

# Transit Pass

## Definition and Purpose

Parking and Transportation Services (PTS) encourages students, faculty, and staff to travel to, from, and within campus by some form of alternative transportation. In support of this initiative, Georgia Tech offers transit passes to faculty, staff and students at discounted rates. Faculty and staff may purchase transit passes on a pre-tax basis through payroll deduction.

## Process

- Faculty, staff and students are encouraged to use the transit systems within the Atlanta Metropolitan area.

### MARTA Monthly Passes (Non-Payroll Deduction)

- MARTA monthly passes may currently be purchased by faculty, staff, or students each month at the PTS Customer Service office, located at 770 Spring Street, Atlanta, GA 30332 – Ground Level of the E81 Tech Square parking garage.
- Sales for the MARTA passes are limited to Georgia Tech (GT) students, faculty, staff and affiliates only. (*Faculty/Staff may also sign up for payroll deducted MARTA cards; however this process is not managed within the guidelines of the monthly pass program*).
- PTS determines eligibility based on the individual's classification as listed on their BuzzCard, as well as classification data directly provided by the Institute.
- These passes are available beginning the last five business days, through the second Friday of the pass month.
- A valid GT BuzzCard is required at purchase, and only one monthly pass will be sold each month to an individual at the discounted rate. The pass discount is applied at the time of purchase.
- The passes may be purchased with a credit card or Buzz funds only.

### Monthly Metro Transit Passes (Payroll Deduction)

- Faculty and staff may, alternatively, purchase MARTA, Cobb Community Transit (CCT), Ride Gwinnett, or Georgia Regional Transportation Authority (GRTA Xpress) monthly passes through payroll deduction on a pre-tax basis.
- For participants in the payroll deduction program for the MARTA monthly transit pass (Breeze Card):
  1. Each participant is given their first Breeze card free of charge, distributed at the PTS Customer Service office, located at 770 Spring Street, Atlanta, GA 30332 – Ground Level of the E81 Tech Square parking garage, for the first month that payroll deduction occurs.
  2. Each month the Breeze card will be automatically re-loaded at the established rates as long as the participant is enrolled in the payroll deduction program.
  3. Lost, stolen or damaged Georgia Tech issued Breeze cards can be replaced for a fee.
  4. Lost, stolen or damaged Breeze cards can have the remaining month's fare reloaded onto the replacement card. This can take up to 48 hours to activate after receiving the new card.
  5. Georgia Tech issued Breeze cards are unique from regular Breeze cards. Please do not try to load any other fare onto the card, as the card cannot accept additional fares being loaded on to the card.
- Atlanta Metropolitan Public Transportation Systems and their websites are provided below:

6. **Cobb Community Transit (CCT)** - CCT provides local bus service within Cobb County and express bus service connecting Cobb County with Midtown and Downtown Atlanta. <http://dot.cobbcountyga.gov/cct/>
7. **Georgia Regional Transport Authority - (Xpress)** – Metro Atlanta’s regional commuter coach service provides weekday morning and afternoon service to Downtown, Midtown and Buckhead areas of Atlanta and the Perimeter Center areas. (*Xpress* partners with Cobb Community Transit and Gwinnett County Transit to provide similar service on six additional routes). *Xpress* routes are aligned with and provide free transfers to and from MARTA rail and bus services, allowing riders to complete trips throughout the metro Atlanta area. *Xpress* park-and-ride lots are located throughout the region, typically close to interstate highways or major arterial roads. The services are provided by GRTA in partnership with 12 metro Atlanta Counties. <http://XpressGa.com>
8. **Ride Gwinnett** – Ride Gwinnett provides local bus service in Gwinnett County and commuter bus service connecting Gwinnett County with the Civic Center MARTA station and Downtown Atlanta. <https://www.gwinnettcounty.com/web/gwinnett/departments/transportation/gwinnettcountytransit>

