

# TORONTO TRANSIT COMMISSION REPORT NO.

**MEETING DATE:** FEBRUARY 17, 2010

**SUBJECT:** TTC CORPORATE POLICY – NON-EMPLOYEE  
TRANSPORTATION PASSES

## **ACTION ITEM**

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### **RECOMMENDATION**

It is recommended that the Commission approve the following TTC Corporate Policy, as amended, which is attached hereto as Appendix 'A':

- Policy 11.3.5 Non Employee Transportation Passes

### **BACKGROUND**

At its meeting on July 14, 2004, the Commission approved a motion to undertake a review of the TTC's Corporate Policy Manual.

### **DISCUSSION**

The above process was commenced at the Commission meeting of February 9, 2005. The Non-Employee Transportation Passes Policy is submitted for Commission approval with suggested changes (see Appendix 'B').

Changes include:

- housekeeping changes.

January 6, 2010  
28-19  
Attachments

**Toronto Transit Commission**

**POLICY/INSTRUCTION**

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Non-employee Transportation Passes / <del>Councillor</del>	Special Constable Services	<del>Mar 21/07</del>	11.3.4-5

1.0 RESPONSIBILITY

Chief Special Constable

2.0 PURPOSE

- 2.1 To provide a controlled process for supplying free transportation privileges on all regular TTC routes to named and photographed persons determined eligible as detailed under Eligible Individuals/Groups.
- 2.2 To provide a controlled process for supplying free transportation privileges on all regular TTC routes to named and photographed Toronto city council members (**commissioners/councillors**).

Eligible Individuals/Groups

Issued By

**Commissioners/Councillors**

**Special Constable Services**

**ACAT (Advisory Committee on Accessible Transportation)**

Persons authorized by TTC management, including persons who require transportation on a temporary basis to perform TTC business.

Note: Persons who do not meet the criteria of Eligible Individuals/Groups will require authorization from the Chief Special Constable.

Note: **Commissioners/Councillors and ACAT members** will receive a unique photo pass that is similar in appearance to an employee pass.

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**3.0 GENERAL**

3.1 A non-employee transportation ~~photo~~ pass (non-employee pass) can only be accepted for transportation when it is completed in the recommended manner, in accordance with this policy, and signed by the pass holder. Non-employee passes shall not be sold or transferred to another person.

3.2 A **commissioner/councillor and ACAT member** transportation ~~photo~~ pass (~~commissioner/councillor pass~~) can only be accepted for transportation when it is completed in the recommended manner, in accordance with this policy, and signed by the pass holder. The ~~councillor~~ pass shall not be sold or transferred to another person.

**4.0 REQUEST FOR NON-EMPLOYEE TRANSPORTATION PHOTO PASS**

Department heads, or their ~~delegates~~ **designate** requiring non-employee passes for issue must complete a Photo Application Non-Employee Transportation Photo Pass Form and forward it to Special Constable Services. ~~Photo passes~~ **Passes** should not be requested more than one week in advance of intended use.

**5.0 REQUEST FOR COMMISSIONER/COUNCILLOR PASS**

**Commissioner/Councillor** administrative staff shall contact Special Constable Services when a new **commissioner/councillor** pass is required.

**6.0 REQUEST FOR ACAT PASS**

The **Wheel-Trans Department head** or their **designate** must complete a **Photo Application Non-Employee Transportation Photo Pass Form** and forward it to **Special Constable Services**. **Passes** should not be requested more than one week in advance of intended use.

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~~6.0~~

**7.0** CONDITIONS OF USE – NON-EMPLOYEE, **ACAT**, **COMMISSIONER/COUNCILLOR** TRANSPORTATION-~~PHOTO~~ PASS

- 7.1 Pass is not transferable. It may be used for transportation to the date shown, only by the person named and photographed thereon. ~~This~~ **The** pass must be clearly displayed to TTC employees when used and shall be surrendered to TTC employees upon request for inspection when on vehicles or premises of the Commission.
- 7.2 Pass may be revoked at any time by TTC.
- 7.3 Pass must be returned to TTC when holder is no longer qualified to use it.
- 7.4 Pass is not valid until the necessary particulars and photograph are added.
- 7.5 Issuance of a replacement pass is not automatic. All non-employees, **commissioners/councillors and ACAT members** will be charged a \$25 administration fee for replacing a lost or stolen pass. This fee is non-refundable and must be paid to Special Constable Services. The \$25 administration fee may be paid in cash or cheque, and must be received prior to the issuance of the replacement pass.
- 7.6 Expired passes must be returned to Special Constable Services. ~~This~~ **The** ~~photo~~ pass remains the property of the TTC and is subject to confiscation if the holder violates any TTC by-law or abuses/alters the ~~photo~~ pass.
- 7.7 The person accepting ~~this~~ the pass assumes all risk of accident whether caused by negligence of TTC or not, and waives any and all claims that he or she may have against the TTC and/or its employees for any injury or damages of any kind whatsoever, either to person or property arising out of, or incidental to, the use of ~~this~~ the pass.

