



State of Tennessee Employee Transit Card Application Metro Davidson County

Thank you for participating in the State Employee Transit Card Program (Swipe and Ride). 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.

Qualifications

The employee transit card is available to all full-time state employees who work in Metro Davidson 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:

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 a **\$10.00 replacement fee** (check only) to their Human Resource Office Program Administrator. Checks should be made payable to the "**Nashville Metropolitan Transit Authority**".



State of Tennessee Employee Transit Card Application Metro Davidson County

I _____, an employee of the State of Tennessee have read and understand the privileges of using the TN State Employee Transit Card Program (Swipe and Ride), the consequences of violations /abuse, and agree to abide by the Policies herein stated or revisions thereof. I understand that the privileges provided are for the benefit of the State employees only and may be revoked at any time due to misuse, abuse or cancellation of the program. I also understand that there will be a monthly audit of my transit rides and if asked, I will explain and justify any use of the card. Upon transfer from one state department to another, I will notify my HR representative and/or the Program Administrator immediately of my new department's five-digit allotment number. Upon leaving State service, I will relinquish my card upon departure. I acknowledge the receipt of a copy of this document for my records.

STATE EMPLOYEE SIGNATURE

DATE

APPLICANT INFORMATION

Complete All Fields

New Card

Renew Card (every two years)

Replacement Card (\$10 fee)

Update of Personal Information & Transfer

First & Last Name (PLEASE PRINT)

Work E-mail Address

Home Address

City

State

Zip Code

Department

Allotment Code

Office Phone

Work Address

City

State

Zip Code

Supervisor's Name

Supervisor's Phone Number

Do you currently ride a MTA bus to or from work? YES NO If yes, what route/s do you take? _____

Do you currently ride the Music City Star to or from work? YES NO

Employee's Signature

Date

Last 4 Digits of SS#

Human Resources Officer Signature

Date

(HR Officer, please verify that the applicant is a state employee and eligible under qualifications section.)

Return Form to:

Swipe and Ride Program Administrator
Tennessee Department of Transportation
Suite 400, J.K. Polk Building
505 Deaderick Street
Nashville, TN 37243

DT1748

02-11

FOR TDOT USE ONLY:

Application revised 8-10-2010

Date Issued

Employee No.

Transit Card No.

Date Expires