

PROCESS FOR EDUCATIONAL TRAVEL REQUEST FORM

Thunder Bay Transit offers the opportunity for youth to gain experience and learn how to ride transit while providing access to **specific educational facilities such as libraries, museums, and art galleries** throughout the City. Under this program, one current fare is required for every 5 students to a maximum of 15 per group. Any adults over the age of 19 must pay the current fare and as always, children under 5 years of age ride free with a fare paying adult. Arrangements to travel under this program must be made at least one (1) week in advance of the date of travel. For more information on this program please contact Thunder Bay Transit at (807) 684-3744 (press 0 for customer service) or email transit@thunderbay.ca.

Process for this program:

- Request the form from Thunder Bay Transit and fill in all areas of the form completely. Note that multiple trips can be submitted at the same time for future trips. (All areas must be filled in for Thunder Bay Transit to provide passes for travel).
- Adults (i.e. teachers, EA's, helpers, etc...) over the age of 19 must pay the current fare.
- One current fare is required for every 5 students.
- Transit will not charge for passengers under the age of 5 years under the following condition:
 - Passengers 5 years and under ride free with a fare paying passenger over the age of 12 years.
- Fax or email the form to Thunder Bay Transit – forms must be received at least one (1) week prior to the date of travel.
- Transit will respond by fax or email (however the form was sent initially) approving the travel request. Please note that if catching a regular route bus, space for large groups is not guaranteed.
- **Prior to the date of travel, a Courtesy pass must be picked up at Thunder Bay Transit located at 570 Fort William Road and payment made for those identified as fare paying passengers.**
 - **Forms of payments accepted: cash, cheque, Interac, VISA, MasterCard, Thunder Bay Transit Tickets, or 20-Ride Punch Passes.**
- Transit will provide trip information and any maps required.
- The Courtesy Pass will allow all passengers access to travel on the date of travel.
- Cancellations must be received within 2 hours of start time of travel. Refunds can only be issued if payment was made by cash, cheque, Interac, VISA, or MasterCard.

Please feel free to contact the main office at (807) 684-3744 (press 0 for customer service) or by email at transit@thunderbay.ca for more information.