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Note: Item 7.1 above is in accordance with TTC By-law #1 Section 8(d) which states, "Metropasses, passes and permits issued by the Commission shall be surrendered for inspection to a person in authority, if requested, when on vehicles or premises of the Commission". 2.6 which states, "When requested to do so by a proper authority, a person travelling on the transit system shall immediately surrender for inspection the fare media, an identification card or photo identification card under which the person is travelling."

**7.0 CONDITIONS OF USE ~~COMMISSIONER/COUNCILLOR PASS~~**

- ~~7.1 Pass is not transferable. It may be used for transportation only by the person named and photographed thereon. This pass must be clearly displayed to TTC employees when used and shall be surrendered to TTC employees upon request for inspection when on vehicles or premises of the Commission.~~
- 7.2 Pass may be revoked at any time by TTC.
- ~~7.3 Pass must be returned to TTC when holder is no longer qualified to use it.~~
- ~~7.4 Pass is not valid until the necessary particulars and photograph are added.~~
- ~~7.5 Expired passes must be returned to Special Constable Services. This photo pass remains the property of the TTC and is subject to confiscation if the holder violates any TTC by-law or abuses/alters the photo pass.~~
- ~~7.6 Issuance of a replacement commissioner/councillor pass is not automatic. All commissioners/councillors will be charged a \$25 administration fee for replacing a lost or stolen pass. This fee is non-refundable and must be paid to Special Constable Services. The \$25 administration fee may be paid in cash or cheque, and must be received prior to the issuance of the replacement pass.~~
- ~~7.7 The person accepting this pass assumes all risk of accident whether caused by negligence of TTC or not, and waives any and all claims that he or she may~~

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~~have against the TTC and/or its employees for any injury or damages of any kind whatsoever, either to person or property arising out of, or incidental to, the use of this pass.~~

~~Note: Item 8.1 above is in accordance with TTC By-law #1 Section 8(d) which states, "Metropasses, passes and permits issued by the Commission shall be surrendered for inspection to a person in authority, if requested, when on vehicles or premises of the Commission".~~

**8.0 CONTROL GUIDELINES – NON EMPLOYEE PHOTO TRANSPORTATION PASS**

**8.1 Physical Appearance of Photo Transportation Pass**

8.1.1 The non-employee pass is a single plastic card consisting of the user's photo and identification on the front, and the conditions of use on the back. All ~~photo~~ passes are pre-numbered.

8.1.2 The expiry date of the ~~photo~~ pass shall be entered at the time of issue.

**8.2 Responsibilities of Special Constable Services**

Special Constable Services will control the issue of non-employee passes in the following ways:

- provide photographic equipment/materials and staff to issue and control photo passes;
- when issuing the passes the ~~Administrative Co-ordinating Clerk~~ **Investigative Services Coordinator** must ensure that the non-employee signs the **Photo Application** Non-employee Transportation Photo Pass Form. The original copy of this form must be retained by Special Constable Services and a copy is given to the Non Employee.
- the ~~Industrial Security Co-ordinator~~ **Sergeant - System Security** or

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~~delegate~~ **designate** shall review and reconcile all records at year-end.

8.3 Responsibilities of Department Heads

8.3.1 Department heads or their ~~delegates~~ **designate** shall complete and forward the Photo Application Non-employee Transportation Photo Pass Form to Special Constable Services to request an appointment for the user to be photographed and the pass issued.

Note: When there is not a bona fide transportation requirement then a Property Permit should be considered.

8.3.2 Collect ~~photo~~ passes that are no longer required or expired and return to Special Constable Services.

8.3.3 Promptly report any missing, lost or stolen photo passes to Special Constable Services and arrange for payment of the \$25.00 replacement fee.

9.0 CONTROL GUIDELINES – **COMMISSIONER/COUNCILLOR PASS**

9.1 Physical Appearance of **Commissioner/Councillor** Pass

The **commissioner/councillor** pass is a single plastic card (that appears similar to an employee pass, except that it does not have a bar code and is entitled "**Commissioner**" or "**Councillor**") consisting of the **commissioner/councillor's** photo and identification on the front, with the conditions of use and a magnetic stripe on the back.

