



The County's Mass Transit (MT) Program allows employees to pay for mass transit passes through payroll deduction on a pre-tax basis. All mass transit pass purchases shall be for a 31-Day bus pass. The annual cost of the monthly MT Pass is deducted over 24 pay periods per year. Full Fare, Senior, Disabled, and Veteran pass options are available.

Mass Transit Pass Fare Rates, Eligibility and Subsidies: Pass options, fare rates, and discounted pass eligibility requirements are set by Omnitrans and are subject to change. HR Commuter Services will make every effort to notify Participants in advance as changes occur. The County offers a subsidy to offset the cost of the mass transit pass to eligible participants. Subsidy amounts are designated by pass option and are awarded upon meeting the County's eligibility requirements.

Eligibility: To be eligible for the subsidy, participants must have used mass transit as their primary source of transportation to and from work for a minimum of fifteen (15) days per month. Participants must record and submit tracked rideshare efforts to HR-Commuter Services for a subsidy to be awarded. Rideshare Tracking may be submitted online or by paper by completing and submitting a completed Rideshare Tracking Form.

Online Rideshare Tracking:

<http://countyline.sbcounty.gov/hr/commuterservices/main/ridesharetracking.aspx>

Hardcopy Rideshare Tracking Form:

<http://cmscl.sbcounty.gov/Portals/16/Rideshare/RideshareTrackingCalendar.pdf>.

Mass Transit Pass Monthly Bus Fare Rates				
Pass Option	Monthly Fare Rate	Monthly Subsidy Rate Effective 09/01/15	Bi-weekly deduction without subsidy	Bi-weekly deduction with monthly subsidy applied*
Full Fare	\$55.00	\$16.00	\$27.50	\$11.50
Senior/Medicare	\$27.50	\$12.00	\$13.75	\$1.75
Disabled	\$27.50	\$12.00	\$13.75	\$1.75
Veteran	\$27.50	\$12.00	\$13.75	\$1.75
<p>*Due to tracking deadlines, monthly subsidies will be applied to an eligible Participant's second payroll deduction in each month. For example, a full fare transit pass issued in February 2016 for a subsidy eligible Participant, the monthly deductions would be as follows:</p> <p>PP 02/16 \$27.50 PP 03/16 \$11.50</p> <p>Monthly total \$39.00 <i>Equivalent to monthly fare of \$55.00 minus monthly subsidy of \$16.00</i></p>				

Participation: Employees who wish to participate in the MT Program must submit a MT Pass Application/Change Form and supporting documentation (if applicable, see requirements below). 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.

Request for Change/Cancellation: To request a change or cancellation, participants must submit a MT Pass Application/Change Form. Forms must be submitted in accordance with the deadlines outlined in MT Change/Payroll Deduction Schedule. The schedule may be viewed online at <http://cmscl.sbcounty.gov/hrcommuterservices/TransportationModes/Transit.aspx>.



Discounted Pass Requirements: Proof of eligibility must be submitted with your MT Pass Application/Change Form. The County and Omnitrans reserves the right to request that Participant's submit verification of eligibility at any time during participation in the program. The following documents may be used to meet eligibility requirements.

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

Passes will be mailed to your work site through the County's Certified Interoffice Mail service and will require proof of delivery and receipt.

Forms and supporting documentation may be submitted to HR – Commuter Services by interoffice mail, email, or fax at:

Human Resources Department
 EBSD-Commuter Services
 157 West Fifth Street, First Floor
 San Bernardino, CA 92415-0440
 IOM: HR Commuter Services 0440
 Email: hrcommuterservices@sbcounty.gov
 Fax: (909) 387-5566
 Phone: (909) 387-9640 or (909) 387-9639

Please feel free to contact HR Commuter Services by email or phone should you have any questions.