



Transportation Alternatives Program

Civic Center Plaza · 1200 3rd Avenue Suite 1000 · San Diego, CA 92101
San Diego Metropolitan Transit System (MTS) COMPASS CARD APPLICATION

1 APPLICANT INFORMATION

Name _____ Employee ID #(PERNR) _____
First Last

Dept./Division _____ Mail Station _____ Work Phone _____

Work Location (Building/Suite #) _____ Employment Status _____

2 VERIFY ELIGIBILITY

- Do you have payroll deduction for monthly parking?
- Do you report to work less than 3 days a week?

If answering **yes** to any of the above questions, you are ineligible for a monthly or ECO Annual subsidized compass card.

3 SELECT COMPASS PASS TYPE

Bus/Trolley		
	MEA/DCAA Price	All Others Price
Regional Senior (Reg. \$23.00)	\$2.30	\$5.75
Regional (Local) Adult (Reg. \$72.00)	\$18.00	\$18.00
Premium (Rapid) Senior (Reg. \$32.00)	\$3.20	\$8.00
Premium (Rapid) Adult (Reg. \$100.00)	\$10.00	\$25.00
Youth (Reg. \$32.00)	\$3.20	\$8.00
Coaster		
	MEA/DCAA Price	All Others Price
3 Zone Senior (Reg. 58.00)	\$5.80	\$14.50
3 Zone (Reg. 182.00)	\$82.00	\$82.00
2 Zone (Reg. 161.00)	\$61.00	\$61.00

4 READ COMPLETE GUIDELINES & SIGN BELOW

MTS Compass Cards are available to eligible City employees at 75% or 90% off of the regular price, up to \$100 (for Coaster passes.) All participants must adhere to the following program guidelines for a subsidized monthly or ECO Annual Compass Card:

- Employee must work for the City a minimum of three (3) days each week.
- Employee is required to use the bus, trolley, or coaster as their primary transportation to commute to and from their City job.
- Compass cards are for the exclusive use of the employee/purchaser and cannot be sold, loaned, or used by any other person.
- Compass cards can be replaced if lost or stolen. The first replacement is at no charge; any replacements after is \$5.00.
- Employee cannot have subsidized parking (payroll deduction) from the Concourse, Civic Center, or Library Parkade.

Anyone who violates the Compass Card program guidelines may be billed for the balance of the regular purchase price, and may be excluded from further participation and/or subject to disciplinary action where appropriate.

The following items are required for a Compass Card renewals:

- A City I.D. (or current payroll check stub with a valid photo I.D.)
- Payment of cash, check, or money order made payable to "City Treasurers"
- MTS Compass Card

By signing, I understand and agree to abide by the provisions stated above as well as to the guidelines accompanied with this application.

SIGNATURE _____ **DATE** _____

FOR TAP OFFICE USE ONLY			
City of San Diego I.D.:	City of San Diego Current Paystub	Note from Supervisor/Payroll Clerk (Attach note to application)	TAP Staff Initials
Dept: _____	Date on paystub: _____	Payroll Specialist: _____	_____



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Compass card subsidy program guidelines continued:

- Hourly, part time, and volunteers must bring a completed Work Status Report for the month of being purchased for, signed by their supervisor each time a compass card is renewed.
- Employee is not eligible to renew a compass card if they are on any type of leave which prevents them from commuting to and front work an average of three times a week.
- Employee can stop participation from TAP at any time.
- Employee is ineligible to renew a compass card after retiring or terminating from the City.
- Employee is responsible for signing the sign-in sheet provided at the TAP counter during each renewal.
- Employee is responsible for checking the expiration date of their compass card by checking online at 511sd.com "Transit Compass Card Expiration Date."
- Employee is responsible for notifying the TAP office if changes in name, department or mail station, employment status, or union.
- Employees age 60 and over are eligible to purchase a senior card.
- Disabled employees are eligible to purchase a disabled pass with a disabled I.D received from the Transit Store at 12th and Imperial. Please call the Transit Store at 619-234-1060.
- City Employees may renew a compass card each month for another City employee if a TAP Monthly Renewal Authorization Form is completed and signed by the employee giving permission. Copies of signed authorization forms are not acceptable.
- Contact MTS at 511 or 511sd.com if you need bus, trolley, or coaster route or schedule information.

Additional TAP information and forms may be found on My SD

<https://citynet.sandiego.gov/my-sd/transportation-alternatives-program-tap>