



# Class Pass Program 2009-10

The County Connection has developed a **FREE Class Pass Program** available to all schools served by our regularly scheduled bus routes. The program is designed to help familiarize students with public transportation. Teachers may take their students on free trips twice a year on our fixed-route bus system, Monday through Friday, during the off-peak hours of 9 am to 2 pm.

## Procedures:

- Fill out a Request form and mail or fax it to County Connection so that we receive it at least two weeks prior to the date of your intended trip. **Please allow at least two weeks to process the form.**
- We will plan a personalized trip for your class which involves several different departments. That is why two weeks minimum notification is requested.
- Before your trip, a County Connection representative will deliver the FREE Class Pass and promotional items to your classroom. We'd like to give a 30 minute presentation to your students about fuel conservation, bus safety, or we can relate the presentation to your class studies.
- A Class Pass trip should include no more than 30 students at a time. Additionally, because the class will be using regularly scheduled public transportation, it may be necessary to break a class into smaller groups depending on the size of the bus or the number of passengers already on board.
- Large groups that are split may be scheduled on two consecutive buses based on the official timetable for the route. Bus departures for each portion of a split group may differ by twenty minutes or more depending on the route. We will do our best to accomodate large groups but we must be considerate of our regular riders and we are not allowed to add additional unscheduled buses.
- Class Pass trips are only valid on County Connection fixed-route services. The Class Pass group must board and leave the bus only at authorized bus stops.
- A copy of the trip plan will be forwarded to our Bus Operations Department so that the bus driver can be advised that there will be a group boarding the vehicle.
- When using the Class Pass, teachers will simply show the ticket to the bus driver upon boarding.
- Each class will be entitled to two trips per year using the Class Pass Program.

**Please note that these buses are on a regular schedule and are unable to wait for you. Plan to be at the bus stop at least 5 minutes before the scheduled departure time.**

For more information about this program, the BUS2U program, tours of our facility, or summer program guidelines, call **Marie Knutson at (925) 680-2041**

**The County Connection**

# Request For Class Pass 2009-10

The County Connection  
2477 Arnold Industrial Way  
Concord, CA 94520

www.cccta.org

(925) 680-2041

Fax (925) 686-2630 Att: Marie

So that we can assure the best possible service, please keep in mind the following when planning a trip:

1. Please fill out and mail or fax this form **SO THAT WE RECEIVE IT A MINIMUM OF TWO WEEKS** prior to your trip. This will allow us sufficient time to plan a personalized trip for your class. The Class Pass is valid only for the date stamped on the back. If you need to make changes in the date, times of travel and/or destination, contact County Connection at least 48 hours in advance.
2. **You must plan your trip between the hours of 9am and 2pm.**
3. Class Pass trips should be planned for no more than 30 students at a time. Additionally, because the class will be using regularly scheduled public transportation, it may be necessary to break your class into smaller groups, depending on passenger load or bus size.
4. **A maximum ratio of 1 adult per 4 children** will ride free on this class pass.
5. Class Pass trip is only valid on County Connection fixed-route services. The Class Pass group must board and leave the bus only at authorized bus stops.
6. **Only one Class Pass per class, per semester.**

Name of School: \_\_\_\_\_

Address: \_\_\_\_\_

e-mail \_\_\_\_\_ School Phone: \_\_\_\_\_

Name of Teacher: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

If necessary, the best time to reach me is \_\_\_\_\_ School Fax #: \_\_\_\_\_

Date of planned trip: \_\_\_\_\_ Departing from: \_\_\_\_\_

Destination name and address \_\_\_\_\_

Earliest time we can leave school: \_\_\_\_\_ We need to arrive by: \_\_\_\_\_

Earliest time we can begin return trip: \_\_\_\_\_ We need to be back at school by: \_\_\_\_\_

# of Students: \_\_\_\_\_ # of Adults \_\_\_\_\_ Age of students: \_\_\_\_\_

Day and time for a 30 minute safety presentation in your classroom: \_\_\_\_\_  
(We will call to confirm this appointment with you)

Additional needs or comments: \_\_\_\_\_

Please give us a minimum of 48 hours notice in case of cancellation by calling 680-2041 or 680-2042

\*Ask about our BUS2U program and tours of our facility

Revised 9/09