



Transportation Pass Application Form

HR-EMP-107

Section 1 - Information and Instructions

The purpose of this form is to apply for a transportation pass. For new hires, this form will be collected at orientation. In other cases, please email a signed copy of the form to bscservice@mtabsc.org or fax to 212-852-8700.

If you have any questions, please contact the Business Service Center (BSC) at 646-376-0123 or bscservice@mtabsc.org.

Section 2 – Employee Information

Print Name	Last First M.I. Suffix					BSC ID
Agency (check one)	<input type="checkbox"/> BSC	<input type="checkbox"/> B&T	<input type="checkbox"/> CC	<input type="checkbox"/> HQ	<input type="checkbox"/> Police	Department
	<input type="checkbox"/> SIR	<input type="checkbox"/> LIRR	<input type="checkbox"/> MNR	<input type="checkbox"/> MTA Bus	<input type="checkbox"/> NYCT/MaBSTOA	
Address						
City				State	Zip Code	
Phone		Email				
Date of Hire		Title				

Section 3 – Pass Information

Check one box

Reason for Request	<input type="checkbox"/> New Employee	<input type="checkbox"/> Transfer from Another MTA Agency	
Pass Applying for	<input type="checkbox"/> NYC Transit	<input type="checkbox"/> LIRR	<input type="checkbox"/> Metro-North

Section 5 – General Pass Regulations

I understand that the pass will be issued subject to the following conditions to which I agree.

1. The pass is gratuitous and forms no part of the consideration for user's services.
2. The pass is the property of the Agency, must be displayed when requested, and must be surrendered upon demand.
3. The pass is loaned to the user for his/her exclusive use, may be revoked at any time, and is void if presented by any other than the person or persons named thereon, or if any alteration, addition or erasure is made on it. Violation may result in criminal prosecution.
4. The user expressly assumes all risk of personal injury or death and loss of or damage to property and releases the MTA and its agencies, their officers, agents, and employees from all liability therefrom, whether or not caused by the negligence of the MTA and its agencies, their officers, agents, or employees.
5. The pass will be used in accordance with the Agency's policies and is not valid for transportation in connection with outside employment,
6. The pass must be carried by the employee at all work locations and must be displayed upon request.
7. The pass is accepted and used upon the above conditions and must be signed by the user to be valid for transportation.

Section 6 – Authorization

I hereby attest that I will surrender my pass upon termination.

Employee Signature	Date
MTA HRIS Approval	Date