

ORCA / METRO CARD INITIAL ISSUE
MERCER ISLAND SCHOOL DISTRICT STUDENTS
Each eligible student must bring this signed agreement
to school to obtain an ORCA/METRO Card

As a Mercer Island School District student - ORCA Account Cardholder, I agree to abide by the attached ORCA/METRO Card Rules of Use for Mercer Island School District Students.

By signature below, parent & student, acknowledge that they have completely read, thoroughly understand, and agree to the attached requirements of the Mercer Island School District and the ORCA service provider. Receipt of the ORCA/METRO card serial number listed below is also acknowledged.

_____	_____	_____	_____
Student Printed LAST Name	Student Printed FIRST Name	Grad. year	Student ID Number
_____	_____	_____	_____
Student Signature	Parent Signature	Date	
Grade _____	_____ ORCA card serial number		

ORCA/Metro requires approximately 3 business days to activate an ORCA Card.
Cards issued prior to the first week of school each year will be pre-loaded with a bus pass for the month of September.

ORCA / METRO CARD RULES OF USE

As a Mercer Island School District student - ORCA Cardholder, you must agree to the following:

1. Students living more than one radial mile from school or in a designated walking hazard zone and **not receiving a parking pass** will be eligible to receive an ORCA/METRO Card loaded with a youth bus pass.
2. Eligible students will be issued only one state-funded (free) ORCA/METRO card, which they will keep until they graduate from High School or are no longer a Mercer Island School District student. Your ORCA card should be kept secure and in good condition. Students should never surrender their ORCA card to the bus driver. A defective ORCA card will be replaced free of charge. A lost, stolen or damaged ORCA card may be replaced at a cost of \$10, from the MISD Metro Coordinator. The old card will be deactivated and the new card activated. It takes 3-5 business days after METRO is notified before the replacement card can be used on a bus.
3. Eligible students may be issued an ORCA Card that will be activated, loaded MONTHLY with a one-zone, peak-time, Youth bus pass that will give the student access to all **King County Metro Transit** bus service seven days a week, ten months a year.
This does not include service on Sound Transit buses. You are responsible and required to pay additional fares required for services not covered, or loaded on your ORCA card, or all costs if your card has been deactivated or has not been activated yet. ** To cover the first day of school, 31 August 2010, 2 bus tickets will be offered to students to cover the \$.75 to & from school cost. ORCA cards are capable of being used with the following service providers: King County Metro Transit, Community Transit, Pierce Transit, Everett Transit, Kitsap Transit, Sound Transit and the Washington State Ferry System, up to the amount loaded on the card or with the appropriate monthly

pass. Students may purchase and have other products such as Sound Transit loaded onto their ORCA card. If additional ORCA Products are loaded onto an ORCA card, Mercer Island School District is not responsible for and does not refund cardholders for unused products which have been loaded on their ORCA card.

4. **Students must use their ORCA card at least once a month to ride to and from school to maintain an activated monthly pass.** The ORCA system will record each time your Mercer Island School District provided ORCA card is used. **If a pass does not show any use during a month, it will be deactivated.** If a card is deactivated due to non-use, it will not be reactivated until the following school year. A written request with justification, to have an ORCA card reactivated, must be signed by parent & student and submitted to the MISD Metro coordinator (limited to one time/year).
5. **Bus schedules** will be posted on the Transportation section of the MISD web site. These and any other bus schedules may be found at <http://metro.kingcounty.gov/> (“Ride Metro” tab), or on Metro buses, local libraries, and malls.
6. **MIHS will initially issue ORCA/METRO Cards on Fees and Photo** days, after school on the first day of school, and the first two Mondays of the month (after school at 1:30 in the Counseling Office), to new students who have not previously been issued an ORCA card and to students requesting a replacement card. **After the initial year of using the ORCA program, ORCA cards which showed usage in June of the prior school year will automatically be activated in September for students who otherwise remained eligible.** ORCA cards issued prior to the first Friday after school starts each year will be pre-activated and ready for use. **After the end of the first week of school, ORCA cards will not be pre-loaded/activated with a bus pass and it will take 3-5 work days after Metro is notified, before the ORCA card will be accepted on a bus. A monthly pass for the current month cannot be loaded after the 14th of that month.**
7. **Lost, stolen, or damaged cards must be reported immediately to the Metro Coordinator: 236-3335, metro_coordinator@misd.wednet.edu,** Lost, damaged, or stolen cards will be deactivated. There is no penalty for reporting a lost, damaged, or stolen card. There is a \$10 fee for a new replacement card. The \$10 replacement fee is paid to the ASB office and that receipt is brought to the Metro coordinator on the days noted above (sec.6) or to the MISD transportation office at which time a new card will be issued.
8. **ORCA cards are “smart cards” with an embedded chip and can be easily damaged/rendered unusable** if they are hole-punched, folded, broken, or cut. Please take care of your card to avoid the replacement fee.
9. **The school district will periodically require students with active ORCA cards to verify they still have them in their possession.**
10. For the safety and consideration of all transit riders:
Get on and off the bus at regular posted Metro bus stops.
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.
11. 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, then the school district bus policy will be invoked. Students may be held financially responsible for damage done to Metro buses.
Any of the following behaviors, while riding the bus, violates Metro’s Code of Conduct. Violators may be subject to arrest, fine, or removal:
 - Refusing to pay proper fare
 - Drinking alcoholic beverages
 - MP3 or other media without headphones
 - Lying down or occupying more than one seat
 - Harassing driver or other passengers
 - Littering or creating unsanitary conditions
 - Vandalizing transit property
 - Blocking the aisles
 - Smoking
 - Carrying flammable materials
 - Spitting
 - Hanging or swinging on bars or stanchions
 - Extending an object or portions of one’s body out the door or window

For answers to other questions about ORCA/METRO transportation, call or email the MISD Metro Coordinator, or the Transportation Office at 206-236-3335, metro_coordinator@misd.wednet.edu