



Regional Transit Authority

## Transportation Passes

(HC19)

### POLICY STATEMENT

To ensure a safe working environment, the New Orleans Regional Transit Authority (RTA), issues Transportation Passes to all employees as well as eligible individuals and eligible non-employees. Transportation Passes will provide facility access, as applicable. Employees and eligible non-employees may use their Transportation Pass as valid fare media for all RTA-operated transit services.

### PURPOSE

Transportation Passes provide proof of employment, allow access to facilities, are used as valid fare media for RTA employees and eligible non-employees for RTA-operated transit service, and are used to maintain security of RTA premises. Also, decreasing our carbon footprint on society, and socially and economically helping our agency's employees and their families.

### APPLICATION

This policy applies to all individuals who have been issued an RTA Transportation Pass. If this policy conflicts with a Collective Bargaining Agreement (CBA), the CBA will prevail.

APPROVED:

\_\_\_\_\_  
ADOPTED: Board Chair

\_\_\_\_\_  
Chief Executive Officer

Effective Date: \_\_\_\_\_

Date of Last Review: \_\_\_\_\_



**1.0 GENERAL**

**1.1 Transportation Pass Issuance and Renewal**

Regional Transit Authority (RTA), issues transportation passes to all employees as well as eligible individuals. Transportation Passes are normally issued on a five-year cycle, but may be extended for varying periods of time by the Chief Human Capital Officer, or Human Capital Department approval. Employees will be notified of the revised expiration date of the Transportation Pass.

**Table1: Transit Passes Eligibility**

	<b>Facility Access &amp; Fare Media</b>	<b>Facility Access</b>	<b>Fare Media</b>
Employee (Regular and temporary)	X		
Board of Directors (and staff)	X		
Current Employee Spouse and Children up to age 26			X
Contractors		X	
RTA – Contracted Law Enforcement	X		
Consultants		X	
Interns not paid by RTA			X
Retirees (deferred retirees are not eligible)			X
Eligible dependents** of deceased employees			X
Eligible dependents** of Board Members			X

\*Those with Facility access will receive an ID Badge and separate proxy card. Eligible dependents consist of a spouse/domestic partner, children (natural, step, adopted, foster or under the employee’s legal guardianship) up to age 26, disabled children of any age living with and dependent upon the eligible employee, and children, spouses, domestic partners, widows and widowers of retired employees.



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**\*Employees must submit documentation for eligible family members:**

- Birth Certificate
- Adoption papers
- Legal Guardianship papers
- Marriage License
- Transcript or proof of full time student
- Declaration of Domestic Partnership

\*Eligible dependents of deceased employees will receive fare media based on the employee's service time:

- Five or more years: Spouse/domestic partner receives permanent pass and children up to 26 years old must renew each renewal period.
- Less than five years: eligible dependents will keep their passes until their current passes expire. Their passes will not be renewed.

## **1.2 Transportation Pass Issuance and Renewal**

Transportation Passes are normally issued on a five-year cycle, but may be extended for varying periods of time by the Chief Human Capital Officer, or Human Capital Department approval. Employees will be notified of the revised expiration date of the Transportation Pass.

## **1.3 Lost/Stolen Transportation Passes**

An employee must immediately complete and submit the ID/ Transportation Pass Replace Form (Attachment 1) and forward it to the Human Capital Office. Human Capital may charge the individual a designated fee when replacing Transportation Pass.

## **1.4 Abuse of Transportation Pass Privileges**

Employees abusing or misusing Transportation Pass privileges may be disciplined, up to and including termination. Transportation Pass privileges may be revoked if the authorized Transportation Pass holder (including eligible dependents) deface, destroy, or otherwise vandalizes RTA property, or allows an unauthorized person to use their Transportation Pass.

## **1.5 Termination of Employment or Contact**

Upon termination of employment or contact, the immediate supervisor must collect assigned transportation passes for the terminated employee, contractor, and any dependents' assigned ID badges returning them with the clearance order to the Human Capital Department. They must also notify the Human Capital Department that a consultant's contract has been terminated.



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RTA will charge an employee for each employee Transportation Pass that was not surrendered on the date of separation from RTA service. RTA will deduct an applicable fee from a consultant's final payment for any ID badges the consultant did not return.

## **2.0 DEFINITION OF TERMS**

**Consultant** - An individual of a consulting firm or employment agency, hired by RTA who frequently utilizes RTA facilities and requires telephone and network access. A Consultant's ID Badge does not contain fare media; and they will receive a proxy card for facility access.

**Employee** - An individual hired by RTA on a regular or temporary basis.

**Eligible Dependents** - A spouse/domestic partner, children (natural, step, adopted, foster, or under the employee's legal guardianship) up to age 26, disable children of any age living with and dependent upon the eligible employee, and children, spouses, domestic partner, widows, and widowers of retired employees.

**Identification Badge** – Photographic personal identification card used for identification, facility access, and fare media for RTA – operated transportation services. When fare media is not authorized, a badge will be issued for identification purposes only. They are for the sole use of the person to who they are issued, may not be sold, and are otherwise non-transferrable.

**Transportation Pass** – Transportation Pass added to an ID badge, for use on RTA-operated bus, rail, paratransit, and ferry. They are for the sole use of the person to whom they are issued, may not be sold, and are otherwise non-transferable.

## **3.0 RESPONSIBILITIES**

Employees are responsible for the proper use of their Transportation Passes, and the Transportation Passes are neither sold or otherwise transferred to any individual not expressly authorized to use them.

## **4.0 BACK OF TRANSIT PASS STATEMENT**

This card is property of Regional Transit Authority (RTA) and is carried for identification purposes. This card is valid as fare media on all RTA operated transit service. This card must be surrendered upon termination of employment or upon demand. Non-transferable.



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If found, please drop in any US mailbox (return postage guaranteed).  
Human Capital Department  
2817 Canal Street  
New Orleans, LA 70119

**5.0 FLOWCHART**

N/A

**6.0 REFERENCES**

N/A

**7.0 ATTACHMENTS**

1. ID/ Transportation Pass Replace Form

**8.0 PROCEDURE HISTORY**

N/A

**9.0 SPONSOR DEPARTMENT**

Human Capital



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Attachment 1

ID/Transportation Pass Replacement Form

Employee Name: \_\_\_\_\_  
(Last Name, First Name)

Department: \_\_\_\_\_

Eligibility	Facility Access & Fare Media	Facility Access	Fare Media
Employee (Regular and temporary)	X		
Board of Directors (and staff)	X		
Current Employee Spouse and Children up to age 26			X
Contractors		X	
RTA – Contracted Law Enforcement	X		
Consultants		X	
Interns not paid by RTA			X
Retirees (deferred retirees are not eligible)			X
Eligible dependents ** of deceased employees			X
Eligible dependents ** of Board Members			X

Replacement Reason: \_\_\_\_\_  
(use criteria above)

Approval: \_\_\_\_\_  
Human Capital Coordinator

Employee Signature: \_\_\_\_\_

Cost: \_\_\_\_\_