


STANDARD OPERATING POLICY & PROCEDURE		
A-035	University of Miami Public Transit Program	
Scope: University of Miami		
Effective Date: 03/2008	Supersedes Policy: N/A	
Review/ Revision Date(s): 06/2008, 07/2008, 11/2008, 12/2008, 05/2009, 10/2009, 09/2011, 12/2011, 10/2013, 09/2015, 11/2017		
Last Update By: Anthony Artrip	Approved by: Anthony Artrip	
	UNIVERSITY OF MIAMI MILLER SCHOOL of MEDICINE	Public Safety Department 1051 NW 14th Street, Suite 145 Miami, FL 33136 (305) 243-7233

Purpose

To establish guidelines for the distribution of Miami-Dade Metrorail and Tri-rail passes to University of Miami faculty, staff, and students in an effort to promote “green” initiatives by reducing parking demand and traffic congestion on the campuses and municipal roadways. The Public Transit Program also encourages more affordable and less stressful commuting options.

Policy

The University of Miami will purchase Miami-Dade Metrorail and Tri-rail monthly passes and distribute them to faculty, staff, and students upon request by payroll deduction, cash, or check in accordance with these procedures. Transit passes and associated digital permits may not be shared, sold, or given to others and must be used by the employee to whom it was issued in their commute to work.

Procedures

1. Employees and students in compliance with all provisions of this policy shall be eligible for a monthly Metrorail or Tri-rail pass at the rates reflected in the table below. All rates are subject to change. Should Miami-Dade County or Tri-rail increase the price of their transit passes, the below rates may change accordingly. The rates listed below are effective October 1, 2013.

Employee Earning	Metrorail Only	Metrorail w/ Parking *	Tri-Rail	Tri-Rail w/ Regional Pass
Full-time employees earning \$35,000 or less	\$20.65	\$31.90	\$10.00	\$45.00
Full-time employees earning \$35,001 to \$40,000	\$35.65	\$46.90	\$25.00	\$60.00
Full-time employees earning \$40,001 to \$45,000	\$50.65	\$61.90	\$40.00	\$75.00
Full-time employees earning \$45,001 to \$50,000	\$65.65	\$76.90	\$55.00	\$90.00
Full-time employees earning \$50,001 to \$70,000	\$80.65	\$91.90	\$70.00	\$105.00
Full-time employees earning \$70,001 or more, and part-time or temporary employees	\$95.65	\$106.90	\$75.00	\$120.00
Full-time students	\$56.25	\$67.50	Must obtain directly from Tri-rail	
*Miami-Dade Golden Passport holders must purchase Metrorail Parking for the Miami-Dade Online Transit Store.				

2. Employee salaries will be evaluated at least annually and during transactions with the University parking and transportation system to determine if the correct public transportation rate is being applied. The rate will be adjusted as necessary.
3. Reduced fare transit passes must be used as the primary means of commuting to work and must be used on a regular basis (at least 75% of scheduled work days).
4. Employees may not drive to work and use their transit parking permits to park at Metrorail lots adjacent to campuses. This defeats the intent of our “green” initiatives to reduce parking demand and traffic congestion on the campuses and municipal roadways.
5. Employees and students are not eligible to purchase a reduced fare transit pass and a University parking pass during the same month. Employees who use public transportation but must drive to campus on occasion can purchase a limited number of daily passes in accordance with existing campus restrictions, policies, and daily rates. Employees who wish to have campus parking and a transit pass must pay full price for both.
6. Employees or students with unpaid parking fines are not eligible to participate in the reduced fare transit program until all fines are paid in full.

7. Metrorail and Tri-rail passes are good from the 1st day of the month to the last day of the month. Metrorail Easy Cards are renewed each month by the University of Miami. Once received, employees keep and use their same Easy Card each month. A new Tri-rail pass must be obtained each month. The Tri-rail pass must then be taken to a Tri-rail ticket kiosk and exchanged for an Easy Card or a monthly sticker to be applied to their existing Easy Card.
8. All Miami-Dade Transit and Tri-rail policies govern the use of the transit passes. Miami-Dade Transit and Tri-rail web sites should be visited to learn about the use of transit passes. Tri-rail users must go to the Tri-rail website and apply for and obtain an Employer Discount Program (EDP) card. They must obtain and carry the EDP card with them at all times while riding the Tri-rail system.
9. To obtain a pass at the beginning of the next month, you must complete the Metrorail / Tri-rail election form located at http://publicsafety.med.miami.edu/documents/Form-Transit_Election-Employee.pdf
10. Electronically fill out, print, sign and submit by fax or e-mail prior to the 15th day of each month to the Medical Campus Parking Office, Dominion Parking Garage, 1051 NW 14th Street, Suite 145, Miami, FL 33136, Office: (305) 243-6280 Fax: (305) 243-8189.
11. Transit passes for employees are only available by recurring payroll deduction. Deductions will continue each month until a signed cancellation notice described below has been submitted. Bi-weekly paid employees will be deducted from the 2nd check of each month. Monthly paid employees will be deducted from their only check of the month. Deductions that occur in any given month are for that month's transit pass.
12. To discontinue your transportation pass you must complete, print, and forward the cancellation notice found at http://publicsafety.med.miami.edu/documents/Form-Transit_Pass_Cancel.pdf This cancellation notice must be received by the parking office prior to the 15th of each month in order to cancel your pass for the following month.
13. Transit passes elected prior to the 15th of the month cutoff date will be available for pickup during the last 3 working days of each month. Each department will appoint a representative to pick up the bulk passes for their department and distribute them by serial number to the individual employees. The department representative can pick up the bulk passes from the following locations:
 - 13.2. Medical – Public Safety Office, Dominion Parking Garage, Suite 145
 - 13.3. Gables Check Distribution, Ash Building
 - 13.4. Gables One Tower, Human Resources Office
 - 13.5. RSMAS, Facilities Administration
14. The department is responsible for all passes once they are picked up.

15. Malfunctioning or lost Miami-Dade transit cards can be replaced by contacting the Medical Campus Parking Office, Dominion Parking Garage, 1051 NW 14th Street, Suite 145, Miami, FL 33136, Office: (305) 243-6280. Malfunctioning Easy cards will be replaced at no cost. The first lost Easy Card can be replaced for \$2. The second lost Easy card can be replaced for \$10, and the third and successive lost Easy cards can be replaced for \$20 each. It will take up to 48 hours or more to activate new cards. The employee will be responsible for their transit fares during this time.
16. Malfunctioning or lost Tri-rail cards may only be replaced by visiting a Tri-rail kiosk.
17. This Public Transportation Program will be monitored closely. Abuse, misuse, obtaining transit passes under false pretenses, sharing, selling, or giving passes to others, and all similar type infractions or violations of this policy will be grounds for disciplinary action up to and including possible termination or expulsion, criminal prosecution, and suspension from the University's public transit program.
18. Transit passes will be issued by serial number. Random audits will be conducted. Transit pass holders must produce their pass for inspection upon request of a supervisor or other University official. Staff not in possession of the correct pass will be in violation of this policy.
19. Employees and students are encouraged to report abuse to their campus Public Safety or Human Resources departments in an effort to keep the program financially viable for all.