

BALTIMORE CITY PUBLIC SCHOOLS (CITY SCHOOLS)

DEPARTMENT: STUDENT TRANSPORTATION
SUBJECT: ONE CARD: STUDENT MTA PROGRAM

I. PURPOSE: Explain process and guidance for provision of MTA student transportation. This document provides guidance to manage the MTA fare program and control costs to City Schools.

II. CITY SCHOOLS ESSENTIAL: Essential 5: Resources that Promote High Achievement for Every Student.

III. GOVERNING POLICY/REGULATORY IMPLICATIONS:

II. TRANSPORTATION ELIGIBILITY

To be eligible for MTA transportation, students must live the required distance from home to their school of choice (1.5 miles or more for middle and secondary school students).

Transportation eligibility is determined by measuring the distance from the student's residence to the appropriately designated school.

- A. High School Students. All high school students living 1.5 miles or more from their school of choice are eligible for MTA transportation. For the purpose of this policy, high school shall be a school accommodating grades 9 through 12.
- B. Middle School Students. All middle students living 1.5 miles or more from their school of choice are eligible for MTA transportation. For the purpose of this policy, middle school shall be a school accommodating grades 6 through 8.
- C. Secondary students changing addresses during the school year may elect to remain at their current school. However, they will be eligible for MTA transportation provided the new address is at least 1.5 miles or more from the secondary school currently attended and that school was the designated attendance school for the previous address.
- D. Unsafe Walking Conditions. Some public school students who live less than the required distance for middle or high schools may be eligible for MTA transportation if unsafe walking conditions exist between their residences and their school.

IV. IMPLEMENTATION GUIDELINES:

Overview:

In school year 2016-2017 City Schools implemented the One Card. Middle school and high school students who are eligible for transportation services will received the card to function as MTA fare. The One Card is about the size and shape of a credit or ATM card and can be used twice daily on school days between 5:00 AM and 8:00 PM. It will require an official student photo ID added to the card's

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face. With the One Card MTA will allow four trips per day, between the hours of 5:00 AM and 8:00 PM. Each trip allows unlimited transfers for a 120 minute time period. The 120 minute transfer period automatically begins from the first time the card is tapped on a Bus fare box, Metro Subway fare gate or when the pass is activated at a Light Rail Ticket Vending Machine (TVM). The One Card will expire at the end of the school year. For school, program or district events that require more than four daily trips by a student or entry to MTA after 8:00 pm school or program staffs are responsible to order and distribute pre-paid MTA tickets.

School administrators are required to assign and process One Cards to students through the Comprehensive Attendance Administration and Security System (CAASS).

School administrators who have purchased Express services are required to distribute One Cards to the properly assigned student.

Students who are assigned a One Card or pre-paid tickets can only use the fares to get to and from school and approved school activities. Students are not permitted to lend, give or sell their One Cards to others.

MTA service is costly and the new systems are intended to control costs and need to be managed efficiently by district and school based staff in order that eligible students receive transportation. MTA charges for One Card and ticket usage; each card has a unique serial number to be linked to an eligible student which will allow Department of Student Transportation and schools to track usage and control costs.

Fiscal 2018 Requirements

School administrators are to select and budget for one of four service options by which to assign and process One Cards to students (see One Card Services: Features and Benefits table below). Premium Services allow printing of One Cards on site. Express Services are to have One Cards printed off site and receive cards through City School's Mail Service.

- 1) If your school is currently Platinum or Gold, then budget the annual recurring cost, printing materials and supplies, and replacement hardware if needed.
- 2) If your school is currently Silver or Bronze and you wish to have the same service level in FY18, then budget for the appropriate level.
- 3) If you wish to upgrade to another level, and then budget for the level you want for your school in FY18.
- 4) Use chart of account number 3001.18.00.0202.1501.XXXX.0401 for supplies.
- 5) Use chart of account number 3001.18.00.0202.1501.XXXX.0399 for annual recurring costs.

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- 6) If pre-paid tickets are needed for school approved activities where the One Card will not provide MTA fare, then budget in chart of account number 3001.18.00. 0209.2610. XXXX.0381 for pre-paid tickets at \$1.30 per ticket.

Table 1: One Card Services: Features and Benefits

Features	Premium Services-Onsite		Express Services-Offsite & Delivery	
	Platinum	Gold	Silver	Bronze
Printing	Immediate	Immediate	Offsite	Offsite
Student Photos	Immediate	Immediate	Immediate	Immediate
Hotlist	Immediate	Immediate	Offsite	Offsite
Replacement Card	Immediate	Immediate	3 days	3 days
MTA Data	Yes	Yes	Yes	Yes
School Entrance Data	Yes	No	No	No
Reports	Both MTA and CAASS	MTA	MTA	MTA
CAASS	Full System Software	ID Printing Photo Station	ID Print Ordering	ID Print Ordering
Training	Yes	Yes	Yes	Instructions
System Setup	Yes	Yes	Yes	Instructions
Maintenance	Yes	Yes		
Hardware & Materials	-Two scan station systems -Software -One Card RFID ID Printer -Webcam -Digital Camera -Printing supplies	-Software -One Card RFID ID Printer -Webcam -Digital Camera -Printing supplies	-Webcam	-Webcam
Services	- System Setup - Help Desk Support - On-site technical support - Hardware loaner program - Training - Software updates - Hardware Maintenance - Project Management	- System Setup - Help Desk Support - On-site technical support - Hardware loaner program - Training - Software updates - Hardware Maintenance - Project Management	-Camera installation -Training -e-mail support	-e-mail support
Start Up Cost 500 or fewer students	\$16,000	\$9,000	\$460	\$100
Annual Recurring Cost	\$ 4,168	\$ 2,950		

One Card Management:

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Access 411 is the vendor selected to simplify and streamline the assignment, photo ID and tracking processes. The vendor's services will allow schools to easily and automatically assign eligible students with a One Card and invalidate lost One Cards and other helpful actions.

