

**UTAH DEPARTMENT OF HUMAN SERVICES  
POLICY AND PROCEDURES**

**Policy: 02.23**

**Effective Date: July 1, 2021**

**Page 1 of 3**

**ECO PASS POLICY**

**RATIONALE:** This policy provides direction for **Utah Department of Human Services' (DHS)** participation in the Utah Transit Authority's (UTA) ECO Pass program for employees.

Each **DHS division, institution, bureau, or office (DIBO)** is responsible for ensuring compliance with this policy.

**I. DEFINITIONS**

**ECO Pass** is a transit pass provided by the Utah Transit Authority (UTA) that allows travel on local UTA-operated buses, express buses, TRAX light rail, streetcar light rail, bus rapid transit, and FrontRunner commuter rail. Authorized service does not include travel on UTA Park City Connect, Ski-bus, or Paratransit services.

**II. Policy**

- 1.** Department of Human Services employees are eligible for an ECO Pass at no cost to the employee as long as the following criteria are met:
  - a.** Employee lives or works in the UTA service area;
  - b.** Employee completes and signs the ECO Pass Memorandum of Understanding (MOU); and
  - c.** Employee must use the pass at least 15 days per fiscal quarter. Employees who enter into an ECO Pass agreement mid-quarter will have their number of required days prorated based on the number of full months with the agreement in place.
- 2.** Employees who are issued an ECO Pass and fail to meet the criteria, the following actions will be taken:
  - a.** The ECO Pass will be deactivated the month following the quarter end during which the criteria was not met;
  - b.** The ECO Pass Holder will not be eligible to reapply for a free pass for one year following the quarter end where the criteria was not met; and
  - c.** The ECO Pass Holder may maintain their ECO Pass by reimbursing the agency the cost of the pass in the month it is revoked until they are eligible for an agency-funded pass (see 2b).
- 3.** Employees who have an ECO Pass may deactivate it for a period of time, as follows:
  - a.** Approved lapse in use of the ECO Pass:
    - i.** Military leave;
    - ii.** FMLA;
    - iii.** Authorized leave of absence; or

- iv. Executive Director's Office or DIBO director approves the deactivation of the ECO Pass.
  - b. Employees requesting deactivation of their ECO Pass must do the following:
    - i. Submit their request to [DHS\\_BAS@utah.gov](mailto:DHS_BAS@utah.gov) at least 5 days before the end of the month prior to the month of the desired deactivation;
    - ii. If the five day advance notice falls on a weekend or holiday, the preceding workday.
    - iii. A pass may not be deactivated for a partial month.
4. The Executive Director's Office may make exceptions to this policy.

### III. Procedure

#### 1. Employee Responsibility

- a. Employee will complete an MOU for the State ECO Pass Program and email it to [DHS\\_BAS@utah.gov](mailto:DHS_BAS@utah.gov).
- b. If an employee's ECO Pass is lost, stolen, or damaged, the employee shall email [DHS\\_BAS@utah.gov](mailto:DHS_BAS@utah.gov) and their DIBO fiscal officer to notify them and request a new ECO Pass.
- c. Employees will not lend or transfer their ECO Pass, and will show photo identification if requested to do so by UTA staff. (DHS Photo ID or Utah State Identification are usable for this purpose. If a rider will not provide matching identification the ECO Pass may be confiscated by UTA staff and deactivated.)

#### 2. DIBO responsibility

- a. DIBOs will provide employees an ECO Pass card, and will communicate UTA rider rules and use restrictions to the employee (available online at <https://www.rideuta.com/Rider-Info/How-To-Ride/Rider-Rules>);
- b. Will communicate replacement ECO Pass number to [DHS\\_BAS@utah.gov](mailto:DHS_BAS@utah.gov) when a lost, stolen, or damaged card is replaced; and
- c. Will notify BAS at [DHS\\_BAS@utah.gov](mailto:DHS_BAS@utah.gov) of employees who are leaving DHS.
  - i. If employees are transferring to another agency, the agency the employee is leaving should send an email to [DHS\\_BAS@utah.gov](mailto:DHS_BAS@utah.gov) and the fiscal officer of the new agency notifying them of the change.
- d. Each DIBO is responsible for the cost of ECO Passes for their employees.

#### 3. BAS Responsibility

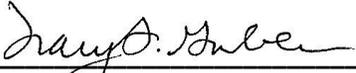
- a. Processing Applications
  - i. Transfer employee data from the employee MOU to the agency ECO Pass Coordinator Tracking Sheet, and mark them to activate the ECO Passes.
- b. Monitoring
  - i. Receive monthly reports from the Department of Government Operations (DGO), aggregate quarterly, and review utilization;
  - ii. Send Notification to employees not meeting criteria defined in section II.1. above. Notification on progress will be sent monthly to employees by the EcoPass administrator; and
  - iii. Notify the employee when their ECO Pass will be deactivated.
- c. Replacing Passes
  - i. Send an immediate request to DGO for deactivation of lost, stolen, or damaged passes, and simultaneous activation of replacement passes.

d. Deactivating Passes

- i. Communicate list of ECO Pass numbers requiring deactivation 5 days before the end of the month (or if that day falls on a weekend or holiday, the preceding workday) to the DGO, who will upload requests to the UTA system; and
- ii. Mark passes of employees that have left DHS to be deactivated.

**4. OFO Responsibility**

- a. Process billing monthly with DGO and bill the divisions; and
- b. Accept payments for Employees who lost free ECO Pass privileges (see section II.2.c. above).



July 1, 2021

Tracy S. Gruber

Utah Department of Human Services Executive Director