

SOCIETY OF GRADUATE STUDENTS BUS PASS POLICY

I. Preamble

In March 2002 full-time members of the Society of Graduate Students at the University of Western Ontario (“University”) voted to adopt a mandatory, Universal Bus Pass (“Bus Pass”) for all full-time SOGS members. This pass provides unlimited ridership on all regularly scheduled London Transit Commission (“LTC”) buses. An agreement was reached between the LTC and the SOGS, contingent upon certain guidelines. The SOGS is responsible for maintaining and enforcing those guidelines.

II. Scope

1. All full-time members of the SOGS at the University are entitled to the use of a Bus Pass as issued by the SOGS under agreement with the LTC. Note: Graduate Students are not officially members of the SOGS until they have paid their membership fees.
2. Possession and use of this Bus Pass will be governed and regulated by this policy, the terms and conditions on the reverse of the Bus Pass, and the LTC.
3. This policy shall apply to any full-time SOGS member at the University, regardless of whether or not he or she has acquired a Bus Pass, and whether or not he or she is entitled to a Bus Pass.
4. As per Article 9 of the SOGS-LTC Bus Pass contract, the Bus Pass shall be non-refundable. The only exceptions will be for students eligible for Paratransit passes and those students who are refunded full Student Activity and Supplementary fees on the grounds of compassion, as deemed by the University of Western Ontario.
5. The following definitions apply:
 - i. “Academic year” shall be defined as September 1st until August 31st.
 - ii. “Administrator” shall mean the SOGS Bus Pass administrator. This administrator shall be either the SOGS President or Vice President Finance.
 - iii. “Authorized” shall mean officially issued in accordance with SOGS Policies and the SOGS-LTC agreement.
 - iv. “Bus Pass” shall mean an LTC bus pass issued by the SOGS in accordance with the SOGS-LTC agreement.
 - v. “Individual” shall mean any person, whether or not he or she is a student.

- vi. "Student" shall mean any full-time SOGS member at the University of Western Ontario.

III. Limited Actions

Each full-time SOGS member must use the Bus Pass in accordance with the following guidelines. The user will be deemed to accept the terms and conditions of the Bus Pass upon receipt:

1. A Bus Pass must be presented in conjunction with the student's own UWO Photo ID card to the LTC bus driver, upon each boarding. The student number on the Bus Pass must match the student number on the UWO Photo ID card.
2. The Bus Pass shall not be used in contravention of this policy, any SOGS-LTC agreement pertaining to the Bus Pass, or any regulation of the LTC.
3. An individual must not make fraudulent use of a Bus Pass, which includes, but is not limited to:
 - i. allowing, either directly or indirectly, another individual to use his or her Bus Pass, whether or not the other individual is a student, and whether or not the other individual is entitled to a Bus Pass;
 - ii. altering his or her Bus Pass or UWO Photo ID card for the purpose of fraudulent access to LTC services;
 - iii. attempting to make use of, or using, another student's Bus Pass for the purposes of using LTC services;
4. A student shall report any lost or mutilated Bus Pass to an Administrator who will proceed in accordance with Part V.
5. A student must report a stolen Bus Pass to the London Police Services. A copy of this report must be submitted to an Administrator.

IV. Penalties

1. A student will be subject to penalties for not complying with this policy.
2. Penalties shall be as follows:
 - i. Warning;
 - ii. Confiscation of Bus Pass;

- iii. Levying of administrative costs;
- iv. Suspension of Bus Pass for one term of an academic year; this term need not fall within the same academic year.

V. Procedures

1. Re-issue

- a) Only lost, stolen or mutilated cards will be re-issued.
- b) The Administrator shall re-issue any mutilated Bus Pass, which will be subject to costs and an administrative fee, the total of which is not to exceed \$40. The mutilated Bus Pass must be returned to the Administrator prior to student receiving the reprinted Bus Pass.
- c) The Administrator may re-issue any Bus Pass if he or she reasonably believes the Bus Pass is lost. This decision shall be at the sole discretion of the Administrator. Re-issuing any lost Bus Pass will be subject to costs and an administrative fee, the total of which is not to exceed \$40.
- d) The Administrator may reprint a stolen Bus Pass without levying an administrative fee. This is at the sole discretion of the Administrator. The Administrator must be presented with a copy of the report that the student filed with the London Police Services.

2. Notification of Infraction

- a) When there is an alleged infraction, either the SOGS or the LTC will confiscate the Bus Pass in question from the student.
- b) Notification of all confiscations shall be sent to an Administrator. If the alleged infraction involved a student and/or the Bus Pass of a student, the Administrator shall notify any involved student through their UWO e-mail address. This notification will include an explanation of the confiscation and the petition procedure, and shall occur within seven (7) days of the Administrator receiving notice of the alleged infraction.
- c) Any confiscated Bus Pass in possession of the SOGS will remain in possession of the SOGS unless it is returned to the student in accordance with this Policy.

- d) Any involved student may make a written petition to the Administrator to have the penalty waived in return for the Bus Pass.
- e) Any petition must be made within 30 days of notification by the Administrator, and should include,
 - i. all relevant facts and matters, of which the petitioner is aware, that may have led to the confiscation; and
 - ii. any consideration that may be beneficial to the Administrator in rendering a decision upon any student.
- f) If no petition is made, then:
 - i. Upon first infraction, the student may pay a fee to have the card returned to him or her. This fee is subject to costs and an administrative fee, the total of which is not to exceed \$100.
 - ii. Any subsequent infraction will result in the student being denied access to the Bus Pass for a period not exceeding four (4) months. At the end of the suspension period, the student will be assessed a fee. This fee is subject to costs and an administrative fee, the total of which is not to exceed \$100.

3. Decision of the Administrator

- a) Upon receiving a petition, the Administrator must deal with the alleged infraction within twenty-one (21) days after receiving the petition to decide on the appropriate action.
- b) The Administrator will decide upon the appropriate action including:
 - i. action may include return of the Bus Pass while not levying a penalty; and/or
 - ii. any penalty levied is subject to Part IV of this policy; and/or
 - iii. the Administrator shall invite the petitioner to a meeting where the petition will be addressed and the student may submit all material facts and arguments to support the return of his or her Bus Pass.
- c) The Administrator has the option of consulting with the LTC to determine a proportionate penalty.

- d) A written report of any meeting will be made available to the petitioner and available upon request within a forty-eight (48) hour period.
- e) The Administrator shall inform the petitioner of the decision.

4. Appeal

- a) The decision of the Administrator shall be final.