



The County's Mass Transit Pass Program is a benefit that allows County employees to pay for mass transit passes to use for their commute to and from work through payroll deduction on a pre-tax basis in accordance with Internal Revenue Service regulations. To participate, please complete the application below.

**Participation Request:**

Select One:  New  Change  Cancel Effective Date:

**OmniTrans 31-Day Bus Pass Options:**

Select One:  Full Fare Pass  Senior /Medicare  Disabled  Veteran

**Please complete the form below:**

Employee ID #	Last Name	First Name
Home/Cell Phone	Work Phone	E-Mail Address
Department	Work Address	Inter Office Mail Code

**Employee Authorization and Certification:** I elect to participate in the County of San Bernardino Commuter Services Program. By providing my signature below, I certify that I have read and agree with the terms and conditions in the Mass Transit Pass Policy. I understand that:

- I authorize the County of San Bernardino to reduce my taxable salary within IRS limits in the amount of the Mass Transit Pass option selected above.
- I understand my costs may be adjusted to reflect any changes in transit fare costs. In these cases, Commuter Services shall make appropriate modifications to payroll deductions and will notify me as they occur.
- I understand this authorization is in effect from the date of my signature, and that payroll deductions will continue until such time that I terminate participating in the Mass Transit Pass Program.
- I understand that to make changes to my participation or terminate payroll deductions, I must give advance notice of termination to Commuter Services in accordance with the Rideshare Program Deduction Schedule.
- I understand that refunds will not be issued for transit passes that have been distributed.

Forms and supporting documentation (if applicable) may be submitted to HR – Commuter Services by interoffice mail, email, or fax via the contact information below.

Mail: Human Resources Department  
Commuter Services  
157 West 5<sup>th</sup> Street, First Floor  
San Bernardino, CA 92415-0178

IOM: HR-Commuter Services – 0178  
Email: [hrcommuterservices@sbcountry.gov](mailto:hrcommuterservices@sbcountry.gov)  
Phone: 909-387-9640 or 909-387-9639  
Fax: 909-387-5566

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

\_\_\_\_\_  
Date



- I. Purpose** – This policy establishes the participation requirements for County employees participating in the Human Resources-Commuter Services (HR-CS) Mass Transit Pass Program.
- II. Policy Statement** – The County’s Mass Transit Pass Program is a benefit that allows participants to pay for mass transit passes to use for their commute to and from work through payroll deduction on a pre-tax basis in accordance with Internal Revenue Service regulations.
- III. Participation** – Participants must submit a Mass Transit Pass Program Application Form and supporting documentation (if applicable). Enrollment in the program and payroll deductions will remain in effect for the duration of employment, unless a request to change or cancel participation is received by HR-Commuter Services.
  - a. Payroll Deductions** – The monthly cost of the Transit Pass is deducted over 2 pay periods each month, taken in accordance with the Rideshare Program Deduction Schedule.
  - b. Rates** – Pass options, fare rates, and discounted pass eligibility requirements are set by the transit provider(s) and are subject to change. HR-CS will make every effort to notify Participants in advance as changes occur. HR-CS offers a subsidy to offset the cost of the mass transit pass to eligible participants. See the Mass Transit Pass Program Rates for more information.
  - c. Subsidy** – HR-CS offers a subsidy to offset the cost of the Mass Transit Pass to eligible participants. To be eligible for the subsidy, participants must have used mass transit as their primary source of transportation to or from work for a minimum of 30 trips per month. Trip logs must be submitted online using HR-Commuter Services’ tracking and rewards website, SBtrip ([www.sbcounty.gov/sbtrip](http://www.sbcounty.gov/sbtrip)), no later than the 7th of the month following the month being reported. The subsidy will be applied to the second payroll deduction for the pass.
  - d. Request for Change/Cancellation** – To request a change or cancellation, participants may submit a Mass Transit Pass Application or notify HR-CS via email. Requests must be submitted in accordance with the deadlines outlined in Rideshare Program Deduction Schedule.
- IV. Rideshare Rewards** – Participants who track their mass transit commute with HR-CS via SBtrip ([www.sbcounty.gov/sbtrip](http://www.sbcounty.gov/sbtrip)) qualify to receive incentives as part of the Employee Commute Reduction Plan. Participants may use one or more eligible rideshare commute mode to qualify for incentives. Participants who fraudulently report rideshare participation in order to receive incentives may be subject to disciplinary action in accordance with County Personnel Rules. For more information on how to track commutes, available incentives, and other eligible rideshare commute modes, visit [www.sbcounty.gov/rideshare](http://www.sbcounty.gov/rideshare).



**HR-CS Mass Transit Pass Provider(s) and Rate Information:**

**I. OmniTrans (bus transit in the San Bernardino Valley area)**

**a. Rates – See table below.**

Pass Option	Monthly Fare	Bi-Weekly Deduction	HR-CS Subsidy	Second Bi-Weekly Deduction w/Subsidy
Full Fare	\$60.00	\$30.00	\$16.00	\$14.00
Senior/Medicare	\$30.00	\$15.00	\$12.00	\$3.00
Disabled	\$30.00	\$15.00	\$12.00	\$3.00
Veteran	\$30.00	\$15.00	\$12.00	\$3.00

**b. Discounted Pass Requirements –** Proof of eligibility for a discounted pass must be include with the Mass Transit Pass Program Application. The following documents may be used to meet eligibility requirements. The County and OmniTrans reserve the right to request that participants submit verification of eligibility at any time during participation of the program.

Senior/Medicare (over age 62)	Disabled	Veteran
<ul style="list-style-type: none"> <li>• Birth Certificate</li> <li>• DMV Identification Card or Driver's License</li> <li>• Social Security Medicare Card</li> </ul>	<ul style="list-style-type: none"> <li>• Veteran's Administration Letter of Disability Award (50% or more)</li> <li>• DMV Disability Receipt</li> <li>• SSI Medicare Card or Letter of Disability Award</li> </ul>	<ul style="list-style-type: none"> <li>• Veterans ID Card</li> <li>• US Department of Defense or Veterans Affairs Retired ID Card</li> </ul>

**c. Distribution –** OmniTrans passes will be mailed to the participant's work site through the County's Certified Interoffice Mail service and will require proof of delivery and receipt.