### **Guidelines to Start/Stop Payroll Deduction**

- Purchasing a transit pass through payroll deduction, or making a change to your payroll deduction, is done in OneUSG Connect. **All changes must be made by the 4th of the month to take effect the following month.**
  1. Sign into OneUSG Connect via Techworks.
  2. Click on Payroll and then the Voluntary Deductions tile.
  3. To start a new deduction, click on 'Add Deduction' and choose your transit provider (MARTA, Xpress, CobbLinc or Gwinnett).
  4. Enter deduction amount (if you're paid biweekly put half the pass amount, as you will be deducted twice).
  5. Enter a Deduction Start Date of the 4th of the current month (you don't have to put an end date).
  6. To end a current deduction, click on your MARTA or other transit pass deduction
  7. Enter a Deduction Stop Date of the 4th of the current month (so your current month's check is not deducted for the next month's pass).
  8. Click 'Submit'.
  9. When PTS orders the passes from MARTA approximately two weeks prior to the pass month, you'll receive an email stating when and where to pick up your Breeze card, which will be activated to start the 1st of the month.
- For further instructions on how to purchase your transit pass via payroll deduction access: <https://pts.gatech.edu/regional-transit>.
- If you wish to take a break from MARTA payroll deduction, you can cancel your deduction. If you temporarily leave the program and save your card, we will reuse the card when you return to the MARTA program (if not, you'll have to purchase a new card).
- The deadline to make changed to your MARTA payroll deduction (cancelling, placing on hold or re-activating) is the 4<sup>th</sup> of every month, to take effect the next month.
- If you do not update your deduction record by the 4<sup>th</sup> of each month, PTS will not be able to refund your deduction or start your new deduction.
- To end deductions, action must be taken in Techworks/OneUSG before the 4<sup>th</sup> of the month **and** the effective end date of your payroll deduction must be on or prior to the 4<sup>th</sup> of the month to prevent a deduction for the month.

**Restrictions:**

- Students, faculty and staff (if not using payroll deduction) must purchase and receive their MARTA monthly bus passes at the PTS Customer Service office, located at 770 Spring Street, Atlanta, GA 30332 – Ground Level of the E81 Tech Square parking garage. Discounted fare information is at <https://pts.gatech.edu/regional-transit>.
- CCT, Gwinnett, and GRTA passes are only available through payroll deduction for faculty and staff.
- Faculty and staff who elect to purchase their MARTA fare through payroll deduction, will be issued an initial Breeze Card at no cost, which must be picked up at the PTS Customer Service Office. These cards are unique to Georgia Tech. Lost, stolen or broken Breeze Cards may be replaced for \$5 by contacting PTS at [commute@gatech.edu](mailto:commute@gatech.edu).
- PTS does not sell monthly MARTA passes for general use (to include non-affiliates, vendors or contractors).
- Individuals are not permitted to purchase multiple transit passes for the same month. Pass sales are limited to one (1) pass per eligible person, per month.
- Lost or stolen passes will not be replaced.
- MARTA passes may not be returned unless defective, in which case the customer is required to surrender the defective pass to PTS customer service to receive a replacement pass.
- MARTA passes for faculty, staff and affiliates have a different price point than students. Therefore, an employee (faculty/staff) and affiliate may not purchase a student pass.
- Employees, enrolled as students, will be required to purchase the MARTA pass designated for employees. The student pass is not available to employees.
- The monthly MARTA cards are not valid for use on any other transit service, to include Xpress, CobbLinc and Ride Gwinnett aside from transferring from those services to MARTA if allowed by that agency.
- Monthly MARTA passes may not be returned unless defective, in which case the customer is required to surrender the defective pass to PTS customer service to receive a replacement pass. Passes damaged by customer misuse or neglect (torn, washed, etc.) are not eligible for replacement.
- Monthly MARTA pass exchanges are only available through the 2<sup>nd</sup> Friday of the pass month. If a customer has issues with a monthly pass after this date, they will need to purchase their fare(s) for the remainder of the month directly from MARTA

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