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**OAKLAND UNIFIED
SCHOOL DISTRICT**
Community Schools, Thriving Students

Memo

To Board of Education

From Kyla Johnson-Trammell, Superintendent
Kimberly Raney, Director of Transportation

Board Meeting Date April 25, 2018

Subject **Amendment No. 1 to the Cooperative Agreement – Alameda County Transportation Commission for the Affordable Student Transit Pass Pilot Program Project**

Action Requested Ratification by the Board of Education of Amendment No. 1 to the Cooperative Agreement between Oakland Unified School District and Alameda County Transportation Commission (ACTC) for the Affordable Student Transit Pass Pilot Program Project for the period of August 1, 2016 through December 31, 2019.

Background and Discussion 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. McClymonds High School and Westlake Middle School were added to the program for the 2017-18 school year. Additionally, the program now includes a free \$50 BART pass for each student in addition to free AC Transit clipper card bus passes.

Recommendation Ratification by the Board of Education of Amendment No. 1 to the Cooperative Agreement between Oakland Unified School District and Alameda County Transportation Commission (ACTC) for the Affordable Student Transit Pass Pilot Program Project for the period of August 1, 2016 through December 31, 2019.

Fiscal Impact None

Attachments

- Amendment No. 1
- 16-1882: Cooperative Agreement

AMENDMENT NO. 1
to the
COOPERATIVE AGREEMENT
between the
ALAMEDA COUNTY TRANSPORTATION COMMISSION
and
OAKLAND UNIFIED SCHOOL DISTRICT

This AMENDMENT NO. 1 is entered into on July 1, 2017, 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 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, and Frick Middle School and will be expanded to include McClymonds High School and Westlake Middle School. The transit pass format will continue to be a free Clipper card for use on AC Transit buses. A free \$50 BART youth fare ticket will also be made available to high school students.

C. Authorization for this AMENDMENT NO. 1 was given by the governing body of the ALAMEDA CTC at its meeting on March 23, 2017.

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. 1, all of the terms, covenants, and conditions of the AGREEMENT shall remain in full force and effect and are hereby ratified and confirmed.


[Signatures on following page]

IN WITNESS WHEREOF, ALAMEDA CTC has caused this AMENDMENT NO. 1 to be subscribed by the binding authority of ALAMEDA CTC and SCHOOL DISTRICT and has caused this AMENDMENT NO. 1 to be subscribed on its behalf by duly authorized signees.

SCHOOL DISTRICT:

OAKLAND UNIFIED
SCHOOL DISTRICT

By: Aimee Eng 4/26/18
Aimee Eng Date
President, Board of Education

By:  4/26/18
Dr. Kyla Johnson Trammell Date
Superintendent

ALAMEDA CTC:

ALAMEDA COUNTY TRANSPORTATION COMMISSION

By: _____ Date _____
Arthur L. Dao
Executive Director

Recommended:

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

Reviewed as to Budget/Financial Controls:

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

Approved as to Legal Form:


By: Marion McWilliams Date: 4/24/18
SCHOOL DISTRICT General Counsel

Approved as to Legal Form:

By: Wendel Rosen, Black & Dean LLP Date: 12/13/17
ALAMEDA CTC Legal Counsel

OAKLAND UNIFIED SCHOOL DISTRICT
Office of the General Counsel

APPROVED FOR FORM & SUBSTANCE

By:  3.26.18
Amy Brandt, Attorney at Law

APPENDIX A-REVISED

PROJECT IMPLEMENTATION PROTOCOLS



STUDENT TRANSIT PASS PILOT IMPLEMENTATION PROTOCOLS

Oakland Unified School District Pilot Program 2017-2018

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, 2017

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: Calli Cenizal, Nelson\Nygaard Phone: 415-281-6942 Email: ccenizal@nelsonnygaard.com	Alameda CTC Contact: Name: Cathleen Sullivan Phone: 510-208-7484 Email: csullivan@alamedactc.org
School Site Administrators:	
Castlemont High School Name: Rayna Lett-Bell; Jennifer Early Phone: 510-303-8737; 510-639-1466 ext. 148 Email: rayna.lett@ousd.org ; jennifer.early@ousd.org	Fremont High School Name: Dani Patterson; Claudia Ortiz-Silva Phone: 510-434-5257 for both Email: danielle.patterson@ousd.org ; claudia.ortiz-silva@ousd.org
McClymonds High School Name: Audrey Wade Phone: 510-238-8607 ext 104 Email: audrey.wade@ousd.org	See next page for Middle School contacts.

