



**SOUTHEASTERN PENNSYLVANIA TRANSPORTATION AUTHORITY**

**SEPTA SALES DEPARTMENT**

**SCHOOL STUDENT TOKEN AND PASS PROCEDURE**

**Effective: 07/09/2007**

## **About Student Transportation in the Commonwealth of Pennsylvania**

As stated in the Commonwealth of Pennsylvania School code 1949, School Districts have a legal obligation to provide for the transportation of students attending school in grades 1-12. This code sets a benchmark of 1.5 miles as a measurement for the obligatory distance. There are exceptions to this mileage, and this can vary on a District-by-District basis.

Based on the grade level of the student, coupled with other factors, Districts may elect to use Yellow Bus, Vans, Cabs, Private Conveyance or Urban Mass Transit.

The obligation of each School District extends itself to Public, Private, Parochial and Charter Schools based upon where the student resides. Many Pennsylvania School Districts utilize SEPTA services to accomplish this transportation obligation. SEPTA options are available to all School Districts within the SEPTA service area and each School District holds the authority to establish utilization and pricing.

All student transportation issues are coordinated through the student's school and then by that school's administrator, through the School District in which the student resides. *[The School District of Philadelphia has elected to support eligible student transportation needs, only through the issuance of Weekday Student passes. Therefore, School tokens will no longer be sold in Philadelphia.]*

## **About SEPTA Student Transportation Programs**

SEPTA offers two programs for Schools and/or School Districts, to accomplish student transportation with discounts available.

In each case, an application and sales agreement with SEPTA must be executed. These programs are listed below and may be combined to meet a variety of student transportation needs.

### **Program A: SEPTA Student Tokens** *(Not Available in Philadelphia)*

The student token was created in order to establish a unique token to be used by eligible students traveling to and from school in Commonwealth of Pennsylvania School Districts, operating within the SEPTA service area.

Philadelphia students living less than 1.5 miles from school and using only one and from vehicle to school can purchase regular tokens at over 400 locations throughout the area. A complete list is available at [www.septa.org/fares/sales\\_locations](http://www.septa.org/fares/sales_locations).

A student token is valid for one trip on any SEPTA bus, trolley or Subway/Elevated line but are not valid on Regional Rail Trains. These tokens can only be used by students for their travel to or from the school and their home.

Student tokens may be pre-purchased by Suburban Schools or School Districts, at the same rate established for regular tokens under applicable SEPTA tariffs.

To join the SEPTA School token program, Schools or School Districts must complete an application (Form SP010) and enter a sales agreement (Form SP035)

Once approved, an Account Number will be assigned and a customized order form provided. Five days prior to their anticipated pick-up date, the School will submit the order form and payment to;

**SEPTA  
P.O. Box 821834  
Philadelphia, PA 19182-1834**

The token order is then prepared and shipped to the pick-up point.

**Program B: School Student Weekday Passes** *(Available Everywhere)*

The Weekday Student Pass was created in order to establish a unique pass to be used by eligible students traveling to and from school in Commonwealth of Pennsylvania School Districts, operating within the SEPTA service area.

Weekday Student Passes are valid for trips on **multiple** SEPTA bus, trolley or Subway/Elevated lines and zone charges do not apply. These passes can only be used by students for their travel to or from the school and their home. Student Passes are not refundable or replaceable if lost or stolen.

This is an ideal option for students needing to use more than one SEPTA vehicle to travel to school.

Weekday Student Passes must be pre-purchased by Schools or School Districts, at the rate established by SEPTA. As of September 10, 2007, this rate is \$15.65 per pass.

Weekday Student Passes are not valid on Regional Rail Commuter Trains for full or partial fare. For students using Regional Rail Train service, the Weekday Student Pass may be upgraded to a Zone 1, Zone 2 or Zone 3 Weekly TrailPass. This can be done at any Regional Rail Ticket Office, located within the geographic boundaries of the city of Philadelphia. Upgrades must be completed between the Wednesday before and Tuesday of the valid week.

Students will surrender their weekday pass and receive a credit of \$15.65 towards the purchase of a weekly TrailPass. Only one pass maybe submitted at a time. The student must conduct the upgrade, not the parent or guardian.

To join the SEPTA Weekday Student Pass program, Schools or School Districts must complete an application (Form SP010) and enter a sales agreement. (Form SP035)

Once approved, an Account Number will be assigned and a normal weekly pass allocation level established. The allocation of passes per week, must be in multiples of ten.

Schools previously under contract with SEPTA for School tokens will retain the same account number.

Five days prior to their anticipated pick-up date, the School will submit the order form and payment to:

**SEPTA Sales Department  
1234 Market Street, 9<sup>th</sup> Floor  
Philadelphia, PA 19107**

The payment will represent all passes needed for each week of the calendar month, based on the number of Monday's in the then upcoming month. The Weekday Student Pass allotment is then prepared and shipped to the pick-up point for retrieval by the School/School District. Gray security bags will accompany the pass order to be used to return unsold passes if necessary.

Unused and undistributed passes may be returned to SEPTA, at the address listed above. The unused passes returned must be placed within a security bag supplied by SEPTA. The value of the returned passes will be applied as a credit to their running account balance.

Weekday Student passes are not refundable to the student or parent.