

ORCA / METRO CARD



INITIAL ISSUE

BELLEVUE SCHOOL DISTRICT STUDENTS

Each eligible student must bring this signed agreement to school to obtain an ORCA/METRO Card.

We acknowledge to have read, thoroughly understand, and agree to the attached requirements of Bellevue School District for issuance and use of a Metro ORCA bus pass. Receipt of the ORCA/METRO card serial number listed below is also acknowledged.

_____	_____	_____
Student Printed LAST Name	Student Printed FIRST Name	Student ID Number
_____		_____
Student Signature	Parent Signature	
_____		_____
Address (Street, City, ZIP)		Parent Contact Phone #
_____	_____	
School	Grade	

I have special eligibility for a Metro ORCA pass(such as enrollment in Running Start, or being required to attend education classes at more than one school which is outside the walk boundary, as follows:

ORCA/Metro pass requires 3-5 work days to be activated.

_____	_____	_____
ORCA Card Serial Number Issued	Metro Pass Coordinator (initial)	Date

For answers to questions about ORCA/METRO transportation, call your School Metro Coordinator or the BSD Transportation ORCA Card Administrator at 425-456-4515, Fax 425-456-4585 or E-mail to hazenm@bsd405.org.

Bellevue 425-456-7011 Interlake 425-456-7200 Newport 425-456-7401
Sammamish 425-456-7612 International 425-456-6500

***** White Original – Transportation / Yellow Copy – School / Pink Copy - Parent**

RULES OF USE

As a Bellevue School District student ORCA Pass holder you must agree to the following:

1. Students living outside the school's walk boundary and **not receiving a parking pass** will be eligible to receive an ORCA/METRO Card and bus pass. Students who are required to travel to an authorized, alternate location for educational instruction/classes, outside the walk boundary, may also be eligible.
2. Eligible students will be issued one ORCA/METRO card, which they will keep until they graduate from high school or are no longer a Bellevue School District student. The ORCA card should be kept secure and in good condition. Students should never surrender their ORCA card to the bus driver. A lost, stolen or damaged ORCA card may be replaced at a cost of \$10. The old card will be deactivated and the new card activated. It takes 3-5 work days after Metro is notified before the replacement card can be used on a bus.
3. Bellevue School District Transportation will verify student eligibility and load/activate ORCA cards with a one-zone peak-time youth bus pass that will give the student access to all King County Metro Transit bus service. Parents or students can load a bus pass or put funds on an ORCA card for use during the summer months or for use on other transit systems such as Sound Transit or the Washington State Ferry System. During the school year, when a card has a bus pass loaded on it, a student may use other transit services, but any fare cost over the \$.75 bus pass value will have to be paid by the student by loading funds on the card or paying the difference in cash on the bus. The student is responsible for paying any fare differences for individual trips on other transit systems or for any charges when their ORCA card is not active.
4. Students are required to certify in November and February, that they have a continued need and are using their ORCA card at least 3 times per week. This certification will be done by having the student sign an eligibility list at school and presenting their ORCA card, so the card number can be verified.
5. Prior to the start of school each year after initial issue, student & parent will be required to sign a Revalidation of Need / Certification of Use Form before their ORCA card will be reactivated.
6. The ORCA system will record each time your Bellevue School District provided ORCA card is used. **If a pass does not show any use during a month, it may be deactivated for the remainder of the school year.** It may take up to 30 days to deactivate the card. If a card is deactivated, due to non-use, it will not be reactivated until the following school year, then only with sufficient justification and parent signature.
7. If you request deactivation when you will not be using your card for an extended period of time, it may be reactivated again when needed, without penalty.
8. BSD Transportation will provide each school with a limited number of bus schedules for the additional buses contracted to serve your schools attendance area. The bus schedules will also be posted on the Transportation section of the BSD web site. These and any other bus schedules may be obtained using Metro Trip Planner (online at www.metrokc.gov), at local malls or on Metro buses.
9. ORCA/METRO passes will be issued prior to school beginning and throughout the year. Check with your school for the issuing schedule.
10. Discipline for Student Metro Bus Riders will be handled by the Metro drivers following established Metro rules. If the driver, or Metro, brings an incident to the attention of the school district, the district reserves the right to deactivate the bus pass. Students may be held financially responsible for damage to a bus.
11. Rules & Etiquette for Student Riders on Metro Buses:
Obey the driver and/or Metro Supervisor. Get on and off the bus at regular posted Metro bus stops. Remain seated. Keep the bus clean; no eating, drinking, or littering allowed.
Respect your fellow passengers; please don't sit in the seats reserved for disabled or elderly riders.
No smoking, swearing, loud talking or playing radios, cassettes or disc players audible to others.
No pushing, shoving, or fighting. Keep your hands, feet and objects to yourself.
Keep your personal belongings out of the aisle. Keep all parts of your body and all objects inside the bus.
Be at your bus stop at least five minutes before your bus is scheduled to arrive.
Never cross in front of a Metro bus, as you would a school bus. Wait until the bus has departed the stop, and you have a clear view of traffic, before crossing the street.