



## Social Services Bus Pass Distributor Program Guidelines

### ***Eligibility***

Any social service agency or non-profit entity must 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.   | 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"><li>1. Complete a Social Services Bus Pass Distributor Application.</li><li>2. Provide your EIN when purchasing passes at the OCTA store.</li><li>3. Purchase passes as frequently as needed.</li><li>4. Payment is due at the time of purchase by cash, check or credit card.</li></ol> | <p>To receive the discount and payment terms:</p> <ol style="list-style-type: none"><li>1. Complete a Social Services Bus Pass Distributor Application.</li><li>2. Complete and submit a Pass Seller Credit Application – Banking Information Bank Notification</li><li>3. Sign an OCTA Pass Distributor Agreement</li><li>4. Submit an Order Form</li><li>5. Invoices must be paid within 30 days by check or money order, no cash or credit cards are accepted.</li></ol> |

### ***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:            | Customer Relations 714-560-5500                |
| Your pass order:           | OCTA Accounting Department 714-560-5731        |
| Acceptable identification: | OCTA Reduced Fare 714-560-5596                 |
| Website:                   | <a href="http://www.octa.net">www.octa.net</a> |
| OCTA Mailing Address:      | P.O. Box 14184<br>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 seniors, or persons with disabilities have eligibility requirements that must be met and/or documented. If a pass is provided to a customer who does not have acceptable ID, that customer will not be able to use the pass when boarding the bus.

- **Senior Citizens**  
Customers 60 years or older must provide documentation verifying their age. Acceptable forms of verification include:
  - DMV Driver License or Senior ID card,
  - Red, white and blue Medicare card
  - An OCTA reduced fare photo identification card
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- **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 or a disabled identification card from another transit agency
  - Service-connected Veteran identification card
  - Braille Institute identification card
  - DMV Disabled Placard
  - ACCESS eligible OCTA reduced fare photo identification card

| <b>Pass Pricing</b>                |  |   |   |  |
|------------------------------------|--|---|---|--|
| <b>One Day Pass<br/>(Pre-paid)</b> |  <p><b>Regular</b><br/><b>\$4.50</b></p>      |  <p><b>Senior</b><br/><b>\$1.35</b></p>  |  <p><b>Disabled</b><br/><b>\$1.35</b></p>  | Each pass is good for one full day as payment on all OCTA local routes. 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. |
| <b>30 Day Pass</b>                 |  <p><b>Regular</b><br/><b>\$69.00</b></p>     |  <p><b>Senior</b><br/><b>\$22.25</b></p> |  <p><b>Disabled</b><br/><b>\$22.25</b></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. This pass is honored as full fare on Los Angeles County MTA and Inland Empire Connection within Orange County.                              |
| <b>ACCESS<br/>Coupons</b>          |  <p><b>Booklet of 10 Coupons - \$36</b></p> |   |   | This coupon book contains 10 fare coupons (\$3.60 each) which are valid 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.  |