

Davis Applied Technology College: A Utah College of Applied Technology Campus

UTA Transit Passes Policy and Procedures

Effective Date: 21 November 2008

Administrative Policy

Employee Input Team Approval: 18 June 2008

Campus President's Council Approval: 17 November 2008

1. Purpose

To provide general policies governing payment made for purchasing UTA transit passes for use by employees of the Davis Applied Technology College: A Utah College of Applied Technology Campus (College Campus). It is to the benefit of the College Campus to provide transit passes to a limited number of administrative and management level employees or others who travel frequently in their work.

2. Policy

2.1. UTA public transportation transit passes may be authorized and provided to certain College Campus administrative and management level employees or faculty and classified employees based upon demonstrated need.

2.2. The College Campus may approve the purchase of a transit pass if it is determined that the cost is offset by the amount saved through reducing the mileage reimbursement that would otherwise be paid. Employees who are issued a pass are permitted to use them for commuting to work as well, however the institution will not pay for the pass if it is to be used solely for commuting from home to work. There must be a business purpose and financial benefit to the college. Time spent commuting from home to work does not count as work time.

2.3. In determining the approval of a transit pass, the College will also consider the amount of additional work time that it may take an employee traveling on public transportation in making transfers, walking, or waiting for a connection. If it is deemed to be too unproductive for the amount of time needed, the approval may be denied.

2.4. If approved, the College Campus shall pay all costs associated with purchasing the annual transit pass and the expense shall be charged to the employee's department.

2.5. Other employees who use public transportation for College Campus related business may seek reimbursement from the Fiscal Services Office for such costs.

3. Procedures

3.1. Requesting a Transit Pass: An employee who believes a UTA pass would be advantageous to them in saving costs for the College will submit a written request to their supervisor. This request should outline the justification and advantages for obtaining the pass.

3.1.1. Cost Justification: The request for a transit pass must document the reasons why it would be more cost effective to use public transportation rather than a private or motor pool vehicle. In calculating the costs the employee will use the school's approved mileage reimbursement rate. If parking fees are incurred at certain destinations these should be included as well.

3.1.2. Time Justification: The request should include an estimate of the amount of work time it will take the employee in making transfers, walking, or waiting for a connection as compared to driving and parking a vehicle.

3.1.3. Submitting Request: Requests will be submitted to the Department Director. If the Director determines that the request is justified, they may approve the purchase. When a Director or Vice President are requesting a pass for themselves, the approval will come from their immediate supervisor.

3.1.4. Obtaining Transit Pass: After obtaining approval, the request will be given to the transportation coordinator, which is the Facility Services secretary, who will then coordinate the purchasing and issuing of the transit pass.