

To: O&S Committee

Date: September 30, 2016

From: Anne Muzzini, Director of Planning and Marketing

---

**SUBJECT: Clipper Institutional Pass – Bishop Ranch**

---

### **Background**

Cubic has the ability to create institutional passes that can be loaded on the Clipper card. We have been working with them to create a CoCo pass that would serve as our institutional pass. Bishop Ranch will be our first partner in creating an institutional pass on the Clipper cards held by their employees. Chris Weeks, the transportation manager for Bishop Ranch, will manage a database that tells Cubic the ID number of the cards that should be loaded with the CoCo pass. Once the pass is loaded onto the employees card, they can ride any County Connection bus without having a cash fare deducted.

Employees with Clipper cards at Bishop Ranch currently have the Bishop Ranch logo on their card and use it as a flash pass to board our buses. In other words they just show the card but don't tag it. In the future they will tag their card and it will allow them to ride because the system will see the institutional CoCo pass loaded on their card. Employees can also load cash value and other passes that they wish to have – for instance a Muni pass – or cash for use to pay BART fares on the same card.

The advantage of the institutional pass is that Bishop Ranch can easily manage who has the pass, removing it from employees that leave. There will be no change in the agreement between Bishop Ranch and County Connection whereby Sunset Development pays for service and fare reimbursement.

In the future, should we negotiate with other developers or colleges to offset the cost of fares for their group, we can use the institutional pass system created by Cubic.

The pass program with Bishop Ranch is slated to begin January 1, 2017.