

CITY OF HIGH POINT

AGENDA ITEM



Title: Transit Pass Donation Policy

From: Angela Wynes

Public Hearing: N/A

Attachments: Bus Pass Donation Policy

Meeting Date: December 6, 2021

Advertising Date / N/A

Advertised By:

PURPOSE:

Consideration of adopting a policy regarding the donation of transit passes to non-profit agencies.

BACKGROUND:

Each year, the transit division receives requests from non-profit agencies to donate bus passes to assist their customers in need. To treat the requests equitably, transit staff decided there needed to be a donation policy that specifies who qualifies and the terms of the donations. Staff researched what policies or programs other transit systems had developed. We found that the policy set by Greensboro Transit Agency was a sound model to follow.

BUDGET IMPACT:

As donations are not reimbursable under the Federal Transit Administration or North Carolina Department of Transportation grants, the program would be funded by 100% local funds. Staff is recommending that the total donations per year not exceed \$1,000.00.

RECOMMENDATION / ACTION REQUESTED:

Staff recommends adopting the Bus Pass Donation policy.



High Point Transit System Policy Manual



Department of Transportation

Public Transportation Division

SUBJECT: Transit Bus Pass Donations

EFFECTIVE DATE: JULY 1, 2021

REPLACES:

APPROVED BY:

APPROVAL DATE:

High Point Transit System is committed to the provision of community transit services for all including low-income and disadvantaged users who may receive assistance from non-profit organizations. HPTS desires to do its part with the donation of transit passes to organizations providing these needed services.

Requests for pass donations from HPTS will be considered under the following conditions and requirements:

- The organization must be an IRS designated 501(c)(3) organization; and
- One request from each organization will be considered per fiscal year (July 1 – June 30) with a maximum donation value of \$100 per organization per year; and
- If the requesting organization has an account with HPTS, that account must be in good standing with no account balance.
- Requesting organizations must submit their request on the attached form accompanied by the signature page of their most recently submitted IRS Form 990 or 990-EZ.
- Requests must be renewed annually.
- The maximum value of passes issued by HPTS per fiscal year will not exceed \$1,000 worth of one-ride complementary passes,
- Donated passes expire based on the date encoded in the card, and
- Donated pass values are based on the one-way fare in effect at the time of issuance.
- City Council must appropriate the funding annually in the Transportation Department/Transit Division budget.



Department of Transportation

High Point Transit System



Public Transportation Division

Bus Pass Donation Request Form

Organization Name: _____

Organization Address: _____

Contact Person: _____

Phone/Email: _____

Program or Event Name: _____

Date of Program/Event: _____

Number of Passes requested (\$100 maximum value): _____

Additional Comments:

Approvals:

_____ Authorized Representative Sign/Date

_____ Transit Manager Sign/Date

Please submit request at least 2 weeks prior to event date or when passes are needed.

Also please attach the signature page of your organization's most recently filed IRS Form 990 or 990-EZ.

Return to:

High Point Transit System

716 W MLK Jr Drive

High Point, NC 27261

Fax: 336-883-3425

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