

STAR Pass

Frequently Asked Questions for Employee Transportation Coordinators

What is the STAR Pass? STAR Pass stands for State Agency Rider Pass. The program allows state employees assigned to worksites in Thurston County to ride Intercity Transit fixed-route and Dial-A-Lift services without paying at the fare box. The Washington State Department of Transportation (WSDOT) Public Transportation Division administers this program.

Who is eligible for a STAR Pass? Only state employees assigned to state worksites in Thurston County are eligible for the STAR Pass. The purpose of the program is to help reduce drive-alone trips to state worksites in Thurston County.

Are state employees who live in Thurston County eligible for a STAR Pass? Only if they are assigned to state worksite in **Thurston County** may your employees use a STAR Pass. If they are assigned to a worksite outside Thurston County, they are not eligible even if they live in Thurston County.

Can temporary employees use the STAR Pass? It depends on your agency employee benefits but, generally, it is allowed as long as the STAR Pass sticker is placed on official agency employee picture ID. You must retrieve the ID card and STAR Pass sticker when the employee leaves the agency.

Can contractors use the STAR Pass? Part-time or contract employees are eligible as long as they receive a pay check directly from your agency. Contracted employees who receive their paychecks from their contracted employers are not eligible.

Is there is a direct cost to the agency or employee for these passes? There is no cost to the agencies or employees for this program. Funding for the program comes from the Capitol Campus parking account as approved by the Legislature. WSDOT contracts with Intercity Transit to provide the rides.

Currently, an adult monthly pass costs \$36 for Local service, and \$90 for Express. The STAR Pass is a tremendous transportation benefit for state employees who work in Thurston County.

Where should I place the STAR Pass sticker? You must place the sticker on the **FRONT** of employee's official agency picture ID so the bus driver can see the photo and sticker together.

Our Agency does not have picture ID. What are my options? If your agency does not have an official picture ID, contact the State Agency CTR Program staff at WSDOT at stateagencyctr@wsdot.wa.gov. Include a photo of the employee. They will make an ID badge and send it through campus mail. The badge must have a STAR Pass sticker affixed to be valid.

May I place the STAR Pass sticker on a key card, a driver's license or any other card or document?
No. Intercity Transit drivers will accept the STAR Pass **only** if it is placed on official state **picture ID**.

What happens if an employee boards an Intercity Transit bus with the STAR Pass sticker affixed to something other than official state ID? The bus driver will deny the employee a ride since he or she cannot confirm the person works for the state.

Is the STAR Pass valid on:

- **Intercity Transit Local, Express, and Dial-A-Lift service?** Yes
- **Pierce or Sound Transit service?** No
- **Mason Transit service?** No. However, the STAR Pass program subsidizes STAR Pass holders for commute trips on a Mason Transit bus. Visit www.ctr.wa.gov for details.
- **Grays Harbor Transit service?** No. However, the STAR Pass program will subsidize STAR Pass holders for one-way commute trips on Grays Harbor Transit. For more information, visit www.ctr.wa.gov.

Is the STAR Pass valid for non-work trips? Yes, it is valid for all trips on Intercity Transit whether commute or non-commute. However, reimbursement for Grays Harbor and Mason Transit trips is for commute trips only.

How do I request STAR Pass stickers for my agency or division? Email stateagencyctr@wsdot.wa.gov and request the number of stickers you need. Include your mailstop. The stickers come in sheets of 10 or 20 and WSDOT will include a sign-up sheet for employees to fill out.

How long does it take for the stickers or badges to be mailed once requested? WSDOT will send badges and stickers through campus mail by the second business day unless they notify you otherwise. If you do not receive them within a few days, check with your front desk or mailroom. Otherwise, contact state agency CTR staff at WSDOT 360-705-7922 and they will verify when they were sent.

What is the process for distributing the STAR Pass to employees? WSDOT will provide the stickers and sign-in sheets upon request. Make sure the employee understands the pass is nontransferable and they must return it when they end employment with your agency. They must fill out and sign a STAR Pass form. The STAR Pass sticker has a monetary value. Do not hand the sticker to the employee for him or her to affix. You or your STAR Pass coordinator or designee must affix it to the employee photo ID card.

What do I do when an employee ends employment with my agency? You must retrieve the sticker whether it is on an agency provided badge or a WSDOT provided badge. It is up to the agency to implement a process to retain and destroy the passes upon the employee's departure.

Where do I get more information? For more information, visit www.ctr.wa.gov/employees/starpass.htm, e-mail stateagencyctr@wsdot.wa.gov.