

**“RIDE FOR FIVE”**  
**PSU EMPLOYEE TRANSIT PASS PROGRAM**  
**RULES AND REGULATIONS**

**PURPOSE:**

To encourage the use of mass transit in the area, reduce vehicle congestion on campus, and help the environment’s air quality, University employees, defined as any person employed on Penn State’s University Park campus on a full-time basis with full benefits, are eligible to purchase an employee mass transit pass, good on any CENTRE LINE route, directly from the University’s Parking Office. Penn State students and part-time employees are not eligible to purchase employee bus passes at this time. In addition, the employee must either not possess a University parking permit, or relinquish their current permit to the Parking Office prior to receiving the mass transit pass. Evening/weekend permits can be purchased with the bus pass if the employee wishes.

Employees are able to utilize Internal Revenue Code provisions’ allowing the purchase of employee bus passes with pre-tax dollars if eligible for payroll deduction.

CATA has discounted the cost of the passes below its standard monthly pass rate to reflect the University’s role in program administration.

**EFFECTIVE DATE AND PRICE NOTICE:**

For the time period of July 1, 2006 through June 30, 2008, employees will purchase this \$49.00 employee passes for a cost of only \$5.00 per month. Transportation Services will cover the remaining fees of the \$49.00 pass to assist and encourage University employees to use the area’s transit service provided by CATA. The cost of employee passes shall remain at this price until CATA and Penn State renegotiate the employee bus pass program contract. A processing fee of \$25.00 will be charged for all lost or stolen employee bus passes, regardless of whether or not a replacement pass is issued. In the event the pass is found, a portion of this fee may be refunded upon return of the bus pass.

**USE OF PASSES:**

University employee mass transit passes are valid at any time on all regular CENTRE LINE buses. Passes are not transferable and may be used only for the transportation of the individual to whom the pass is issued. Employee passes are not valid on any other CATA service, including CENTRE RIDE, the Football Shuttle, Charters, or any special shuttle services, whether open to the public or not.

**PASS PURCHASE PROCEDURES:**

University employees will receive an employee pass immediately upon enrolling in the pass program. To enroll, the employee shall authorize a payroll deduction to cover the cost of the employee pass, or pay a minimum of one full fiscal year’s fee (\$60.00) in advance via cash or check if payroll deduction is not available to them. The pass shall be valid from the date on which it is issued through the end of the payment period, or the 2008 fiscal year ending June 30<sup>th</sup>, unless the payroll deduction is discontinued as specified below. In addition, the employee must not possess a daytime Penn State parking permit. Four (4) one-day parking permits will be given to each mass transit pass holder upon receipt of their transit pass. These permits can be used for those occasional times that it is necessary to drive to work. If additional one-day permits are needed, they can be purchased from the Parking Office, any of the Kiosk Information Booths or the Visitor’s Center.

**EMPLOYEES PAID MONTHLY:**

For any employee paid monthly, the cost of the bus pass will be deducted from the employee's paycheck issued on the last working day of each month. The evening/weekend permit will also be deducted if the employee has chosen this permit as an option.

For any given month, a full deduction will be made for passes issued on or before the 15<sup>th</sup> of that month and no deduction will be made for passes issued on or after the 16<sup>th</sup> of that month.

For any given month, no deduction will be made for passes turned in on or before the 15<sup>th</sup> of that month and a full deduction will be made for passes turned in on or after the 16<sup>th</sup> of that month.

**EMPLOYEES PAID BIWEEKLY:**

For an employee paid biweekly, the cost of the bus pass will be deducted from the employee's paycheck at a biweekly equivalent. The biweekly equivalent is equal to the monthly rate multiplied by 12 months and divided by 26, or \$2.30 per paycheck for a monthly pass cost of \$5.00.

For any given biweekly pay period, a full biweekly deduction will be made for passes issued on or before the 7<sup>th</sup> day of that pay period and no biweekly deduction will be made for passes issued on or after the 8<sup>th</sup> day of that pay period.

For any given biweekly pay period, no biweekly deduction will be made for passes turned in on or before the 7<sup>th</sup> day of that pay period and a full biweekly deduction will be made for passes turned in on or after the 8<sup>th</sup> day of that pay period.

The payroll deduction will continue without interruption until the employee requests, in writing, that the deduction be discontinued and surrenders his/her bus pass to the University's Parking Office.

The user is responsible for payment of Mass Transit fees, **regardless of usage**, unless and until the pass (and evening/weekend permit where applicable) is returned to the University Parking Office.

**\*\*\*UPON TERMINATION FROM EMPLOYMENT AT THE UNIVERSITY, A FORMER EMPLOYEE MUST TURN IN HIS/HER EMPLOYEE BUS PASS (and evening/weekend permit where applicable)\*\*\***

**DISTRIBUTION:**

The employee will come to the Parking Office to obtain an employee pass. Pictures will not be required on employee passes, but each participating employee shall be informed that he or she must verify by presenting their Penn State ID card to the bus driver upon request.

New passes will be issued prior the expiration date printed on the bus pass, unless otherwise announced via the Penn State Newswire, Transportation Services website or PSU email. At that time, pass holders will be required to obtain a new pass from the Parking Office for the new fiscal year. Each year new passes will be made available by CATA to the Parking Office on or about June 1 prior to the start of the new fiscal year. Old passes must be returned and balances must be paid in full prior to receiving the new bus pass.

Updated June 2006.

