

RESOLUTION NO. 2013-27


**A RESOLUTION BY THE
MASON TRANSIT AUTHORITY BOARD,
ADOPTING A BUS PASS POLICY**

WHEREAS, Mason Transit Authority (MTA) desires to encourage its employees, their families, retirees, Advisory Board and Authority Board members to use alternate modes of transportation,

NOW THEREFORE BE IT HEREBY RESOLVED, by the Mason Transit Authority Board that the Bus Pass Policy which is attached hereto as Exhibit A and incorporated herein be established and adopted.

Dated this 17th day of December, 2013.


Deborah Petersen, Chair


Mike Olsen, Vice-Chair

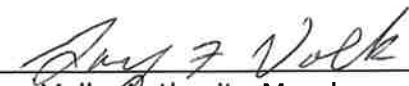

John Campbell, Authority Member


Herb Gerhardt, Authority Member


Terri Jeffreys, Authority Member


Randy Neatherlin, Authority Member


Tim Sheldon, Authority Member


Gary Volk, Authority Member



Sadie Whitener, Authority Member

APPROVED AS TO CONTENT:


Brad Patterson, General Manager

APPROVED AS TO FORM:


Robert W. Johnson, Legal Counsel

ATTEST: 
Jeri A. Wood, Clerk of the Board

DATE: 12-17-13

POLICY – MTA BUS PASSES

See Also: PRO 2000.10, FRM 2000.10.1

Prepared by: Human Resources

Approved by: Board of Directors

POL-2000.10 MTA BUS PASSES

The purpose of this policy is to encourage employees, their families, retirees, Advisory Board and Authority Board members to use alternate modes of transportation.

1. Eligibility

Employees, their dependents, retirees and Board members are eligible for a bus pass.

2. Employee ID Badge

An employee ID Badge is issued to all eligible MTA employees upon hire.

The employee ID Badge allows the recipient to ride MTA services for free. Employees not in uniform must show the ID Badge to the Operator each time they board.

Under no circumstances may an employee use an employee ID Badge other than his/her own. An employee will lose bus pass privileges for loaning his/her ID Badge to any other person.

If an employee loses his/her employee ID Badge, the loss must be reported immediately to the Human Resource Manager, so a replacement can be issued.

Upon termination, the employee must return the ID Badge.

3. Retired Employees

Employees retiring after 10 or more years of service may receive a bus pass.

4. Board Members

During Board membership, Board members will receive a bus pass.

5. Dependents

An employee's dependents are eligible to receive a bus pass.

An employee dependent is defined as a spouse as evidenced by a marriage license, a domestic partner, or a dependent child of the employee between the ages of 7 and 19 residing with the employee, and a child older than 19 who resides with the employee but qualifies as a dependent due to a disability. (Children under age seven ride free.)

Proof of relationship must be provided for the issuance of a dependent pass.

- A spouse must provide a copy of the marriage license or have a signed domestic partner affidavit on file.

POLICY – MTA BUS PASSES

See Also: PRO 2000.10, FRM 2000.10.1

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Approved by: Board of Directors

- A dependent child must be listed on a copy of the employee's most recent income tax return or on the employee's medical/dental insurance.
- A copy of the dependent child's birth certificate or certificate of adoption may substitute for the income tax or insurance documents.

A MTA Spouse/Dependent Bus Pass Request Form must be completed and submitted with proper proof of relationship documentation prior to issuance of the bus pass.

- Bus passes for dependents of new hires will be issued by appointment with MTA's Office Assistant.
- Replacement bus passes or passes for existing employees' dependents will be processed the third Friday of each month between the hours of 1:00 p.m. and 5:00 p.m. by the Office Assistant.

Passes will be issued upon the return of the old pass under the following circumstances:

- Annual renewal with new expiration date.
- Due to a name change (proof required).

Lost or stolen dependent passes must be reported immediately to the Human Resources Manager.

- Should an employee's spouse or dependent loan or otherwise fraudulently use the bus pass, the bus pass will be retrieved and permanently discontinued.
- An appeal may be made directly to MTA's General Manager if the employee believes there are reasons for reinstatement.

Upon termination of employment, the employee must return bus passes issued to his/her dependents, unless the termination is due to retirement.

6. Non-Taxable Income

In accordance with IRS rules, the value of a transit pass is excluded from taxable income. Specifically, "A transit pass is any pass, token, fare card, voucher, or similar item entitling a person to ride, free of charge or at a reduced rate on one of the following . . . on mass transit."