School Site Administrators:	
Westlake Middle School Name: David Avery Phone: 510-879-1205 Email: david.avery@ousd.org	Frick Middle School Name: Jaymie Lollie; Johnell Antonio Phone: 510-729-7736 for both Email: jaymie.lollie@ousd.org ; johnell.antonio@ousd.org

This protocol has the following sections:

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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.
- 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 2017-18 school year, all full-time, registered students attending Castlemont, Fremont, or McClymonds High Schools or Frick or Westlake Middle Schools in Oakland Unified School District (OUSD) 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 to 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 21), 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 21 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 delivered by the 1st of the following month.

If students are already registered for the pilot (having participated in the pilot during the 2016-17 school year), they do not need to re-register. The school needs to inform the Program Team by August 21 which students are continuing in the pilot, so the team can renew their cards for the 2017-18 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 forums:

- (1) Pre-enrollment materials distributed by the school via mail, email, or on the school website prior to the start of the 2017-18 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). This document 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 registration throughout the year.

The School Site Administrator must ensure that access to the 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 2017-18 school year and summer through August 2018.

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 2016-17 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. BART tickets are not eligible for replacement. High school students are only eligible to receive a BART ticket if they also have received an AC Transit Clipper Card.

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

- (1) In the database, confirm 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 Assets 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 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, or McClymonds High School or Frick 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, or McClymonds High School or Frick 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), indicating 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 Castlemont, Fremont, or McClymonds High School or Frick or Westlake Middle 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, 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 and understand how to register for the program and 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.

DATA AND INFORMATION REQUESTS

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

- (1) 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) 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. It will be requested that the School Site Administrator distribute the surveys electronically and make paper copies available, if necessary, and collect paper surveys, if necessary, to submit to the Program Team Contact. It will be requested that the School Site Administrator 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 in advance for before administered.
- (2) A focus group with students, teachers, and/or parents may also be planned. It will be requested that the School Site Administrator provide an onsite room for the focus group to meet and assistance (email blast, newsletter posting) in recruiting participants for the focus group.

Alameda CTC Student Transit Pass Pilot (STPP) Registration, Consent, and Release Form

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

Thank you for your interest in the Student Transit Pass Pilot. Please review the information below 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. Please return the form to the 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, and McClymonds High Schools and Westlake and Frick Middle Schools in Oakland Unified School District are eligible to receive a Pass. High school students at these three high schools may also receive one free \$50 BART ticket in the 2017-18 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.

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.

Terms of Use

A Participant may not allow any other person(s) to use the Participant's Pass. Participants may be disqualified or suspended from further participation in the STPP for allowing unauthorized use of their pass(es). Additionally, an unauthorized person using a Pass may be subject to criminal/civil penalties under [California Penal Code Section 640 \(c\)](#). Alameda CTC may inspect the Pass at any time. Lost cards must immediately be reported to the School Site Administrator.

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.

Circle name of school: Castlemont HS Fremont HS McClymonds HS Frick MS Westlake MS

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:

Parent/Legal Guardian Signature:

Date:

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.

Student Transit Pass Pilot - Oakland, San Leandro, Hayward, 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>

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, and New Haven USD Programs

2. Where is the student enrolled? *

Mark only one oval.

- ☐ 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)
- ☐ James Logan High School (New Haven)
- ☐ John Muir Middle School (San Leandro)
- ☐ McClymonds High School (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.

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. What is the student's age?

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

9. What is the student's grade?

Mark only one oval.

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

10. 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. *

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

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: _____

Student Transit Pass Pilot - BART Tickets

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, and James Logan High. You must first confirm that the 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>

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.

- ☐ Castlemont High School (Oakland)
- ☐ Fremont High School (Oakland)
- ☐ Hayward High School (Hayward)
- ☐ James Logan High School (Union City)
- ☐ McClymonds High School (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: _____

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 6 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.

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.



