



ADMINISTRATIVE PROCEDURES

Procedure Number: 23-7

Effective Date: 12/11/1987

Revision Date: 05/29/2013

C. Pulley
County Administrator

SUBJECT: Bus Pass Subsidy Program

DEPARTMENT RESPONSIBLE: Human Resources Department

I. STATEMENT

In order to improve air quality, the Pima County Board of Supervisor has approved a Bus Pass Subsidy Program for employees. The objective of the program is to reduce air pollution by encouraging more County employees to use public bus transportation rather than private vehicles to and from their place of employment. Eligible employees may obtain a SunGO Bus Pass through the Human Resources Department and are entitled to one 50% subsidy offset per month.

The following eligibility criterion is applied:

Only permanent regular employees appointed to full-time, part-time or variable-time status may participate in the program. The bus pass must be only for the use of the employee who purchased the bus pass. Employees may not purchase bus passes for any other person's use, including another employee's use.

II. PROCEDURES

- A. Eligible employees may purchase only one (1) bus pass and receive only one (1) County pre-tax subsidy each month.
- B. Eligible employees wishing to purchase a pre-tax SunGo card during Initial or Open Enrollment must sign in to ADP and enroll for the Sun Tran SunGO program. Other enrollment/changes/cancellation or post-tax purchases must be done on the Sun Tran SunGO Form (Attachment 1).
- C. Eligible employees must register the SunGO card through Sun Tran website. Registration allows employees to receive replacement cards through Sun Tran. Employee will contact Sun Tran directly for replacement of a lost or damaged SunGO card. Pima County is not responsible for any replacement or applicable fees that Sun Tran may impose.
- D. Payment shall be made by payroll deduction on the 1st payday of each month
- E. An employee that no longer wants to participate in the Sun Tran SunGO program shall submit the Pima County Sun Tran SunGO form (Attachment 1) by the due

date listed on Human Resources website to insure the cancellation is processed prior to the scheduled payroll deduction.

- F. An employee that wants to change fare type (Express to Full Fare or Full Fare to Express), shall submit the Pima County Sun Tran SunGO form (Attachment 1) by the due date listed on Human Resources website to insure the change is processed prior to the scheduled payroll deduction.
- G. Refunds or credits will not be given.
- H. An employee in possession of a current Van Tran ADA Paratransit Eligibility I.D. Card (Van Tran I.D. Card) shall be reimbursed \$28.00 that equals the County share subsidy for an Express fare type. This reimbursement will not be based on the actual cost of the Van Tran I.D. Card. An employee who rides the Van Tran is responsible for purchasing his or her own monthly ticket from Van Tran. Reimbursement shall be made by Direct Claim for Payment on a monthly basis or by Petty Cash pursuant to Administrative Procedure 22-3, Section V.A.1. A copy of the bank statement, cancelled check, credit card statement, or cash receipt showing payment to Van Tran must be attached to the Direct Claim for Payment or "Received of Petty Cash" Form.

III. RESPONSIBILITIES

- A. The Human Resources Department shall:
 - 1. Promote the Bus Pass Subsidy Program to all eligible employees during employee orientation briefings and coordinate an annual promotion with Sun Tran assistance.
 - 2. Establish a reasonable period of time for employees to enroll, change or cancel the Sun Tran SunGO pre-tax payroll deduction so all eligible employees have an opportunity to participate.
 - 3. Administer funds for the Bus Pass Subsidy Program.
 - 4. Upon request, status reports will be submitted to the County Administrator and may include cost of the program and number of bus passes sold.
- B. The Finance Department shall:
 - 1. Verify claims submitted by the Human Resources and make payments to Sun Tran.
 - 2. Furnish Human Resources Department with a monthly Report specifying total expenditures and remaining budget authority.

Attachment 1



Pima County - Sun Tran SunGO Smart Card

Enrollment/Change and Payroll Deduction Authorization Form

Enrollment

Change

Cancellation

Name:	
EM:	
Phone:	
Email:	
Hr Org:	

FULL FARE

EXPRESS FARE

Fare amounts are deducted from the first paycheck of the month. Pima County will subsidize 50% of bus fare cost. In order to meet payroll deadlines, enrollments, changes or cancellation must be made according to the schedule posted at www.pima.gov/hr. No refunds or credits will be given.

Signature Date