



TRANSFORT

PassFort Policies and Guidelines

Following is Transfort's policies and guidelines for the PassFort Pass Program. Transfort maintains the right to change these policies at its discretion. Transfort's interpretation or judgment in any matter concerning the PassFort program, its policies and its application is final.

PassFort is an **employer pass program** that allows employers to purchase annual bus passes at a substantial discount. This program is available to all employers in Fort Collins regardless of the size of the company.

Companies with fewer than 25 employees must buy a number of passes equal to the number of employees employed by the company. For example, a company with 6 employees must buy 6 passes where a company with 14 employees would be required to purchase 14 passes.

Companies with more than 25 employees must buy a minimum of 25 passes. Therefore a company with 26 employees must buy 25 passes. After the minimum threshold of 25 is met, large companies can buy passes as needed. For example, a company has 350 employees and only 74 of them want bus passes. The company can buy 74 passes because the 25 minimum is met.

The employer agrees and acknowledges:

- To accurately report their total employee base to Transfort when purchasing PassFort passes
- That vouchers will be provided for passes, and once a voucher is turned in for a pass, the pass is valid for 1 year from the date of activation.
- That PassFort passes may be used seven days a week, on any Transfort bus, during regular service days and hours (some routes do not operate on Sundays and holidays).
- That PassFort passes are also valid on FLEX, the regional bus system that connects Fort Collins to Loveland, Berthoud, Longmont and Boulder.
- That passes issued to employees in the PassFort program are non-transferable and are for the employee's use only. Passes that have been identified as being used by someone other than the employee will be deactivated, without refund, for the balance of the pass period.
- To promptly inform Transfort anytime an employee loses his/her pass, so that the pass may be replaced.

By signing and submitting the PassFort Employer Application, the employer states that they have read the above guidelines and policies and further agrees to abide by and be bound by them.