

UTAH TRANSIT AUTHORITY POLICY

No. UTA.05.03

TRANSIT PASSES

1) Purpose.

The purpose of this policy is to define the eligibility for issuance of transit passes to employees, retirees, and their eligible dependents, and the conditions for use of and return.

2) Definitions.

“Dependent” means:

- A. Employee’s or Retired Employee’s Legal Spouse or widow or widower of a deceased Employee or Retired Employee.
- B. Employee’s, Retired Employee’s, or Legal Spouse’s unmarried children by birth, legal adoption, or legal (court-appointed) guardianship that are the age of twenty-three (23) or younger on January 1st.
- C. Employee’s or Retired Employee’s unmarried children by birth, legal adoption, or legal (court-appointed) guardianship of any age and who are incapable of self-support because of mental or physical disability.
- D. Disabled Dependents must be unable to engage in substantial gainful employment to the degree they can achieve economic independence due to medically determinable physical or mental impairment which can be expected to last for a continuous period of time, are chiefly dependent upon the Employee, Retired Employee, widow of a Retired Employee, or widower of a Retired Employee for support.
- E. Parents of the current or Retired Employees who qualify as the Employee’s dependent for federal income tax purposes.
- F. Employee’s or Retired Employee’s foster child provided the child is less than eighteen (18) years of age on January 1st.

“Designee” means an individual designated by an employee or retiree.

“Employee” means a person employed by UTA on a full-time or part-time basis, including an Administrative Employee and a Bargaining Unit Employee. *“Employee”* does not mean an independent contractor, a person working for an agency that provides staffing resources to UTA, or a person hired by a contractor performing work for UTA.

“Legal Spouse” means an individual who is lawfully married to either a UTA Employee or Retired Employee. A lawful marriage can be documented with a marriage certificate. Legal Spouses of deceased Retired and deceased Employees are included. Common law spouses are excluded.

“Retired Employee” means a Retired Employee as defined in Corporate Policy 6.5.4 Retirement.

“Trustee” means a member of Utah Transit Authority’s Board of Trustees.

3) Policy.

- A. All Employees and Retired Employees will be issued a transit pass for themselves and their eligible dependents upon the completion of the required application.
 1. Transit passes may be issued to Disabled Dependents who have reached the age of 24 upon providing proof of disability and dependency.

2. If an Employee, Retiree, spouse or dependent become ineligible to receive a transit pass under this policy, the transit pass is considered invalid.
 3. Children under six (6) years of age do not require a transit pass to use the transit system.
- B. Short-term temporary Employees are not eligible to receive a transit pass.
- C. All Employees and Retired Employees will be charged \$20.00 for lost or stolen cards, regardless of whether or not the cards were replaced. Previously lost then found passes will not be reimbursed the replacement fee of \$20.00 if a new pass has been created. Normal wear of the pass will result in the replacement of the pass free of charge. Damage to the pass due to cutting, punching holes, or otherwise modifying the card will result in a \$20.00 charge for replacement. Passes are created and issued once a week and mailed to the employee with a form to acknowledge receipt of the transit pass. If the acknowledgement of receipt of the pass is not returned within 30 days, the transit pass will be turned off.
- D. Upon termination, Employees are required to return their employee transit passes. Transit passes issued to Employees' Dependents that are not returned at the Employee's termination will be turned off.
- E. Qualified Dependents of Employees may retain their transit passes upon the Employees retirement. If a Retired Employee wants to continue covering a Dependent upon reaching the age of 24, the Retired Employee must provide legal verification that their Dependent is incapable of self-support because of mental or physical disability.
- F. A Retired Employee's disabled Dependent is eligible for a transit pass until the Retired Employee, and their widow, or widower has passed away.
- G. Transit passes are non-transferable. Use of a transit pass by anyone other than the person to whom it is issued will result in revocation of the individual's privilege to obtain a transit pass for twelve (12) consecutive months.
1. Employees or Retired Employees may be required to verify a Dependent's status prior to issuance of a transit pass. Verification of a Dependent may include one of the following: marriage certificate, birth certificate, tax return, or legal guardianship paperwork.

4) Cross-References.

- Corporate Policy 6.5.4 Retirement

This UTA Policy was reviewed by UTA's Chief Officers on 08/04/2021, consented by the Board of Trustees on 9/22/2021 and approved by the Executive Director on 9/22/2021. This policy takes effect on the latter date.

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Interim Executive Director

Approved as to form and content:

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Mike Bell

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Counsel for the Authority

History

Date	Action	Owner
8/28/2006	Approved - 6.7.6.3 Transit Passes Corporate Policy	
8/28/2006	6.7.6.3 Transit Passes Corporate Policy Supersedes 1.090	
1/3/2007	Approved - 6.7.6.3 Transit Passes Corporate Policy	
7/13/2010	Revised – 6.7.6.3 Transit Passes Corporate Policy, to provide for return of transit pass upon termination of employment	
6/16/2015	Revised – 6.7.6.3 Transit Passes Corporate Policy	
10/27/2015	Revised – 6.7.6.3 Transit Passes Corporate Policy	
5/30/2018	Revised – 6.7.6.3 Transit Passes Corporate Policy	
8/7/2018	Revised – 6.7.6.3 Transit Passes Corporate Policy	
11/27/2018	Revised – 6.7.6.3 Transit Passes Corporate Policy	
9/22/2021	Adopted – UTA.05.03 Transit Passes UTA Policy	Manager Total Rewards
9/22/2021	Rescinds – 6.7.6.3 Transit Passes Corporate Policy	Manager Total Rewards