9.2 Responsibilities of Special Constable Services

Special Constable Services will control the issue of **commissioner/councillor**

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passes in the following ways:

- provide photographic equipment/materials and staff to issue and control photo passes;
- when issuing the passes the ~~Administrative Co-ordinating Clerk~~ **Investigative Services Coordinator** must ensure that the **commissioner/councillor** signs the ~~Pass Acknowledgement and Receipt Form~~ **Commissioner/Councillor – TTC Pass Acknowledgement Form**. The original copy of the ~~Pass Acknowledgement and Receipt Form~~ **Commissioner/Councillor – TTC Pass Acknowledgement Form** must be returned to Special Constable Services and a copy is retained by the **commissioner/councillor**.
- the ~~Industrial Security Co-ordinator~~ **Sergeant - System Security** or ~~delegate designate~~ shall review and reconcile all records at year-end.

**9.3 Responsibilities of Commissioner/Councillors' Administrative Staff**

- 9.3.1 Co-ordinate issuance of new **commissioner/councillor** passes by contacting Special Constable Services.
- 9.3.2 Collect photo passes that are no longer required or expired and return to Special Constable Services.
- 9.3.3 Promptly report any missing, lost, stolen photo passes to Special Constable Services and arrange for payment of the \$25 replacement fee.

**10.0 CONTROL GUIDELINES – ACAT PASS**

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**10.1 Physical Appearance of ACAT Pass**

The ACAT pass is a single plastic card (that appears similar to an employee pass, except that it does not have a bar code and is entitled "ACAT") consisting of the members photo and identification on the front, with the conditions of use and a magnetic stripe on the back.

**10.2 Responsibilities of Special Constable Services**

Special Constable Services will control the issue of ACAT passes in the following ways:

- provide photographic equipment/materials and staff to issue and control photo passes;
- when issuing the passes the Investigative Services Coordinator must ensure that the member signs the Photo Application Non-employee Transportation Photo Pass Form. The original copy of this form must be retained by Special Constable Services and a copy is given to the ACAT member.
- the Sergeant - System Security or designate shall review and reconcile all records at year-end.

**10.3 Responsibilities of Wheel-Trans Department Head**

10.3.1 Department head or their designate shall complete and forward the Photo Application Non-employee Transportation Photo Pass Form to Special Constable Services to request an appointment for the user to be photographed and the pass issued.

10.3.2 Collect photo passes that are no longer required or expired and return to Special Constable Services.

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**10.3.3 Promptly report any missing, lost or stolen photo passes to Special Constable Services and arrange for payment of the \$25.00 replacement fee.**

11.0 REFERENCE SOURCES

- Pass Acknowledgement and Receipt Form (No 901)
- Pensioners' Pass
- Photo Application Non-Employee Transportation Photo Pass Form (No 800359)
- Photo Identification Pass
- Property Permit Corporate Policy
- TTC By-law #1

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1.0 RESPONSIBILITY

Chief Special Constable

2.0 PURPOSE

2.1 To provide a controlled process for supplying free transportation privileges on all regular TTC routes to named and photographed persons determined eligible as detailed under Eligible Individuals/Groups.

2.2 To provide a controlled process for supplying free transportation privileges on all regular TTC routes to named and photographed Toronto city council members (commissioners/councillors).

Eligible Individuals/Groups

Issued By

Commissioners/Councillors

Special Constable Services

ACAT (Advisory Committee on Accessible Transportation)

Persons authorized by TTC management, including persons who require transportation on a temporary basis to perform TTC business.

Note: Persons who do not meet the criteria of Eligible Individuals/Groups will require authorization from the Chief Special Constable.

Note: Commissioners/Councillors and ACAT members receive a unique photo pass that is similar in appearance to an employee pass.

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**3.0 GENERAL**

- 3.1 A non-employee transportation pass (non-employee pass) can only be accepted for transportation when it is completed in the recommended manner, in accordance with this policy, and signed by the pass holder. Non-employee passes shall not be sold or transferred to another person.
- 3.2 A commissioner/councillor and ACAT member transportation pass can only be accepted for transportation when it is completed in the recommended manner, in accordance with this policy, and signed by the pass holder. The pass shall not be sold or transferred to another person.

**4.0 REQUEST FOR NON-EMPLOYEE TRANSPORTATION PASS**

Department heads, or their designate requiring non-employee passes for issue must complete a Photo Application Non-Employee Transportation Photo Pass Form and forward it to Special Constable Services. Passes should not be requested more than one week in advance of intended use.

**5.0 REQUEST FOR COMMISSIONER/COUNCILLOR PASS**

Commissioner/Councillor administrative staff shall contact Special Constable Services when a new commissioner/councillor pass is required.

**7.0 REQUEST FOR ACAT PASS**

The Wheel-Trans Department head or their designate must complete a Photo Application Non-Employee Transportation Photo Pass Form and forward it to Special Constable Services. Passes should not be requested more than one week in advance of intended use.

