

Bus Pass Policy

Definition & Purpose

UW Transportation Services in partnership with the following authorized affiliates, UW Hospital, Wisconsin State Historical Society, Wisconsin Alumni Association, UW Foundation and WARF provide faculty and staff an annual bus pass. The annual bus pass is valid on all Madison Metro bus routes at all times except for special event shuttles. Access to the regional bus system is an important part of the University's Commuter Solutions program.

Policy

- Employee Eligibility:
 1. Employees paid through UW Madison Payroll including faculty, academic staff, classified employees, limited term employees, and emeriti.
 2. Other employees as authorized by affiliates.
- A valid annual bus pass must be used when boarding the bus. Boarders must present a valid UW ID or authorized affiliate ID.
- A replacement fee will be charged to replace a lost or stolen bus pass.
- Defective bus passes will be replaced at no cost.
- Bus passes for UW Madison and UW Hospital staff may be picked up from any of the Transportation Services offices. Other affiliated staff will pick up their bus pass from their respective organizations.

Restrictions

- Student hourly positions and graduate assistants (not employed as faculty or staff) do not qualify for the annual bus pass and should contact Associated Students of Madison (ASM).
- The bus pass is for employee use only and may not be sold or transferred. The bus pass may be confiscated if misused.
- Invalid bus passes must be turned over to the Metro operator upon discovery when boarding. The boarder will be allowed to ride the bus one time and must visit a Transportation Services customer service office to get a new valid pass if they qualify.
- Bus passes must be returned to UW Transportation Services if the employee's employment with the University or authorized affiliate is ended. Bus passes that are not returned will be canceled and will not be valid for use on Metro busses.

Related References

- ADA Parking Accommodation Request Policy
 - www.mymetrobus.com
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Approval:

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