“RIDE FOR FIVE”
PSU EMPLOYEE TRANSIT PASS PROGRAM
RULES AND REGULATIONS

PURPOSE:
To encourage the use of mass transit in the area, reduce vehicle congestion on campus, and help
the environment’s air quality, University employees, defined as any person employed on Penn
State’s University Park campus on a full-time basis with full benefits, are eligible to purchase an
employee mass transit pass, good on any CENTRE LINE route, directly from the University’s
Parking Office. Penn State students and part-time employees are not eligible to purchase
employee bus passes at this time. In addition, the employee must either not possess a University
parking permit, or relinquish their current permit to the Parking Office prior to receiving the
mass transit pass. Evening/weekend permits can be purchased with the bus pass if the employee
wishes.

Employees are able to utilize Internal Revenue Code provisions’ allowing the purchase of
employee bus passes with pre-tax dollars if eligible for payroll deduction.

CATA has discounted the cost of the passes below its standard monthly pass rate to reflect the
University’s role in program administration.

EFFECTIVE DATE AND PRICE NOTICE:
For the time period of July 1, 2006 through June 30, 2008, employees will purchase this $49.00
employee passes for a cost of only $5.00 per month. Transportation Services will cover the
remaining fees of the $49.00 pass to assist and encourage University employees to use the area’s
transit service provided by CATA. The cost of employee passes shall remain at this price until
CATA and Penn State renegotiate the employee bus pass program contract. A processing fee of
$25.00 will be charged for all lost or stolen employee bus passes, regardless of whether or not a
replacement pass is issued. In the event the pass is found, a portion of this fee may be refunded
upon return of the bus pass.

USE OF PASSES:
University employee mass transit passes are valid at any time on all regular CENTRE LINE
buses. Passes are not transferable and may be used only for the transportation of the individual
to whom the pass is issued. Employee passes are not valid on any other CATA service,
including CENTRE RIDE, the Football Shuttle, Charters, or any special shuttle services, whether
open to the public or not.

PASS PURCHASE PROCEDURES:
University employees will receive an employee pass immediately upon enrolling in the pass
program. To enroll, the employee shall authorize a payroll deduction to cover the cost of the
employee pass, or pay a minimum of one full fiscal year’s fee ($60.00) in advance via cash or
check if payroll deduction is not available to them. The pass shall be valid from the date on
which it is issued through the end of the payment period, or the 2008 fiscal year ending June
30th, unless the payroll deduction is discontinued as specified below. In addition, the employee
must not possess a daytime Penn State parking permit. Four (4) one-day parking permits will be
given to each mass transit pass holder upon receipt of their transit pass. These permits can be
used for those occasional times that it is necessary to drive to work. If additional one-day
permits are needed, they can be purchased from the Parking Office, any of the Kiosk Information
Booths or the Visitor’s Center.
EMPLOYEES PAID MONTHLY:
For any employee paid monthly, the cost of the bus pass will be deducted from the employee’s paycheck issued on the last working day of each month. The evening/weekend permit will also be deducted if the employee has chosen this permit as an option.

For any given month, a full deduction will be made for passes issued on or before the 15th of that month and no deduction will be made for passes issued on or after the 16th of that month.

For any given month, no deduction will be made for passes turned in on or before the 15th of that month and a full deduction will be made for passes turned in on or after the 16th of that month.

EMPLOYEES PAID BIWEEKLY:
For an employee paid biweekly, the cost of the bus pass will be deducted from the employee’s paycheck at a biweekly equivalent. The biweekly equivalent is equal to the monthly rate multiplied by 12 months and divided by 26, or $2.30 per paycheck for a monthly pass cost of $5.00.

For any given biweekly pay period, a full biweekly deduction will be made for passes issued on or before the 7th day of that pay period and no biweekly deduction will be made for passes issued on or after the 8th day of that pay period.

For any given biweekly pay period, no biweekly deduction will be made for passes turned in on or before the 7th day of that pay period and a full biweekly deduction will be made for passes turned in on or after the 8th day of that pay period.

The payroll deduction will continue without interruption until the employee requests, in writing, that the deduction be discontinued and surrenders his/her bus pass to the University’s Parking Office.

The user is responsible for payment of Mass Transit fees, regardless of usage, unless and until the pass (and evening/weekend permit where applicable) is returned to the University Parking Office.

***UPON TERMINATION FROM EMPLOYMENT AT THE UNIVERSITY, A FORMER EMPLOYEE MUST TURN IN HIS/HER EMPLOYEE BUS PASS (and evening/weekend permit where applicable)***

DISTRIBUTION:
The employee will come to the Parking Office to obtain an employee pass. Pictures will not be required on employee passes, but each participating employee shall be informed that he or she must verify by presenting their Penn State ID card to the bus driver upon request.

New passes will be issued prior to the expiration date printed on the bus pass, unless otherwise announced via the Penn State Newswire, Transportation Services website or PSU email. At that time, pass holders will be required to obtain a new pass from the Parking Office for the new fiscal year. Each year new passes will be made available by CATA to the Parking Office on or about June 1 prior to the start of the new fiscal year. Old passes must be returned and balances must be paid in full prior to receiving the new bus pass.

Updated June 2006.