

## **Donate A Ride Agency Tracking Form**

### **\*Printable Sample\***

#### **Tracking Form**

When distributing Donate A Ride bus tickets, recipients should be screened and referred to other [resources](#) if appropriate. Tickets are to be given to clients consistent with the purpose intended - those with low-income, who are experiencing short term transportation needs. Tickets are not to be used for other reasons such as for transportation for volunteers or as gifts, rewards or payments.

- Edmonton Transit will not replace lost or stolen bus tickets.
- Distribute bus tickets in small numbers, consider supporting clients to apply for other [Edmonton Transit Services Fare Assistance Programs](#).
- Consider establishing a monthly distribution limit per person, particularly if your agency does not know the client very well. Also establish an agency distribution limit so your ride tickets will last.
- Manage your supply carefully to ensure you distribute them evenly throughout the year, and before they expire.

#### REPORTING:

1. Number of tickets distributed in each month
2. Usual average number of tickets given to each client
3. The general primary purpose for the use of each pass

ETS does NOT need names of people who receive ride tickets, just a total number of persons served.

Please print and use the following form to attach to your report for mid and end of year reporting. You are welcome to print and use this form to aid you in your day to day record keeping:

Agency Name:			
Month	# of tickets distributed	On average, how many tickets given per client	General primary purpose Check all that apply.
January		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5-6 <input type="checkbox"/> More than 6	<input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Appointment <input type="checkbox"/> Health <input type="checkbox"/> Other _____
February		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5-6 <input type="checkbox"/> More than 6	<input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Appointment <input type="checkbox"/> Health <input type="checkbox"/> Other _____
March		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5-6 <input type="checkbox"/> More than 6	<input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Appointment <input type="checkbox"/> Health <input type="checkbox"/> Other _____
April		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5-6 <input type="checkbox"/> More than 6	<input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Appointment <input type="checkbox"/> Health <input type="checkbox"/> Other _____
May		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5-6 <input type="checkbox"/> More than 6	<input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Appointment <input type="checkbox"/> Health <input type="checkbox"/> Other _____
June		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5-6 <input type="checkbox"/> More than 6	<input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Appointment <input type="checkbox"/> Health <input type="checkbox"/> Other _____

Agency Name:			
Month	# of tickets distributed	On average, how many tickets given per client	General primary purpose Check all that apply.
July		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5-6 <input type="checkbox"/> More than 6	<input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Appointment <input type="checkbox"/> Health <input type="checkbox"/> Other _____
August		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5-6 <input type="checkbox"/> More than 6	<input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Appointment <input type="checkbox"/> Health <input type="checkbox"/> Other _____
September		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5-6 <input type="checkbox"/> More than 6	<input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Appointment <input type="checkbox"/> Health <input type="checkbox"/> Other _____
October		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5-6 <input type="checkbox"/> More than 6	<input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Appointment <input type="checkbox"/> Health <input type="checkbox"/> Other _____
November		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5-6 <input type="checkbox"/> More than 6	<input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Appointment <input type="checkbox"/> Health <input type="checkbox"/> Other _____
December		<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3-4 <input type="checkbox"/> 5-6 <input type="checkbox"/> More than 6	<input type="checkbox"/> Employment <input type="checkbox"/> Education <input type="checkbox"/> Appointment <input type="checkbox"/> Health <input type="checkbox"/> Other _____