

**EFFECTIVE JANUARY 1, 2018**  
**UNITED COMMUNITY ACTION PARTNERSHIP**  
**Community Transit**  
**FARE RATES & COLLECTION PROCEDURES**

**Fare policies are created to ensure 100% of operational costs are recovered.**

THE FOLLOWING INFORMATION IS INTENDED TO SERVE AS A GUIDE FOR PASSENGERS, DRIVERS, AND STAFF OF UNITED COMMUNITY ACTION PARTNERSHIP.

OUR PRIMARY PROJECT AREA IS FOR RESIDENTS OF LINCOLN, LYON, REDWOOD, PIPESTONE, MURRAY, COTTONWOOD, JACKSON AND ROCK COUNTIES WITH LIMITED SERVICE FOR RESIDENTS IN NOBLES COUNTIES. VOLUNTEER DRIVERS MAY PROVIDE RIDES TO OTHER LOCATIONS OUTSIDE THE PROJECT AREA SUCH AS THE TWIN CITIES, SIOUX FALLS, SD, WILLMAR, AND WORTHINGTON. WE DO WHAT WE CAN TO PROVIDE RESIDENTS A RIDE OR CONNECT THEM TO SOMEONE WHO MAY BE ABLE TO HELP. RIDES ARE SUBJECT TO THE AVAILABILITY OF LIFT ACCESSIBLE BUSES AND VOLUNTEER DRIVERS WHO OPERATE THEIR OWN VEHICLES.

**PASSENGER FARE RATES:** Self paying riders using our program are informed of the amount they are to pay when they call in to request transportation. Self-paying rates are as follows:

- **In-town Bus Trips:**
  - \$2.00 cash, pass or token fare per person one way
  - \$1.00 cash, pass, or token fare per person for children 3 to 12 age when riding with an adult (13 years and older pay regular fares)
  - Free for children 2 years old and under when riding with an adult
  - \$1.00 cash, pass or token fare on advertised routes
- **Out-of-town Bus Trips:**
  - \$2 0-7 Miles, \$3 8-15 Miles, \$4 16-30 Miles, \$5 31-40 Miles – cash, pass or token fare per person one way
  - \$2.50 0-7 Miles, \$6 8-15 Miles, \$8 16-30 Miles, \$10 31-40 Miles billed per person one way
- **Volunteer Driver Rates:** (Out of town weekend trips must be pre-paid by 12:00 PM on Friday)
  - .35 per driver mile cash fare or pre-paid\* when trip is coordinated\*\* (\$2.50 minimum)
  - .60 cents per driver mile cash fare or pre-paid for all other trips NOT coordinated (\$4.00 minimum)
  - \$10 parking fee at Minneapolis Airport for return rides
  - \*No reimbursements for pre-paid fares
  - \*\* More than one passenger sharing the cost of the total driver miles
- **Escorts:**
  - No Charge - One (1) escort\*\*\* for trips within eight-county service area
  - \$10 – One (1) escort for all other trips
  - \*\*\*An escort is someone who rides along for a purpose with a scheduled or pre-booked passenger while getting picked up at the same location going to the same location.
- **Ride Coupons:**
  - ♦ \$20.00 Ride Coupon. Ride coupons are available for bus or volunteer drivers.

- ◆ \$30.00 Summer Youth Ride Coupon – Available for youth during the months of June, July & August.
- ◆ \$80 Monthly Unlimited Ride Coupon- for buses only
- ◆ \$2 - \$5 processing fee based on postage costs for all Ride Coupon orders mailed and invoiced
- **Discount Group Rate:**
  - \$20 Round Trip – For (6) six or more passengers during regular service hours 0-7 miles
  - \$30 Round Trip – For (6) six or more passengers during regular service hours 7-50 miles
- **Special Request/Events:**
  - \$50/hour for bus service beyond 50 miles and removing bus from public transit service – scheduled in advance
- **Billed Rates:**
  - Bus: \$2.50 - \$10.00 billed one way (all ages)
  - Volunteer Driver: .89 - \$1.00 per driver mile billed
  - Billed rates may vary depending on additional administrative costs based on contractual requirements.
- **Rates are subject to change.**
  - Special Grant funds received from various sources will be sought to reduce fare costs for passengers and to increase transit operations/options. Billed rates may vary depending on contractual agreements, grant and donation requirements.

#### **COLLECTION OF FARES:**

- Donations and fares collected by volunteer drivers must stay in the envelopes provided. Drivers should never use these funds for their reimbursement costs. Auditors expect envelopes to remain sealed.
- All passenger fares should be mailed or brought into the United Community Action Partnership offices in Marshall, Jackson, Murray, Pipestone, Luverne.
- Bus Fares that are put in fare vaults remain locked until brought into the dispatch office. Two UCAP staff count the fares and sign a form indicating the amount collected and where the program fares are to be credited. Both staff sign this document and turn in all fares and the record statement of funds to the Fiscal Department.
- Deposits of all checks and fares stayed locked up no longer than a week until deposited.
- Billed rates will be invoiced within the following thirty days of the month.