

# Bus Pass Policy

## Definition & Purpose

UW Transportation Services offers faculty and staff a discounted annual bus pass, including to employees from the following authorized affiliates: UW Health/Hospital/Medical Foundation, UW Foundation, WARF/WID/MIR, and the WI State Historical Society. The annual employee bus pass is valid on all Madison Metro bus routes. Access to the regional bus system is an important part of the University's Commuter Solutions program.

## Policy

- Employee eligibility:
  1. Employees paid through UW-Madison payroll including faculty, academic staff, classified employees, limited term employees, and emeriti.
  2. Employees paid through UW Systems, Colleges, and Extension who work on the UW-Madison campus including faculty, academic staff, classified employees, limited term employees, and emeriti.
  3. Other employees as authorized by affiliates.
- A valid annual bus pass must be used when boarding the bus. Passengers must present a valid UW Wiscard/UW Health ID or other authorized affiliate ID when asked.
- A replacement fee will be charged to replace a lost or stolen bus pass.
- Defective bus passes will be replaced at no cost.
- Bus passes for UW-Madison and UW Health, Hospital and Foundation employees may be picked up from any of the Transportation Services offices. Other affiliated staff will pick up their bus pass from their respective organizations.

## Restrictions

- Student hourly positions and graduate assistants (not employed as faculty or staff) do not qualify for the annual bus pass and should contact Associated Students of Madison (ASM) about student bus pass eligibility.
- The bus pass is for employee use only and may not be sold or transferred. The bus pass may be confiscated if misused.
- Invalid bus passes must be turned over to the Metro operator upon discovery when boarding. The boarder will be allowed to ride the bus one time and must visit a Transportation Services customer service office to get a new valid pass if they qualify.
- Bus passes must be returned to UW Transportation Services if the employee's appointment with the University or authorized affiliate is ended. Bus passes that are not returned will be canceled and will not be valid for use on Metro buses. Employees must request refunds, if eligible, within 14 calendar days of the end of appointment. Refunds will be prorated.

## Related References

- ADA Parking Accommodation Request Policy
- Payment/Refund/Cancellation Policy
- Permit rates available on Transportation Services website
- Madison Metro website: [www.mymetrobus.com](http://www.mymetrobus.com)

**Policy Information:**

Policy Number	TS-55
Date Approved	2/2007
Revision Dates	<b>3/2008</b> – Affiliate eligibility <b>2/2008</b> – Affiliates funding bus passes for their organizations <b>1/2011</b> – Move reference to cost of bus pass to rate chart <b>9/2015</b> – Add eligibility for UW Systems, Colleges, and Extension <b>3/2018</b> – Updated affiliate list; refunds must be requested within 14 days