



# State of Tennessee

## Employee Transit Card Application

Thank you for participating in the State Employee Transit Card Program that will contribute to air quality improvements and reduce congestion in the Metro-Davidson County area. The following information should be reviewed, completed, and signed by the employee requesting the transit card. Submit to your Human Resources Office (HR) to obtain approval, then HR will forward to the Tennessee Department of Transportation (TDOT). You will be notified by HR when your card is ready for pick-up.

### Qualifications

The employee transit card is available to all full-time and 120 day appointment state employees who work in Metropolitan-Davidson County. The program is **not available** to the following individuals:

1. Temporary, seasonal, interns and co-ops
2. Contract Employees - Those individuals who are hired by an outside agency to provide services to state agencies. (Some examples are: temporary employees, janitorial personnel, consultants, security personnel, etc.)
3. Employees of the Board of Regents *and/or* Universities
4. State Employees who have abused the program and have had their transit card privileges suspended or revoked.

A Human Resources Representative from the employee's agency will validate the above by signing the employee's transit card application on the following page.

### Transit Card Rules: Effective July 1, 2014

1. The transit card is not a right, but a privilege authorized for state employees in good standing.
2. The transit card is ONLY for state employees and WORK RELATED trips.
3. The transit card will expire after three years and must be renewed.
4. Upon exit from state service, the transit card is to be returned to the agency's Human Resource Contact.
5. All name changes and employees transferring to other state agencies must notify their agency Human Resource contact to report the change to TDOT.
6. Employees are limited to 100 rides per month.

### Violation of Rules / Abuse

If an employee is found in violation of any rule or is found abusing the transit card program, the employee's transit card privileges will be **revoked for one year**.

**NOTE:** TDOT and/or the employee's agency head may, at their discretion, revoke an employee's transit card at any time because of abuse.

### Card Lost/Stolen/Damaged:

In the event an employee's card is lost, stolen or damaged, **the employee must immediately request cancellation** of the card to their HR office or the Multimodal Transportation Resources Division at (615) 253-1028. If a replacement card is desired, the employee must fill out an application indicating that they require a replacement and provide it, along with a **\$10.00 replacement fee** (cash, check or money order only) to their Human Resource Office Program Administrator. Checks should be made payable to the "**Nashville Metropolitan Transit Authority**".

**\*NOTICE: This information is subject to audit. Falsification of information or signatures will result in penalties, notification of Department Head, disciplinary action, and revocation of transit privileges.**

**EMPLOYEE TRANSIT CARD APPLICATION  
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I, \_\_\_\_\_, an employee of the State of Tennessee have read and understand the privileges of using the Employee Transit Card Program (Swipe and Ride), the consequences of violations/abuse, and agree to abide by the Policies herein stated or revisions thereof. I understand that the privileges provided are for the benefit of the State employees only and may be revoked at any time due to misuse, abuse or cancellation of the program. I also understand that there will be a monthly audit of my transit rides and if asked, I will explain and justify any use of the card. I understand that the State limits the number of rides that I can take to 100 per month. Upon transfer from one state department to another, I will notify my HR representative and/or the Program Administrator immediately of my new department's five-digit allotment number. Upon leaving State service, I will relinquish my card upon departure. I acknowledge the receipt of a copy of this document for my records.

\_\_\_\_\_  
STATE EMPLOYEE SIGNATURE

\_\_\_\_\_  
DATE

**APPLICANT INFORMATION Complete All Fields**

- New Card (New Employee)
- New Card (Current Employee)
- New Card (120 Day Employee)
- Renew Card (every three years)
- Replacement Card (\$10 fee payable to MTA)
- Transfer
- Update of Personal Information

\_\_\_\_\_  
*First & Last Name*

\_\_\_\_\_  
*Work Email Address*

\_\_\_\_\_  
*Home Address*

\_\_\_\_\_  
*City State Zip Code*

\_\_\_\_\_  
*Department Allotment Code*

\_\_\_\_\_  
*Employee ID Office Phone No.*

\_\_\_\_\_  
*Work Address*

\_\_\_\_\_  
*City State Zip Code*

\_\_\_\_\_  
*Supervisor*

\_\_\_\_\_  
*Supervisor's Phone No.*

Do you currently ride a MTA bus or the RTA Music City Star to or from work?  Yes  No

If you ride the bus, what route/s do you take? \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Last 4 Digit of SS#*

\_\_\_\_\_  
*Human Resources Officer Signature  
(Verifies the applicant is a State Employee.)*

\_\_\_\_\_  
*Date*

**Please Print and Return Application  
To Your Office of Human Resources  
Swipe and Ride Program Coordinator  
For Further Processing**

**FOR TDOT USE ONLY:**

\_\_\_\_\_  
*Date Issued Employee No. Transit Card No. Date Expires*