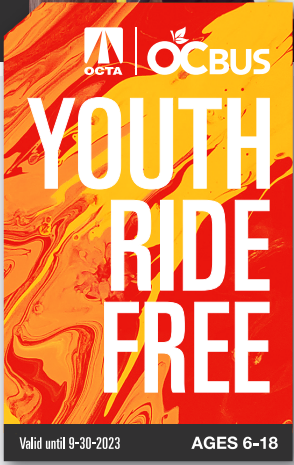




YOUTH RIDE FREE

QUICK GUIDE FOR SCHOOL ADMINISTRATORS



The Orange County Transportation Authority (OCTA) Youth Ride Free Program has been extended. A new pass is required along with a new parental request form. Using the new pass, Orange County youth ages 6 to 18 can ride all OC Bus fixed-route service for free for travel to school, work or fun.

In order to distribute this pass to as many youth as possible, OCTA is offering the Youth Ride Free pass in partnership with Orange County K-12 schools. Schools are asked to collect parental request forms and distribute the passes to students – this allows students to receive their free passes as quickly as possible.

The new Youth Ride Free pass is available starting in August 2022 and is good the entire school year. This Youth Ride Free pass will be valid until September 30, 2023.



YOUR ROLE AS A PARTNER

We need your continued support and that of your school to help make this program a success and to provide the free pass to as many youth as possible. Your role includes handling parental request forms and distributing the passes to students. See below for details.



REVIEW THE PROGRAM GUIDE FOR SCHOOLS

Please review this program guide and contact OCTA with any questions. OCTA staff is available by email at YouthRideFree@octa.net or contact Ryan Maloney, Marketing Section Manager at (714) 560-5451. The latest information on the Youth Ride Free program, including this guide and other school materials, is available at OCTA.net/YouthRideFree.



IDENTIFY A POINT OF CONTACT FOR YOUR SCHOOL

Please identify staff at your school or school district who can serve as a point of contact for this program. This will be the individual(s) who collects request forms and provides passes. If parents from your school contact OCTA directly, they will be directed to this contact. Please email YouthRideFree@octa.net with your preferred point of contact(s).



SHARE INFORMATION ABOUT THE PROGRAM

Help share information about the Youth Ride Free promotional pass with your students, parents and faculty. To help spread the word, OCTA has developed a digital toolkit, including a fact sheet, graphics, email blasts, and social media posts. The toolkit is available online at OCTA.net/YouthRideFree.



DISTRIBUTE PASSES TO STUDENTS; COLLECT AND STORE PARENTAL REQUEST FORMS

Distribute, collect and store completed parental request forms and provide the Youth Ride Free passes to students.

PROGRAM GUIDE FOR SCHOOLS

Because the current (blue) Youth Ride Free pass has an expiration date of September 30, 2022, OCTA is providing a quantity of new Youth Ride Free passes and Parental Request Forms to schools. These new passes are valid until September 30, 2023 and can be distributed immediately.

The initial quantity of passes provided to each school is based on overall school enrollment and pass usage from the school’s students. Schools are welcome to request additional passes from OCTA if needed.



HOW PARENTS REQUEST THE PASSES

Printed copies of an updated Parental Request Form are provided to schools with the new passes. Students who have previously submitted a form must submit an updated form. The Request Form is deliberately minimal to make requesting the Youth Ride Free pass easy for parents. The form indicates the consent of the parent / legal guardian for their child to be issued a Youth Ride Free pass and also provides information about the program.

The Parental Request Form has also been designed to minimize administrative efforts for schools. Space is provided on the form to note the pass serial number of passes issued to students.



PROGRAM ADMINISTRATION

Completed Parental Request Forms are to be returned to the designated point of contact(s) at a student’s school.

Once the school receives a completed Parental Request Form, it provides the student with a Youth Ride Free pass. Please be sure to note the pass serial number on the completed form.

To minimize the amount of Personally Identifiable Information handled, and ensure the security and privacy of that information, OCTA will not collect the completed Parental Request Forms. OCTA asks that schools store the completed Parental Request Forms should there be a need to verify parental approval.



WHEN PASSES EXPIRE

When passes expire, schools should promptly destroy the collected forms, according to their respective secure document policies. Any remaining or expired Youth Ride Free passes can be recycled / discarded.

THANK YOU!

A countywide program of this scale wouldn’t be possible without you. Thanks to your support, we’re providing a guaranteed, free public transit option to all Orange County youth, ensuring everyone has an option for mobility and education!