



Transfort

PassFort Employer Pass Program

PassFort is an **employer pass program** that allows employers to purchase annual bus passes at a substantial discount. This program is available to all employers in Fort Collins regardless of the size of the company.

Companies with fewer than 25 employees must buy a number of passes equal to the number of employees employed by the company. For example, a company with 6 employees must buy 6 passes where a company with 14 employees would be required to purchase 14 passes.

Companies with more than 25 employees must buy a minimum of 25 passes. Therefore a company with 26 employees must buy 25 passes. After the minimum threshold of 25 is met, large companies can buy passes as needed. Companies with more than 25 employees must buy the minimum of 25 but do not need to buy a pass for every employee. For example, a company has 350 employees and only 74 of them want bus passes. The company can buy 74 passes (the 25 minimum is met).

The "bulk" rate pricing for these passes is \$50 per pass. That's a 68% savings over the regular annual pass cost of \$154.

SAVINGS:

25 PassFort passes @ \$50 each = \$1,250 (employer purchased), a savings of \$2,600 over the cost of 25 annual passes purchased at full price. The employer cost of 25 passes is equivalent to eight employees purchasing full price annual passes @ \$154 each (\$1,232).

At these savings, the employer can choose to give the passes to its employees as an added benefit or choose to resell passes to employees that want them, recouping their expense while passing on a great savings to their employees.

Passes are valid for 1 year from the date of purchase. To insure that the employer receives full benefit of their purchase, vouchers with no expiration date are provided. Attached to each voucher is a free bus ride ticket. When a voucher is issued to an employee, the free ticket may be used to ride to either the Downtown Transit Center or the CSU Transit Center to exchange the voucher for a buss pass that will be activated as of that date. Thus, the employers' initial investment of \$1,250 for 25 passes may last for several years.

PassFort passes may be used six days a week (no service on Sundays), on any Transfort bus, during regular service hours. The passes are also valid on FoxTrot, the regional bus system that connects Fort Collins to the City of Loveland Transit (COLT). PassFort passes are NOT good on COLT buses.

The passes issued to employees in the PassFort program are non-transferable and are for the employee's use only. This is a business based pass program and passes are not to be used by individuals that do not work for the business purchasing the passes. Employees using the pass may be required to show their work employee identification when boarding the bus. Passes that have been identified as being used by someone other than the employee will be deactivated, without refund, for the balance of the pass period.

Additional Services

The following additional PassFort services are available from Transfort upon employer request. In order to be eligible for these additional services, an employer must record the names of the employees receiving passes. This information is confidential and Transfort does not require a copy of the list of employee names that receive passes. The list is for your convenience to effectively utilize these additional services. Transfort will require an individual's name and pass number when the GRH service is used.

1. Guaranteed Ride Home Service

The PassFort pass program includes the benefit of the Guaranteed Ride Home Service. This added service allows your employees to be reimbursed for the expense of taking a taxi home, in emergency situations, if they used the bus to commute to work on the day of the emergency.

2. Pass Usage Reports

Transfort also offers periodic reporting on your employees pass usage. Up to six times a year, you can email a request to Transfort and receive a report, via email, of the frequency of pass usage to date, listed by unique pass number. The report will detail the number of times each month that a pass was scanned on a Transfort bus. This service allows you to see the value each of your employees is receiving from carrying a PassFort pass. By internally associating each pass number to an employee's name that it was issued to, this service takes on additional value by allowing you to identify individuals that are or are not using their passes.

3. Pass Deactivation and Replacement

Transfort will also deactivate any pass number upon an email request from you to do so. This prevents a lost pass from being used by someone else or allows you to cancel passes held by employees that leave your company. Transfort will then issue a replacement pass to the employer that will be valid for the balance of time period left on the deactivated card.

For example, an employee leaves the company after using their PassFort pass for seven of the original 12 month pass period. The employer should immediately notify Transfort and that employee's pass will be deactivated. Transfort will then issue the employer a replacement PassFort pass that is good for the five month time frame that was remaining on the deactivated card. A replacement pass will not be issued if the employer fails to give Transfort a pass number to deactivate.

Failure to notify Transfort in a timely manner does not constitute a valid reason for the employer to receive a pass that is retroactively valid for the time between the employee's leaving the company to the time that Transfort was notified. Transfort does not provide refunds for lost, stolen or unused passes or for time remaining on any pass issued, including those issued to an employee that leaves the company.

Transfort will only deactivate passes of employees that leave the company if the company paid for the passes and gave them to the employees at no cost to the employee. Transfort cannot deactivate passes that an employee paid for, even if the employee leaves the company.