



Employee, Retiree & Dependent (ERD) Pass Program
Request for Physical PRONTO Card

The MTS ERD program allows eligible employees, retirees and dependents to ride the system for free using the PRONTO app. Eligible employees, retirees and dependents are required to use the PRONTO app to access this benefit unless they are unable to do so (i.e., do not have access to their own smartphone and/or email address). To request a physical card for use in in the ERD program:

- 1. Complete online Dependent Survey. For retirees, complete the online Retiree Survey.
2. Complete this form including all required signatures
3. Submit via email to jobs@sdmts.com or via mail to MTS Human Resources, 1255 Imperial Avenue, STE 1000, San Diego, CA 92101

EMPLOYEE APPLICATION

Please complete the information below and submit to the Human Resources Department for approval.

Employee Name: Employee ID Number:

Job Title: Phone Number:

Hire Date: Employee email address (must be the same email address used in ADP Employee Self-Service):

PART 1 Questionnaire:

- 1. Card request for: Employee / Spouse / Domestic Partner (Circle one)
2. Reason for not being able to use PRONTO App:

PART 2 - Spouse / Domestic Partner Information (If applicable)

First Name: Middle Name: Last Name:

Spouse/ Domestic Partner Email Address:

- 1. Does your dependent already have a dependent transit pass? Yes No
2. Does the dependent currently receive health, dental or vision benefits from MTS? Yes No



MTS Employee, Retiree and Dependent (ERD) Pass Program ERD Program Rules and Acknowledgment

The San Diego Metropolitan Transit System “MTS” provides employees, contractors working in operational roles, retirees, and eligible dependents “ERD Passes” that allow an eligible Passholder to ride free on designated MTS operations. ERD Passes are available through the PRONTO App, and in the form of physical cards. The Passholder must tap each time they access MTS services. ERD Passes are not transferrable, and void if altered or unlawfully used. In the event of a conflict between the rules in this document and a collective bargaining agreement between MTS and a labor union, the collective bargaining agreement will govern.

Eligible ERD Passholders

The following individuals are eligible for ERD Passes:

- Active employees of MTS, San Diego Trolley Incorporated (“SDTI”), San Diego Transit Corporation (“SDTC”) (collectively “MTS”)
- Dependents of active, full-time employees of MTS. For ERD program purposes, “dependents” include spouse, registered domestic partner (as defined by the State of California) and children (including step and adopted) under the age of 19. Proof of relationship (copy of the marriage certificate, birth certificate or other legal document) must be provided. If a divorce or dissolution occurs, the employee must inform the Human Resources Department immediately and the former spouse/domestic partner’s ERD Pass will be discontinued. If eligible for another type of free pass (e.g., Youth Opportunity Pass), dependents are required to enroll in that free pass program instead of the ERD program.
- “Retirees” or former employees of the Agency who retire with ten or more years of service and are at least 55 years old at the time of their retirement. Former employees who leave MTS for other employment, or do not collect their retirement upon separation, are not eligible. Spouses or registered domestic partners (as defined by the State of California) of Retirees are also eligible for ERD Passes, however, dependent children of Retirees are not eligible.
- Full-time employees of operational contractors performing services such as safety/security, bus operation, paratransit vehicle operation, or bus/paratransit vehicle maintenance.

Security, Code of Conduct, and Responsibilities of ERD Passholders

Security and safety are of utmost importance to MTS. ERD Passholders must behave in a safe manner, and comply with established MTS safety rules while on MTS premises or riding MTS services. Safety and security issues or concerns must be immediately reported using the following numbers:

- Call 911 (in case of emergency only)
- Text MTS Security 619-318-1338
- Call MTS Security 619-595-4960
- SDTI Central Control 619-595-4960
- SDTC Dispatch 619-238-1325

ERD Passholders are subject to the same standards of conduct as MTS employees while on MTS premises or riding MTS services. ERD Passholders are expected to be courteous, kind and helpful in their interactions with MTS employees and customers.

When using an ERD Pass to ride MTS services, Passholders are required to carry, and present upon request, valid government issued picture ID (e.g., state Driver’s License or ID Card) identifying them as the rightful Passholder. In the case of Passholders under the age of 18, student ID will suffice. Failure to comply with any of these rules will result in ERD Pass suspension or revocation.

MTS is Not Liable for Injury, Accident or Property Loss

The Passholder assumes all risks associated with the ERD Pass, including the risk of accident, and agrees that MTS and its subsidiaries, San Diego Transit Corporation and San Diego Trolley Incorporated, shall not

be liable under any circumstances, whether of negligence or otherwise, for any injury to the Passholder or property of the Passholder.

No Expectation of Privacy Regarding Pass Use

MTS uses ERD Pass usage data for business reasons such as calculating the cost of the ERD program and planning transit routes. Data is generally anonymized when being used for these purposes. However, as between MTS and the ERD Pass user, MTS has sole and absolute discretion to examine the pass usage data of individual users to investigate complaints, accidents, misconduct, or other transit-related incident or MTS business purpose. As it relates to MTS, ERD Passholders have no right to, or expectation of, privacy with respect to ERD Pass usage data. MTS will not share ERD Pass usage data with third parties unless required to do so by court order, subpoena, warrant, or in the event exigent circumstances exist to protect individual or public safety.

Employment and Legal Consequences for ERD Pass Misuse

For dependents to receive ERD Passes, the eligible employee, or retiree, must certify that the individual(s) for whom they are requesting ERD Passes meet the eligibility requirements set forth in this document and provide documentation establishing each dependent’s eligibility. The employee, or retiree, must inform the MTS Human Resources Department immediately if any dependent who has an ERD Pass becomes ineligible (e.g., divorce). Any attempt to procure or maintain an ERD Pass for an individual who does not meet the eligibility requirements set forth in this document (e.g., falsifying documentation), whether successful or not, will result in termination of employment. Facilitating ERD Pass use by individual(s) who do not meet the eligibility requirements set forth in this document constitutes stealing. In addition to employment consequences, MTS may involve law enforcement and seek criminal prosecution of involved individuals. Any misuse by ERD Passholders (e.g., giving or loaning the ERD Pass to another individual for use on MTS services) will result in immediate and permanent revocation of the ERD Pass, as well as potential citations and criminal prosecution. All ERD Passholders must immediately inform MTS if their ERD Pass is lost or stolen so it can be deactivated.

I accept and agree to the ERD program rules set forth in this document. I certify that all applications for dependent ERD passes made in conjunction with my employment at MTS comply with the eligibility rules set forth above. I certify that all of the information on this form is true and correct.

Employee Name: _____ Employee ID: _____

Employee Signature: _____ Date: _____

Dependent Signature (if applicable): _____ Date: _____

Human Resources Approval: _____ Date: _____