



Cobb County...Expect the Best!

Cobb County Discounted Transit Pass Program Procedures/Policy

Purpose:

To establish procedures and protocol for the discounted Transit Pass Program for employees of Cobb County Government.

Discounted Fare

- The discount is \$30.00 per month per employee for a local 31 day pass only.
- The discount does not apply to any other Cobb Community Transit (CCT) bus pass. Employees who are certified as eligible for the CCT Complementary Paratransit Program can purchase a 31-day Paratransit pass at the discounted price. The discount only applies to the 31 day Para transit Pass and not to any other Paratransit Pass.
- The regular cost of the 31-day pass is \$55.00 and may be purchased by the employee for \$25.00. The regular cost of the Paratransit 31-day pass is \$100.00 and may be purchased by Cobb County employees at a discounted cost of \$70.00.
- The discount is applicable to CCT fare products and does not apply to transit pass programs offered by other transit operators in the Atlanta region.

Eligible Participants:

All employees are eligible including full-time, part-time, seasonal, and temporary. The Policy does not include contract employees.

Responsible Agencies/Departments

Human Resources (HR), Cobb County DOT Planning and Transit Divisions

Procedures:

Human Resources

Registration- In order for Cobb County employees to receive a transit subsidy benefit, they must register with Human Resources to verify current employment. Employee will be required to sign an Authorization Form acknowledging that the discount pass will be used only for bus trips taken by the County Employee. Annual registration will be required.

- **Employment Verification/Validation-**
 - Verifies his or her employment status.
 - Verifies current Address and contact information.
 - Verifies that the employee is registering for their own work-commute needs.
 - Employee signs verifying appropriate use of passes at least once per year.
- **Transit Pass Sales-** HR will sell the passes.
 - Passes must be purchased in person and cannot be purchased by mail or via the internet.
 - Lost, stolen or damaged passes will not be replaced.
 - Employees may purchase their pass anytime during the month but can only purchase one discounted 31-day local bus pass per month. The 31 day local pass is not activated until it is inserted into the farebox. Once the pass is activated it is valid for 31 consecutive days.
 - Employees may purchase a maximum of 12 passes annually, HR will cross-check to prevent duplicate sales.
- **Penalties** Employees found to be in non-compliance with program guidelines may be subject to disciplinary procedures up to and including termination

Cobb Community Transit

- **Inventory-** Veolia (the contracted transit operator for CCT) will supply the passes to HR.
- **Documentation-** HR will need to send Veolia and CCT documentation when a pass is sold so ticket sales can be recorded.

DOT Planning Division

- **Monitoring-** CCT will forward list of employees purchasing passes to DOT planning. Staff will cross check employees registered with those who made purchases to prevent duplications.
- **Evaluation-** Staff will evaluate the program to identify deficiencies and potential improvements
- **Reporting -** Staff will issue periodic reports on the progress of the program.

Guaranteed Ride Home (GRH) Program

Employees participating in the discounted employee transit program will be provided information regarding enrollment in the regional RideSmart Guaranteed Ride Home Program managed by the Atlanta Regional Commission.