	<p>Title: MTA Ridership Incentive Policy</p> <p>Number: 201</p> <p>Effective: January 1, 2020</p> <p>Cancel: Resolution No. 2013-27</p> <p>Prepared by: LeeAnn McNulty, Administrative Services Manager</p> <p>Approved by: Authority Board Resolution No. 2019-37</p>
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POL-201 MTA Ridership Incentive Policy

This policy applies to current employees, their families, retirees, Authority Board members, Citizen Advisor to the Board, as well as recognized groups who receive travel incentives to use alternate modes of transportation.

1.0 Purpose

The purpose of this policy is to provide the standards by which MTA would provide ridership incentives to designated ridership groups.

2.0 Policy


MTA may provide specific ridership groups travel incentives as an employment benefit, on behalf of serving Mason Transit Authority, or in the transition to utilizing public transportation when receiving travel incentives.

2.1 Transit Employees:

- MTA employees as well as the transit employees of neighboring agencies will be allowed to utilize Mason Transit services for free as a benefit of service to public transportation.
- A transit 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 a transit employee use an employee ID Badge other than his/her own. A transit employee will lose bus pass privileges for loaning his/her ID Badge to any other person.
- If an MTA employee loses his/her employee ID Badge, the loss must be reported immediately to Administrative Services, so a replacement can be issued.
- Upon termination, the employee must return the ID Badge and will no longer have access to free MTA services.

2.2 Retired Employees

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

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2.3 Board Members, Citizen Advisor to the Board

- During Board membership, Board members and the Citizen Advisor to the Board may receive a bus pass.

2.4 MTA Employee Dependents

MTA employee 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.
- 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 Administrative Services.
- 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 a member of MTA Administrative Services.

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).



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Lost or stolen dependent passes must be reported immediately to MTA Administrative Services.

- 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.

2.5 Transportation Incentive Program System (TIPS)

All active duty Navy and Marine Corps personnel, Navy civilians and Non-Appropriated Fund (NAF) employees are eligible.

During the registration process, TIP passengers who can prove their application to the TIP program, will be allowed to ride for free until they receive their funded program debit card.

2.6 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."