



Social Services/Non-Profit Pass Distributor
Program Guidelines

Eligibility

Any social service agency or non-profit entity can apply and be approved by OCTA to participate in the OCTA Bus Pass Seller and Distributor program. Passes purchased are to be distributed by agency or non-profit entity to clients at no charge or sold at a price not to exceed the purchase price of the pass paid by the agency or non-profit entity.

Discounts

All orders will receive a 5% discount.

How to Purchase

You may choose one of the following ways to participate in this program for Social Service Agencies.

Cash and Carry	30 Day Payment Terms *
Agencies may receive a 5% discount on passes purchased at the OCTA store during store hours or by mailing in an order with payment.	Qualified agencies may also complete an application procedure to receive the discount and payment terms.
<p>To receive the discount:</p> <ol style="list-style-type: none"> 1. Complete a Social Services/Non-Profit Bus Pass Distributor Application. 2. Provide your EIN when purchasing passes at the OCTA store. 3. Purchase passes as frequently as needed. 4. Payment is due at the time of purchase by cash, check or credit card. 	<p>To receive the discount and payment terms:</p> <ol style="list-style-type: none"> 1. Complete a Social Services/Non-Profit Bus Pass Distributor Application. 2. Complete and submit a Business Reference and Credit Application 3. Complete and submit the Pass Seller Banking information form 4. Sign an OCTA Pass Distributor Agreement 5. Invoices must be paid within 30 days by check or money order, no cash or credit cards are accepted.

***Ordering Procedure for Agencies with 30 Day Payment Terms**

This procedure only applies to Agencies that have applied and were approved to purchase passes with 30-day payment terms.

1. Orders may be submitted by email or fax for the purchase of OCTA bus passes or ACCESS coupons in any amount up to the credit limit established at application.
2. Orders may be submitted no more frequently than one per month.
3. Orders submitted under \$1,000 are processed and will be available for pick up by the Agency at the OCTA store five work days after receipt of the order.
4. Orders over \$1,000 are processed and will be mailed by OCTA to the Agency five work days after receipt of the order.

Payment Terms

Upon receipt of order, OCTA will fill the order and prepare an invoice that will accompany the passes. The invoice will reflect the total of the passes ordered less the 5% discount. Payment is due 30 days from the date of invoice.

Contact Information

For questions about:

Your agreement: OCTA Pass Sales 714-560-5348/customers@octa.net

Your pass order: OCTA Accounting Department 714-560-5731

Acceptable Reduced

Fare ID: www.ocbus.com/reducedfare

Website: www.octa.net/VendorSales

OCTA Mailing Address: OCTA Customer Relations/Pass Sales
P.O. Box 14184
Orange, CA 92863-1584

Pass Types

Bus passes offered by OCTA are designed to provide value to the riders. As a distributor of these passes, please make sure the pass you provide to a bus rider is a pass that may be used by the customer. Passes for youths, seniors, or persons with disabilities have eligibility requirements that must be met and/or documented.

Regular Passes

Regular passes may be used by anyone.

Senior/Disabled Passes

Senior/Disabled passes may be used by a senior citizen or person with a disability. Customers can establish their eligibility by showing an acceptable form of identification at the time of distribution, purchase and when boarding the bus (list follows).

As a distributor of the senior/disabled passes, it is the responsibility of the Distributor to ensure senior citizens and person with disabilities meet the eligibility requirements. The customer must show valid proof of eligibility at the time they board the bus. Identification presented must not be expired.

- **Seniors Citizens**

Customers 60 years or older must provide documentation verifying their age. Acceptable forms of verification include:

- DMV Driver License or DMV Senior ID card,
- Red, white and blue Medicare card
- An OCTA reduced fare photo identification card

- Persons with Disabilities

Persons with disabilities must provide verification of their disability. Acceptable forms of verification include:

- Red, white and blue Medicare card
- OCTA reduced fare photo identification card
- Disabled identification card from another transit agency
- Service-connected Veteran identification card
- Braille Institute identification card
- DMV Disabled Placard – Receipt Copy
- ACCESS eligible OCTA reduced fare photo identification card

Youth Passes

Youth passes may be used by children ages 6 through 18.















Children under 6 years old may ride free when accompanied by a fare paying adult.

Express 30-Day Passes

- The OC Express 30-day pass is specifically for routes (206, 211, 212, 213, & 216) which operate long distances within Orange County
- The Express 30-day pass is specifically for routes (701, 721 & 794) which operate between points in Riverside County, Orange County, and Los Angeles. These passes provide an excellent value to longer distance travelers.

ACCESS Curb-to-Curb Coupons (Book of 10 coupons)

- The ACCESS fare coupon book contains 10 coupons (valued at \$3.60 each) which are valid for 10 one-way trips on the ACCESS service. This coupon is valid for payment of the full cash fare for ACCESS service only and is not valid on the OCTA fixed route bus system.

Pass Pricing					
One Day Pass (Pre-paid)	 Regular \$4.50	 Senior \$1.35	 Disabled \$1.35	<p>Each pass is good for one full day as payment on all OCTA local routes. If the pass is used on express service an additional fare may be required. An OCTA Day Pass is honored as full fare on Los Angeles County MTA and Inland Empire Connection within Orange County. The pass is accepted as an interagency transfer for the connecting ride only by bus transit agencies connecting with OCTA.</p>	
30 Day Pass	 Regular \$69.00	 Senior \$22.25	 Disabled \$22.25	 Youth \$40.00	<p>Passes are valid for 30 consecutive days. The first use of the pass begins the 30-day period. This pass is valid for payment of the full cash fare on all OCTA local routes. If the pass is used on express service an additional fare may be required. This pass is honored as full fare on Los Angeles County MTA and Inland Empire Connection within Orange County.</p>
OC Express 30 Day Pass	 Regular \$120.00	 Senior \$105.00	 Disabled \$105.00	<p>This pass is valid for 30 consecutive days. The first use of the pass begins the 30-day period. The pass is used by riders of intra-county express service and is good for payment of one day fare on OC Express or OCTA local service. If the pass is used on the inter-county express service an addition fare is required.</p>	
Express 30 Day Pass	 Regular \$210.00	 Senior \$180.00	 Disabled \$180.00	<p>This pass is valid for 30 consecutive days. The first use of the pass begins the 30-day period. The pass is used by riders of inter-county express service to Los Angeles and is good for payment of one day fare on any express or OCTA local service.</p>	
ACCESS coupons	 Booklet of 10 Coupons - \$36.00			<p>This coupon book contains 10 fare coupons (\$3.60 each) which are for 10 one-way trips on ACCESS service. Each fare coupon is valid as full payment of the cash fare for ACCESS service only and is not valid on the OCTA fixed route bus system</p>	