Replace ONLINE

STEP 1

Locate your Clipper card serial number



Pilot Program
valid thru
07/2019
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.

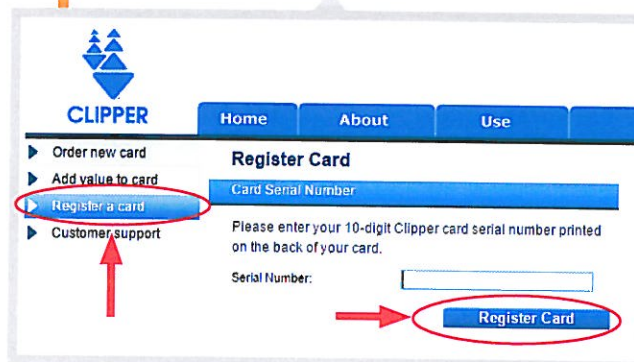
If you don't have it, don't worry! Ask your school's student transit pass administrator in the main office.

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."



The screenshot shows the Clipper website interface. On the left, a menu has "Register a card" highlighted with a red circle and an arrow pointing to it. The main content area is titled "Register Card" and contains a "Card Serial Number" input field. Below this, it says "Please enter your 10-digit Clipper card serial number printed on the back of your card." and "Serial Number:" followed by another input field. At the bottom right, a "Register Card" button is circled in red with an arrow pointing to it.



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.

- 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.

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.



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.



Board Office Use: Legislative File Info.	
File ID Number	16-1882
Introduction Date	9-14-16
Enactment Number	16-1504
Enactment Date	9-14-16

OFFICE OF THE GENERAL COUNSEL



OAKLAND UNIFIED
SCHOOL DISTRICT

Community Schools, Thriving Students

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.

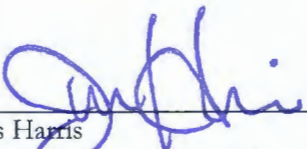
13. This AGREEMENT may not be assigned, transferred, hypothecated, or pledged by any party without the express written consent of the other party, except as set forth in this AGREEMENT. This AGREEMENT shall be binding upon any successors or assigns of the parties hereto.

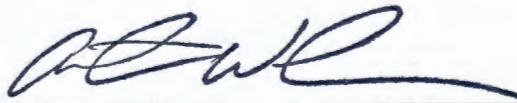
14. This AGREEMENT shall terminate upon completion of pilot PROJECT included in this AGREEMENT or on December 31, 2019, whichever is earlier in time, unless this AGREEMENT is extended by mutual agreement of the parties. Notwithstanding the foregoing, Sections III.8 and Section III.9 shall survive the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

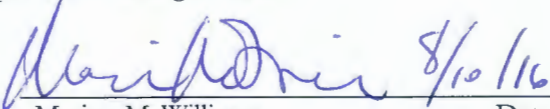
[Signatures on the next page]

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


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

By: 
Antwan Wilson Date
Superintendent, Oakland Unified School
District

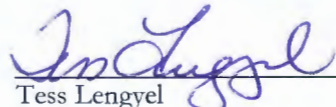
Approved as to Legal Form:

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

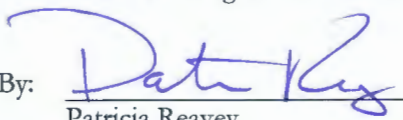
**ALAMEDA COUNTY
TRANSPORTATION COMMISSION
(ALAMEDA CTC)**

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

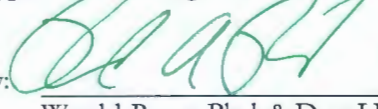
Recommended:

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

Reviewed as to Budget/Financial Controls:

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

Approved as to Legal Form:

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

File ID Number: 16-1882
Introduction Date: 9-14-16
Enactment Number: 16-1504
Enactment Date: 9-14-16

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.

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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.

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- (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.
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- (3) Only students registered in the program will be able to receive a pass.

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- (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:

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- (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.

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 Fremont 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.

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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.

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- 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. Dani Patterson 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 Fremont 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. Fremont 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. 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.

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. 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.

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- (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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- 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.

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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. Lollie.

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)

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
14. <i>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
15. <i>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
16. <i>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
17. <i>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
18. <i>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.