# Transit Access Grant Agency Tracking Form
## *Printable Sample*

**Tracking Form**

When distributing Transit Access Grant (TAG) 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 urgent, 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 - note the Arc tickets expire one year from date of printing.

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** <br> Check all that apply. |
| January | | ☐ 1 <br> ☐ 2 <br> ☐ 3-4 <br> ☐ 5-6 <br> ☐ More than 6 | ☐ Employment <br> ☐ Education <br> ☐ Appointment <br> ☐ Health <br> ☐ Other_____ |
| February | | ☐ 1 <br> ☐ 2 <br> ☐ 3-4 <br> ☐ 5-6 <br> ☐ More than 6 | ☐ Employment <br> ☐ Education <br> ☐ Appointment <br> ☐ Health <br> ☐ Other_____ |
| March | | ☐ 1 <br> ☐ 2 <br> ☐ 3-4 <br> ☐ 5-6 <br> ☐ More than 6 | ☐ Employment <br> ☐ Education <br> ☐ Appointment <br> ☐ Health <br> ☐ Other_____ |
| April | | ☐ 1 <br> ☐ 2 <br> ☐ 3-4 <br> ☐ 5-6 <br> ☐ More than 6 | ☐ Employment <br> ☐ Education <br> ☐ Appointment <br> ☐ Health <br> ☐ Other_____ |
| May | | ☐ 1 <br> ☐ 2 <br> ☐ 3-4 <br> ☐ 5-6 <br> ☐ More than 6 | ☐ Employment <br> ☐ Education <br> ☐ Appointment <br> ☐ Health <br> ☐ Other_____ |
| June | | ☐ 1 <br> ☐ 2 <br> ☐ 3-4 <br> ☐ 5-6 <br> ☐ More than 6 | ☐ Employment <br> ☐ Education <br> ☐ Appointment <br> ☐ Health <br> ☐ Other_____ |

| Agency Name: | | | |
|---|---|---|---|
| **Month** | **# of tickets distributed** | **On average, how many tickets given per client** | **General primary purpose** <br> Check all that apply. |
| July | | ☐ 1 <br> ☐ 2 <br> ☐ 3-4 <br> ☐ 5-6 <br> ☐ More than 6 | ☐ Employment <br> ☐ Education <br> ☐ Appointment <br> ☐ Health <br> ☐ Other_____ |
| August | | ☐ 1 <br> ☐ 2 <br> ☐ 3-4 <br> ☐ 5-6 <br> ☐ More than 6 | ☐ Employment <br> ☐ Education <br> ☐ Appointment <br> ☐ Health <br> ☐ Other_____ |
| September | | ☐ 1 <br> ☐ 2 <br> ☐ 3-4 <br> ☐ 5-6 <br> ☐ More than 6 | ☐ Employment <br> ☐ Education <br> ☐ Appointment <br> ☐ Health <br> ☐ Other_____ |
| October | | ☐ 1 <br> ☐ 2 <br> ☐ 3-4 <br> ☐ 5-6 <br> ☐ More than 6 | ☐ Employment <br> ☐ Education <br> ☐ Appointment <br> ☐ Health <br> ☐ Other_____ |
| November | | ☐ 1 <br> ☐ 2 <br> ☐ 3-4 <br> ☐ 5-6 <br> ☐ More than 6 | ☐ Employment <br> ☐ Education <br> ☐ Appointment <br> ☐ Health <br> ☐ Other_____ |
| December | | ☐ 1 <br> ☐ 2 <br> ☐ 3-4 <br> ☐ 5-6 <br> ☐ More than 6 | ☐ Employment <br> ☐ Education <br> ☐ Appointment <br> ☐ Health <br> ☐ Other_____ |