

ORDER

U.S. DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION

WP 3560.1

WESTERN-PACIFIC REGION

7-1-93

SUBJ: IMPLEMENTATION OF THE TRANSIT BENEFIT PROGRAM

1. **PURPOSE.** This Order establishes procedures for implementing the Western-Pacific Region public Mass Transportation Transit Benefit Program. It identifies the associated benefits of this program and encourages FAA employee utilization of the Transit Benefit Program (TBP) through subsidized monthly costs where authorized transportation exists.
2. **DISTRIBUTION.** This Order is distributed to the Division and Branch Level in the Regional Headquarters and to all field offices and facilities.
3. **SCOPE.** This program covers all permanent and temporary employees who utilize mass transit for commuting to and/or from work on a regular basis. This order is designed primarily for FAA employee participation in metropolitan areas. Since each participating metropolitan area is unique, specific direction will be provided for that metropolitan area. Local Program Coordinators may use this order to the extent feasible together with local supplementation, as necessary, after obtaining the approval of the Program Coordinator, AWP-52.
4. **BACKGROUND.** Under the authority of the Treasury, Postal Services and General Government Appropriations Act, 1991, P.L. 101-509, Federal agencies may participate in any program established by a state or local government that encourages employees to use public mass transportation. The letter referenced in paragraph 5(c) below states in part, "The Administrator has directed that the Federal Aviation Administration (FAA) shall participate fully in the program," and "funding for the program will be from available appropriations." The General Services Administration (GSA) has provided guidance which allows appropriated funds to be used from transit benefits. The Internal Revenue Service (IRS) permits a monthly fringe benefit, without Federal tax liability, to be paid to employees who commute via public mass transit. The amount excludable is prescribed by law.
5. **REFERENCES.**
 - a. DOT Order 3560.1, Department of Transportation Transit Benefit Program, establishes policy for the public mass transportation transit benefit program.
 - b. DOT Order 3560.2, Department of Transportation Field Implementation of the Transit Benefit Program, outlined the procedures for obtaining approval of proposed transit benefit programs at DOT field locations.

c. The Assistant Administrator for Budget and Accounting letter dated January 31, 1992, subject "ACTION: Transit Benefit Program".

6. REGIONAL POLICY.

a. The Western-Pacific Region promotes participation in the Transit Benefit Program which involves the distribution of discount transit passes or other incentives to encourage employees to commute to and/or from work by means of approved public mass transportation and to reduce the cost to personnel who commute via mass transportation.

b. Benefits are not transferable and are to be used only for the commute to and/or from work. Giving or selling fare media or benefits to other individuals, or purchasing the same from another is prohibited even if the other individual is eligible to receive a benefit.

c. Only personnel who are not on any other federally subsidized transportation arrangement may participate in the Transit Benefit Program. This includes any federal worksite parking permits.

7. RESPONSIBILITIES.

a. Logistics Division, Materiel and Services Branch, AWP-52 will:

(1) Serve as the Program Coordinator to develop policy and coordinate with unions, local program coordinators and management, as necessary;

(2) Review and evaluate programs at least annually; and coordinate reports.

(3) Review, coordinate, and approve field attachments necessary to operate the Transit Benefit Program.

b. All Division and Staff Office Managers will ensure that all employees are aware of the program and budget sufficient operating funds for program operation.

c. All Approving Officials will review the employee's application for the Transit Benefit Program and ensure all requirements are met before approving employee applications.

d. Local Program Coordinators will review the local mass transit situation for their metropolitan area and determine whether there is sufficient local interest to merit development of a local program. If there is sufficient local interest, local coordinators will contact the Program Coordinator, AWP-52 for further information.

8. MASS TRANSIT BENEFIT. The total employer provided benefit cannot exceed the maximum amount excludable from Federal taxation as

prescribed by current law or actual commuting costs, whichever is less. Reductions for people with disabilities, the elderly, or students are not considered as a subsidy for the purpose of this program.

9. PROCEDURES FOR PROGRAM PARTICIPANTS:

a. Application. Those FAA employees desiring to participate must complete DOT F 1700.18A (see Figure 1). This form must be completed and approved by the designated Program Coordinator at your location (Appendix 1, para 2) prior to picking up the transit benefit. This is a one time application which remains in effect for as long as the employee is in the program. No responses to the employee will be made to the form unless there is some reason for disapproval in which case the applicant will be contacted directly by the designated program coordinator.

b. Participants. FAA employees desiring to participate must certify in writing, upon the receipt of fare media that they are eligible for a transit benefit, are obtaining it for their commute to and/or from work, and will not transfer the fare media to any other individual.

c. Non-Payment Penalty and Other Penalties. Employees are cautioned that certain actions may seriously jeopardize their entitlement to the benefits of this program. Examples of actions are as follows:

(1) Employees receiving transit benefits who do not use their benefits for the purpose of commuting to and/or from work will be removed from further participation in the program.

