

Chapter: Program
Subject: Bus Passes
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Section: 12.5.1
COA Standard: PA-ASE 2.02
Reviewed: 4/17/19

NRTC has a written policy regarding the youth and guardians ability to obtain bus passes for the purposes of education, visitation and community resources.

The business manager will be responsible for purchasing the bus passes from Greater RTA and for maintaining the bus passes and a numbered log. These items will be kept in the office of the business manager

A youth or their guardian may make a request to the probation officer for bus passes. The probation officer will submit a request to the business manager that includes the purpose and frequency of the need for bus passes. A numbered log will be kept in the staff office to document distribution for all bus passes.

1. Bus passes will be provided by the business manager to the probation officer to be given to guardians as needed. Probation officers will be responsible to log any bus passes provided to guardians.
2. Bus passes will be provided by the business manager to the youth specialists for distributing to the youth as needed for transportation for education and community resource activities.