



U.S. Department of
Transportation
Office of the Secretary
of Transportation



TRANSIT BENEFIT PROGRAM BULLETIN (excluding FAA)

Bulletin No. TSB-2014-07

Date: May 2, 2014

SUBJECT: DOT Annual Transit Benefit Recertification

PURPOSE: This Bulletin provides updated guidance on the Department of Transportation (DOT) Transit Benefit Program.

BACKGROUND: DOT Order 1750.1B, Transit Benefit Program Policy and Guidance, requires all DOT employees in the National Capital Region and field offices participating in the Transit Benefit Program to recertify for transit benefits annually.

INFORMATION: The Annual Transit Benefit Recertification period is **May 2, 2014 – June 6, 2014**. Participants must submit a completed and approved application during this period to remain in the program and continue to receive the transit benefit.

ACTION: Complete the following:

1. TMS training website (<https://tms.nbc.gov/learning/user/login.do>). In the catalog search box type “Transit Benefit Integrity Awareness Training.” Provide a copy of the certificate to your Modal Transit Benefit Coordinator/POC.
2. To submit an application, go to: <https://transitapp.ost.dot.gov> , select “Certify/Enroll” select “Continue” complete application.

For guidance on access to the web application go to: [TRANServe Online Transit Benefit Program Application Bulletin](#)

REMINDERS:

Question & Answer Sessions:

May 8	Conference Center- Room 6	10 a.m. to 11 a.m.
May 29	Conference Center- Room 8, 9 & 10	10 a.m. to 11 a.m.

Region Employees:

Send an e-mail to parking.transitoffice@dot.gov by **May 5th** if you plan to attend. More information will be provided after confirmation of your attendance.

May 6 th	GoToMeeting	1 p.m. to 2 p.m.
---------------------	-------------	------------------

Approving Officials:

Approving officials are reminded that they must complete a refresher training every two years. Approval training will be provided on the following day:

May 7 th	GoToMeeting	1 p.m. to 2 p.m.
---------------------	-------------	------------------

Send an e-mail to parking.transitoffice@dot.gov by **May 6th** if you plan to attend. More information will be provided after confirmation of your attendance.

WMATA (Metro Customers): You are reminded that fares will increase an average of 3% starting July 1, 2014. More information can be found by visiting the following link: [WMATA Fare Increase](#)

CONTACT: If you have any questions regarding this bulletin you may contact [Parking.transitoffice@dot.gov](mailto:parking.transitoffice@dot.gov) 202-366-1398.