



MEMPHIS AREA State of Tennessee Employee Transit Card Application

Thank you for participating in the State Employee Transit Card Program. The following information should be reviewed, completed, and signed by the employee requesting the transit card. After obtaining approval from your Human Resources Office, please forward to the Tennessee Department of Transportation (TDOT) at the address below. You will be notified when your card is ready for **pick-up at the MATA North End Terminal** (444 N. Main St. Memphis). **Cards must be picked up within 4 weeks of notification or the card will be deactivated and the employee will need to pay for the replacement.**

QUALIFICATIONS

The employee transit card is available to all full-time state employees who work in Shelby County. The program is **not available** to the following individuals:

1. Temporary, seasonal, 120 day appointments, interns and co-ops are not currently eligible.
2. Contract Employees – Those individuals who are hired by an outside agency to provide services to state agencies. (Some examples are: temporary employees, janitorial personnel, consultants, security personnel, etc.)
3. Employees of the Board of Regents and/or Universities
4. State Employees who have abused the program and have had their transit card privileges suspended or revoked.

A Human Resources Representative from the employee's agency will validate the above by signing the employee's transit card application on the following page.

TRANSIT CARD RULES: Effective September 1, 2009

1. The transit card is not a right, but a privilege authorized for state employees in good standing.
2. The transit card is **ONLY** for state employees and **WORK RELATED** trips.
3. State employees may be asked to display their State Employee Photo ID to the driver when swiping their transit card.
4. The transit card will expire after two years and must be renewed.
5. Upon exit from state service, the transit card is to be returned to the agency's Human Resource Contact.
6. All name changes and employees transferring to other state agencies must notify their agency Human Resource contact to report the change to TDOT.

VIOLATION OF RULES/ ABUSE

If an employee is found in violation of any rule or is found abusing the transit card program, the employee's transit card privileges will be **revoked for one year**.

NOTE: TDOT and/or the employee's agency head may, at their discretion, revoke an employee's transit card at any time because of abuse.

CARD LOST/STOLEN/DAMAGED:

In the event an employee's card is lost, stolen or damaged, **the employee must immediately request cancellation** of the card to their HR office or the TDOT Program Administrator, at Swipe.N.Ride@tn.gov or 615-741-3461. If a replacement card is desired, the employee must fill out an application indicating that they require a replacement and provide it, along with an \$8.00 replacement fee (cash or check only) to their Human Resource Office Program Administrator. Checks should be made payable to the "Memphis Area Transit Association."

