



360 Prince Street, Beckley WV 25801

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Fare Policy:

Drivers' record fares and trip purpose on daily paperwork. Drivers will pull their fare cash at the end of their shift. They are to count their cash to ensure paperwork matches cash on hand. Then the driver brings paperwork and fare cash to the evening dispatcher. Dispatch is to count the driver's cash with the driver present. Upon both driver and dispatcher's cash counts matching, the dispatcher will confirm with receipt to the driver. Dispatcher then seals the driver's money in an envelope with a copy of receipt attached into the safe in the Director's office. Accounting will retrieve the fares from the safe twice a week to take to the Central office of Raleigh County Community Action Association.

Farebox Policy:

Driver's will retrieve the farebox from their bus at the end of their shift. Once they enter the office, they will remove the cash from the farebox to begin the fare policy. Once the fares have been counted the farebox should be placed into the Director's office until the following day. Transit drivers will retrieve the fareboxes at the beginning of their shifts to install in the bus each day.

Board Approved 11/21/2022



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