



# US Government Employee Use Agreement

As a Federal Employee Pass Holder, I agree to the following:

1. The Federal Employee Pass is a benefit provided to me as an employee and is to be used only during the period I am employed by an agency of the United States Government that participates in the Federal Employee Pass Program.
2. I will use my Federal Employee Pass for my own transportation only. I will not transfer my Federal Employee Pass to any other person.
3. I will keep my Federal Employee Pass secure and in good condition. I will immediately report a lost, stolen, or damaged Federal Employee Pass to the Transportation Coordinator. I understand a lost Federal Employee Pass will be replaced only once per year at a charge of \$50.00. A non-working Federal Employee Pass will be replaced free of charge.
4. I will return my Federal Employee Pass upon request or when I leave my employment with the US Government. If I do not return my Federal Employee Pass, I authorize the amount of \$170.00 for each whole and partial month remaining on the Federal Employee Pass to be withheld from my paycheck.
5. I understand that the Federal Employee Pass is valid for up to \$100 per month on Metro Transit, Community Transit, and Pierce Transit vanpools. I am responsible for the balance of the vanpool fare each month, payable to the vanpool bookkeeper, which is in excess of the \$100 amount.

I acknowledge the receipt of my Federal Employee Pass, and understand and agree to the terms stated above on using the Federal Employee Pass.

\_\_\_\_\_  
Federal Agency Name

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
Pass Serial #

Transportation Coordinator Use Only - Pass returned:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Pass Serial #