In order to receive a replacement card, please select "Replace my card and restore remaining value (\$5 balance restoration fee)." Then enter the payment information

Update the billing address for the credit card if it is different from the one you used to create your Clipper card account.

Don't worry about updating the mailing address: **the new card will be mailed to your school.**

Once you click "Submit" **the card will be deactivated immediately.**

STEP 5

Congratulations, you're finished!!

Just a few tips:

- Write down your **reference number** for safekeeping.
- In about a week, go to the school administrator's office to see if your card has arrived.
- If you have not received your card within three weeks, please contact Clipper Customer Service or see your school's student transit pass administrator.

CLIPPER Home About Use

- My account
- Order new card
- Add value to card
- Register a card
- Profile information
- Payment information
- Report lost, stolen or damaged card**
- Deregister card
- Change password
- Customer support
- Logout

Lost/Stolen Report Complete

You have successfully reported your card as lost.

Reference # 0123456789



The Student Transit Pass Program is funded by Measure BB, Alameda County's transportation sales tax approved by voters in 2014.

Still have questions or need help?

Call Clipper Customer Service at 1-877-878-8883 weekdays from 6 a.m.-8 p.m., and weekends from 8 a.m.-5 p.m. You can always ask your school's student transit pass administrator for assistance, or send an email to studentpasspilot@alamedactc.org.

