

## WHO IS ELIGIBLE?

Currently, all non-university State employees working in Maricopa County who are paid through the ADOA Statewide payroll system are eligible.

## HOW DOES IT WORK?

When you board the bus or light rail, you tap the microchipped card on the fare box reader. Your card is valid on Valley Metro buses and Light Rail. You will be charged the cost of each ride, minus the current subsidy. Your total monthly cost will not exceed the cost of a monthly pass no matter how many times you ride. The appropriate amount will be deducted directly from your paycheck the following month.

For current fares, please call **602.542.RIDE**.

## HOW IS IT SUBSIDIZED?

In an ongoing effort to improve air quality in the Valley, the State Legislature, the Governor, the Department of Administration and the Department of Environmental Quality have established a transit subsidy program. As a State employee, a portion of your work-related transit expenses will be paid by the State of Arizona. For the current subsidy amount, please call 602.542.RIDE. The total amount deducted will never exceed the cost of a monthly pass, minus the current subsidy. The amount that is deducted from your paycheck will be charges incurred for rides taken in the prior month.

## The Platinum Pass is your ticket to transit!

The Platinum Pass works on all Local, Express, and RAPID bus routes as well as the Light Rail. You can ride to work as many times as you want – you will only be billed for your actual number of rides that month.

It also offers an outstanding opportunity to help improve the air quality in the Valley, reduce traffic congestion and commuter stress, and **SAVE YOU MONEY!**



The Platinum Pass allows you the convenience of obtaining a card that will be valid for four years. Whether you are an everyday rider or an occasional rider, the card can work for you! Best of all, the State will pay for a portion of it.



**CAPITOL  
RIDESHARE**

[CapitolRideshare.AZ.gov](http://CapitolRideshare.AZ.gov)

602.542.RIDE



**PLATINUM  
PASS**

State of Arizona  
Employee Transit  
Application &  
Information

# Platinum Pass

## Application and Payroll Deduction Authorization

Please Print

AGENCY ID: \_\_\_\_\_

AGENCY, DIVISION: \_\_\_\_\_

EMPLOYEE IDENTIFICATION NUMBER (EIN): \_\_\_\_\_

EMPLOYEE NAME: \_\_\_\_\_

WORK TELEPHONE: (\_\_\_\_\_) \_\_\_\_\_

Please ensure your address is correct in [hrsystems.azdoa.gov](http://hrsystems.azdoa.gov) before submitting this application. Your Platinum Pass will be mailed to your address of record.

### PLATINUM PASS TYPE:

New Local/Express/RAPID/Light Rail

Replacement Local/Express/RAPID/Light Rail  
Replacement cost of \$5.00 will be deducted from your paycheck.

Reason for Replacement:  LOST  STOLEN  DAMAGED

### RETURN THIS APPLICATION TO YOUR AGENCY PERSONNEL OFFICE

#### AGENCY USE ONLY: AGENCY TO RETAIN IN THE EMPLOYEE'S FILE

DATE RECEIVED: \_\_\_\_\_ DATE PROCESSED: \_\_\_\_\_

PROCESSED BY (NAME, EIN): \_\_\_\_\_

PASS NUMBER ASSIGNED: \_\_\_\_\_

### Terms and Conditions of the Platinum Pass Program:

1. The Platinum Pass is to be used ONLY by the employee to whom it is issued. Improper use includes selling, loaning, or making the card available for use to anyone other than the employee to whom it is issued.
2. The employee's use of the Platinum Pass is subsidized for trips to and from work with a State agency, board, or commission. Non-work trips may be taken with the card in a month in which you have already incurred THE MAXIMUM MONTHLY CHARGE IN COMMUTING TO AND FROM WORK. There is no charge for these additional trips to either the employee or to the State. Charges represent usage in the prior month.
3. The employee is liable for charges incurred with the Platinum Pass. The card should be secured as if it were a credit card and the employee must notify their personnel or payroll office immediately if their Platinum Pass is lost or stolen. The card will be deactivated.
4. An employee who applies to replace a lost, damaged, or stolen Platinum Pass will be charged a \$5.00 replacement fee by way of payroll deduction.
5. Upon termination of employment with the State, this card must be surrendered. Final charges from the Platinum Pass will be deducted from the employee's final pay.
6. Employees must work in Maricopa County to be eligible. Employees of State universities and other State Agencies not paid through the ADOA Statewide payroll system are not eligible.
7. The State may change Platinum Pass policies and procedures from time to time and will notify participants of such changes. The employee's use of the card after receiving notice of change will indicate their agreement to the change.
8. Employees who violate these rules will be subject to disciplinary action.

I have received, read, and agree to comply with the policy governing the Platinum Pass. I further authorize the Department of Administration to deduct from my pay all applicable charges incurred through participation in the Platinum Pass program. I understand this authorization will remain in effect until all charges have been recovered.

EMPLOYEE SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

I no longer wish to participate in the Platinum Pass Program (card must be surrendered). Employee Initials & Date \_\_\_\_\_