

# Employee Transit Pass

(Employee Reference Sheet)



## What is ETPP?

- Employee Transit Pass Program will provide employees free access on all Green Mountain Transit (GMT, formally CCTA) Local, Commuter and LINK routes to & from work with the use of this new, convenient transit pass.
- Passes are valid for 2 years at the start date of activation (first time individual swipes pass in fare box). Expiration date is issued on the back of the pass. Employees will request a new pass once they expire through HR office.
- The pass is for employee use only and cannot be given to friends, family, or anyone else as stated in CATMA's terms and conditions agreement.
- This program is designed for the purpose of an employees work commute.
- This program is provided through a partnership with CATMA and City of Burlington working with GMT.

## How do employees use it?

- Employees can obtain a pass at the Human Resources Department.
- Employees must create a commuter account with CATMA online before obtaining a transit pass. Visit [www.catmavt.org/join](http://www.catmavt.org/join) -- Enrollment forms must be shown to HR when obtaining a transit pass. (Please print online form).
- Employees are encouraged to carry the pass with them (wallet, purse, backpack, messenger bag) so you have it when you need it to get to/from work!
- The first time employees use their pass, it will need to be activated through the bus farebox – Employees: Tell the bus driver you are using it for the first time and need to activate it and the driver will assist you.
- On all future trips, employees simply swipe the pass in the farebox (magnetic strip facing down and towards you).
- Employees that need to transfer from one bus to another, please ask the driver for a transfer ticket and use the transfer to board the second bus.

## Lost or Stolen Passes?

- Employees must report to HR immediately if their pass is lost or stolen, and can receive a replacement.

## More Questions?

- Employees can find more information about this and other commute program on CATMA's website ([catmavt.org](http://catmavt.org)) and City's website and through the City's Wellness page.
- Find route information and schedules at [ridegmt.com](http://ridegmt.com) or [catmavt.org](http://catmavt.org)
- Plan your bus trip online with Google Transit: [google.com/transit](http://google.com/transit) OR with Direct Commuter Assistance Planning through CATMA staff: [catmavt.org](http://catmavt.org)
- Questions, contact CATMA at 881-0283 or [info@catmavt.org](mailto:info@catmavt.org)