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**7.0 CONDITIONS OF USE – NON-EMPLOYEE, ACAT, COMMISSIONER/COUNCILLOR TRANSPORTATION PASS**

- 7.1 Pass is not transferable. It may be used for transportation to the date shown, only by the person named and photographed thereon. The pass must be clearly displayed to TTC employees when used and shall be surrendered to TTC employees upon request for inspection when on vehicles or premises of the Commission.
- 7.2 Pass may be revoked at any time by TTC.
- 7.3 Pass must be returned to TTC when holder is no longer qualified to use it.
- 7.4 Pass is not valid until the necessary particulars and photograph are added.
- 7.8 Issuance of a replacement pass is not automatic. All non-employees, commissioners/councillors and ACAT members will be charged a \$25 administration fee for replacing a lost or stolen pass. This fee is non-refundable and must be paid to Special Constable Services. The \$25 administration fee may be paid in cash or cheque, and must be received prior to the issuance of the replacement pass.
- 7.9 Expired passes must be returned to Special Constable Services. The pass remains the property of the TTC and is subject to confiscation if the holder violates any TTC by-law or abuses/alters the pass.
- 7.10 The person accepting the pass assumes all risk of accident whether caused by negligence of TTC or not, and waives any and all claims that he or she may have against the TTC and/or its employees for any injury or damages of any kind whatsoever, either to person or property arising out of, or incidental to, the use of the pass.

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Note: Item 7.1 above is in accordance with TTC By-law 2.6 which states, "When requested to do so by a proper authority, a person travelling on the transit system shall immediately surrender for inspection the fare media, an identification card or photo identification card under which the person is travelling."

#### 8.0 CONTROL GUIDELINES – NON EMPLOYEE TRANSPORTATION PASS

##### 8.1 Physical Appearance of Transportation Pass

8.1.1 The non-employee pass is a single plastic card consisting of the user's photo and identification on the front, and the conditions of use on the back. All passes are pre-numbered.

8.1.2 The expiry date of the pass shall be entered at the time of issue.

##### 8.2 Responsibilities of Special Constable Services

Special Constable Services will control the issue of non-employee passes in the following ways:

- provide photographic equipment/materials and staff to issue and control photo passes;
- when issuing the passes the Investigative Services Coordinator must ensure that the non-employee signs the Photo Application Non-employee Transportation Photo Pass Form. The original copy of this form must be retained by Special Constable Services and a copy is given to the Non Employee.
- the Sergeant - System Security or designate shall review and reconcile all records at year-end.

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8.3 Responsibilities of Department Heads

8.3.1 Department heads or their designate shall complete and forward the Photo Application Non-employee Transportation Photo Pass Form to Special Constable Services to request an appointment for the user to be photographed and the pass issued.

Note: When there is not a bona fide transportation requirement then a Property Permit should be considered.

8.3.2 Collect passes that are no longer required or expired and return to Special Constable Services.

8.3.3 Promptly report any missing, lost or stolen photo passes to Special Constable Services and arrange for payment of the \$25.00 replacement fee.

9.0 CONTROL GUIDELINES – COMMISSIONER/COUNCILLOR PASS

9.1 Physical Appearance of Commissioner/Councillor Pass

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9.2 Responsibilities of Special Constable Services

Special Constable Services will control the issue of commissioner/councillor passes in the following ways:

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- provide photographic equipment/materials and staff to issue and control photo passes;
- when issuing the passes the Investigative Services Coordinator must ensure that the commissioner/councillor signs the Commissioner/Councillor – TTC Pass Acknowledgement Form. The original copy of the Commissioner/Councillor – TTC Pass Acknowledgement Form must be returned to Special Constable Services and a copy is retained by the commissioner/councillor.
- the Sergeant - System Security or designate shall review and reconcile all records at year-end.

#### 9.3 Responsibilities of Commissioner/Councillors' Administrative Staff

- 9.3.1 Co-ordinate issuance of new commissioner/councillor passes by contacting Special Constable Services.
- 9.3.2 Collect photo passes that are no longer required or expired and return to Special Constable Services.
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- the Sergeant - System Security or designate shall review and reconcile all records at year-end.

10.3 Responsibilities of Wheel-Trans Department Head

10.3.1 Department head or their designate shall complete and forward the Photo Application Non-employee Transportation Photo Pass Form to Special Constable Services to request an appointment for the user to be photographed and the pass issued.

10.3.2 Collect photo passes that are no longer required or expired and return to Special Constable Services.

10.3.3 Promptly report any missing, lost or stolen photo passes to Special Constable Services and arrange for payment of the \$25.00 replacement fee.

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11.0 REFERENCE SOURCES

- Pass Acknowledgement and Receipt Form (No 901)
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