



SEATTLE UNIVERSITY

Employee Flex Pass (ORCA CARD) Use Agreement

As a Seattle University Flex Pass (ORCA CARD) participant, I agree to the following:

1. I will use my ORCA Business Card for my own transportation only. I will not transfer my ORCA Business Card to any other person. I understand that my ORCA Business Card and any products will be blocked from further use if I misuse this benefit.
2. I will keep my ORCA Business Card secure and in good condition. I will immediately report a lost, stolen, or damaged ORCA Business Card to the Seattle University Transportation Coordinator located in the USB building, room 102. I understand a lost ORCA Business Card will be replaced only once per year at a charge of \$10.00. A defective ORCA Business Card will be replaced free of charge.
3. I will return my ORCA Business Card upon request or when I leave my employment with this company. If I do not return my ORCA Business Card, I understand that it may be blocked for further use on transportation services provided to me by my employer.
4. I understand that the ORCA Business Card is valid for the following services provided by my employer:
 - A. 100% of transit fares on regularly scheduled transportation service on Everett Transit, Community Transit, Kitsap Transit, Metro Transit, Pierce Transit, and Sound Transit.
 - B. Up to \$100 subsidy for Community Transit and Metro Transit vanpool fares.
 - C. Up to \$20 subsidy for Metro Transit van share fares.
 - D. I understand that the ORCA Business Card products are not valid fare payment for services on any non-participating ORCA agencies and that I am responsible for gaining that information from my employer prior to card usage.
5. I understand that I am responsible to pay additional fares required for services not covered, or not fully covered, by my employer provided benefits.
6. I understand that any additional ORCA Products I load onto my ORCA Business Card become the property of my employer, and any refund of such products will be made by my employer according to its refund policy.
7. I understand the ORCA system will record data each time I use my ORCA Business Card. Data will include the date, time and location of the card when it is presented. I understand this data is owned by the ORCA Agencies and is accessible to my employer.

I acknowledge the receipt of my ORCA Business Card, and understand and agree to the terms stated above on using the ORCA Business Card.

Employee's Signature

Date

Employee's Printed Name

ORCA Card Serial #

Transportation Coordinator Use Only – ORCA Card returned:	
_____ Employee's Signature	_____ Date