



1.0 Purpose

The GSA Commuter Vehicle Program is designed to encourage GSA associates to participate in one of a variety of ride share options, including: bus, light rail, qualified vanpools, and carpools. The program is designed to improve air quality, reduce noise and traffic congestion, improve the parking situation on the DFC, and conserve energy.

2.0 Activity/Department

This procedure applies to all PBS associates with GSA on the Denver Federal Center.

3.0 Forms Used

GSA Form 3675 - Public Transportation Benefit Program Application (9/2000)
GSA Region 8 Form 1173 (Rev. 6) - Parking Permit Application (Carpool)

4.0 References

Executive Order 13150 Federal Workforce Transportation

GSA Memorandum Implementation of E.O. 13150, Federal Workforce Transportation (July 14, 2000)

GSA Order 8ADM 7030.2H – Ridesharing and Parking at Building 41, DFC

5.0 Acronyms, Abbreviations, and Definitions

DFC	Denver Federal Center
DOT	Department of Transportation
EPA	Environmental Protection Agency
E.O.	Executive Order
GSA	General Services Administration
PBS	Public Buildings Service

Carpooling – At least one GSA employee working in Building 41 at the DFC and at least one other employee working on the DFC or within one mile radius of the DFC, regardless of the miles traveled to the DFC, or at least one GSA employee working in Building 41 and traveling a minimum of 20 miles before dropping off one or more carpool members farther than one mile from the DFC.



6.0 Exclusions

Contract associates are not eligible for the transit pass program.

7.0 Procedure

- 7.1 GSA offers Transit Pass Benefits to GSA associates. The pass allows GSA associates to use public transportation to commute to and from work. The pass can be used on public buses, light rail systems, or a qualified vanpool when it is registered as a commuter highway vehicle. GSA associates may receive benefits up to \$105 per month but not exceeding their actual commuting costs.
- 7.2 To apply for the transit pass benefit, fill out GSA Form 3675 and turn it in to the transit pass program coordinator. The Department of Transportation issues the transit pass.
- 7.3 The Order Detail Report lists each GSA participant and the dollar value of fare media issued. The Transit Pass Program Coordinator signs a receipt record acknowledging the cash value of the fare media. Each individual signs a DOT Transit Benefit Certification Form acknowledging receipt of the passes.
- 7.4 Eligible GSA associates are informed of the program through Central Office but no regular notification schedule is used.
- 7.5 An assigned parking slot will be issued to GSA employees in Building 41 that meet the carpool requirements in 8ADM 7030.2H. To apply, fill out Regional Form R8-1173, Parking Permit Application Form, and turn it in to the Regional Transportation Coordinator.

8.0 Records

Order Detail Report