Roles & Responsibilities:

Department of Student Transportation will be responsible for:

- Student MTA eligibility
- Safety stock
- Issue One Card order quantities to schools
- The distribution and delivery of pre-paid MTA tickets to schools or programs

Vendor Access411/CAASS will be responsible for:

- Receive and safeguard One Cards
- Distribute and deliver One Cards to schools
- Collect unused One Cards
- Supply accurate quantities of One Cards to schools
- Technical and material support for CAASS and Access 411 services
- Provide reports to schools and management
- Hot list One Cards with MTA
- Return unused One Cards to Department of Student Transportation

Schools will be responsible for:

- Receive and safely store One Cards and pre paid MTA tickets
- Assign One Cards to eligible students in CAASS
- Photograph students
- Upload student photographs in CAASS
- Print onsite or initiate offsite printing (printing based on option school chooses)
- Label One Cards with official student photo IDs
- Issue and collect student signed One Card agreement
- CAASS daily record of student entry, if Premium services were purchased
- CAASS daily record of student approved early exit from school, if Premium services were purchased
- Order pre-paid MTA tickets as needed
- Hot list One Cards in CAASS
- Monitor and control student usage
- Return unused One Cards

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Programs will be responsible for:

- Ordering and distributing pre paid MTA tickets
- Receiving and safely storing pre-paid MTA tickets
- Distribute pre paid MTA tickets to schools as needed

Policy and Procedures:

Ordering One Cards from Access411

- Use the approved student eligibility count and safety stock as the approved order quantity
- Order One Cards from Access411

Assignment to eligible students using CAASS:

- One Cards and pre paid MTA tickets shall be issued to eligible students.
- At the start of the school year, eligible students are to be issued a One Card with student photo ID label.
- Students who become eligible for MTA throughout the school year are to be issued a One Card with a student photo ID label.
- Students are responsible for storing their One Card in a safe and secure place – One Cards are invalid without a student photo ID label.
- Link One Card identification number to District student identification number in CAASS.
- Produce student photo ID in CAASS and affix to One Card, if Premium services are chosen
- Initiate offsite printing in CAASS and receive One Cards , if Express services were chosen
- Distribute One Cards with photo ID to eligible students.
- Schools are required to have students sign a contract ([One Card Student Agreement.docx](#)) when assigning students One Card at the start of the school year or as needed.

Invalidation and replacement of lost or missing One Cards:

- If a student reports a lost, damaged or stolen One Card, the missing serial number is to be invalidated using CAASS to hot list the One Card.
- Schools are responsible for monitoring and controlling misuse of One Cards with usage data supplied by the Access411 and the District.
- Students who lose their One Card can be subjected to a \$5.00 replacement fee for each occurrence of a lost fare card. MTA charges City Schools \$5.00 for each One Card hot listed.
- Hot list reasons:
 - Lost, stolen, damaged or unauthorized use

Siblings:

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- Students in grades K-5, who are siblings of an eligible Middle or High School student, attend the same school or different school and reside together may be assigned a One Card under the following two conditions;
 - 1) If the younger sibling is younger than 8 years of age, then they must be accompanied by an older sibling who is 13 years of age or older in grades 6 through 12.Or
 - 2) If the younger sibling is 8 years of age or older, then they must be accompanied by their older sibling who is in grade 6 through 12.
- K-5 siblings can only ride MTA with older sibling or parent/guardian. Parents or guardians must complete and sign the Sibling Agreement and Approval Form ([link to form](#))

Charter Schools:

- Adhere to all responsibilities, guidance, policies and procedures in this document
- Order and distribute pre-paid MTA tickets for days and times when One Cards are invalid

Programs that require students to exceed their two daily MTA trips or enter MTA after 6:00 pm:

- Order and distribute pre-paid MTA tickets for days and times when One Cards are invalid
- Order and distribute pre-paid MTA tickets for students whose trip to an approved District program exceeds four uses in one day

Student Use of One Cards:

Schools are responsible for tracking and monitoring the use of One Cards by students. School administrators will have access to student usage reports on a regular basis. These reports can be used to identify students using their One Card.

Students who lose their One Card can be subjected to a \$5.00 replacement fee for each occurrence of a lost fare card. MTA charges City Schools \$5.00 for each One Card hot listed.

Students cannot have their One Card taken away without the school making alternative transportation arrangements and students cannot be suspended for misusing their fare card. Alternatives to suspensions can be found in the Code of Conduct.

In most cases, student misuse of the fare card will be coupled with absences from school. In those cases, principals should refer to the Code of Conduct and Absence Protocols for appropriate action steps to be taken for excessive or unexcused absences.

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In situations where misuse is *not* coupled with absences (i.e. selling of a card), refer to the Code of Conduct to determine appropriate disciplinary actions.

Suspended Students:

Students who are suspended from school may not use their fare card during their suspension period.

After-Hours and Weekend Needs:

For approved school related activities that exceed the student's four daily trips or on non-school days, schools should distribute one-time use MTA pre paid tickets. For information on obtaining these, please contact the Department of Student Transportation.

CONTACT INFORMATION:

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