(2) Adverse actions may also be proposed, depending on the circumstances, against employees who violate the terms of this program.

d. Termination of Program Utilization. Employees leaving the metropolitan area, leaving agency employment, or electing to use some other form of transportation must contact the program control point immediately and return any unused benefits.


Fanny Rivera
Acting Regional Administrator, AWP-1

APPENDIX 1. WESTERN-PACIFIC REGION
MASS TRANSIT BENEFIT PROGRAM

1. This appendix provides specific direction for the administration, control, and participation in the Western-Pacific Region Transit Benefit Program in the various metropolitan areas. These directions are to be followed in conjunction with the provisions of Western-Pacific Order, WP 3560.

2. The Western-Pacific Region area program will include all FAA Divisions and any Western-Pacific Field Offices that wish to participate. The Western-Pacific Logistics Division, Materiel and Services Branch, AWP-52, will be the Program Coordinator in the Regional Office. Western-Pacific Field Offices shall appoint Local Program Coordinators. The local Imprest Fund will deliver the transit benefit, up to the maximum amount excludable from taxation as prescribed by law, or actual commuting costs, whichever is less, upon proper verification.

3. Procedures for PROGRAM PARTICIPANTS are:

a. Application. Those desiring to participate must complete DOT F 1700.18A (see Figure 1). The accounting classification and approval for availability of funds must be completed by an approving official. Names of approving officials are maintained on file at the Imprest fund. This is a one-time application which remains in effect for as long as the employee is in the program.

NOTE: The cost of this program will be charged to each office's Program Element, and Object Code, 121T.

b. Obtaining Transit Benefits. Transit benefits must be obtained for the month that funds are expended. Each employee will be required to submit a Transit Benefit Certification Form (see figure 2) and a receipt for transit services received. In addition, employees will submit Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business, with approving official signature. Employees are expected to pick up benefits in person and show employee identification.

4. PROGRAM COORDINATOR/LOCAL PROGRAM COORDINATOR Procedures are:

a. Processing Application Form, DOT F 1700.18A. The completed application forms will be used to build a data file of authorized employees. The file will include date of application, the last four digits of the social security number, name, home address, work address, work phone number, grade, previous mode of commute, accounting classification code, approving official, fare media type (transit authority providing service), total cost, State and/or local subsidy, FAA benefit, and amount to be paid by the employee.

b. Print Monthly Authorization List. Each month prior to the next selling period of Regional Transit Authority (RTA) fare media, the coordinators will print an authorization list. The list will

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be generated from the data file. The list should include the last four digits of the social security number, employee name, grade, accounting classification code, fare media type, total value, State and/or local subsidy, FAA benefit and employee cost.

c. Dissemination of Authorization List. Each month on the same day it is printed, the Program Coordinator/Local Program Coordinators will provide the Imprest Fund personnel with a copy of the authorization list.

d. Processing Completed Authorization List Return to AWP-52. After the reimbursement period for the previous month, the Imprest Fund (program control point) will return the authorization list to the Program Coordinator, AWP-52. Attached will be the receipts of purchased RTA fare media along with the Transit Benefit Certification form signed and completed by the employee. The Program Coordinator will update the computer data files from information shown on the authorization list and receipts. A copy of the authorization list will be returned to the local program coordinators where applicable.

e. Additions and Deletions to the Authorization List. Each month, additional employees will decide to use the program, and some will leave or decide to quit the program. New applications will be added to the list as required by the program procedures in Paragraph 4a. Employees also will be removed from the list upon receipt of a memorandum or the application form marked "cancel". Employees will also be removed from the authorization list upon receipt of an Employees Clearance Record, WP Form 2700-84 or if employee action justifies removal, as described in paragraph 9c of this Order.

f. Reporting. The Program Coordinator, AWP-52, will generate reports as needed to perform the required analysis and control of the program. As a minimum, the following reports will be generated:

(1) Authorization Lists. This monthly list will be generated and reviewed prior to dissemination as described in paragraph 4c. After receipt of the returned authorization list, it will be reviewed to ensure that the amounts shown as benefits do not exceed the maximum prescribed by current law per month and that benefits were used for the purchase of a transit fare media.

(2) Semi-Annual Report. This report will be generated to document all participants and costs in all categories. The Program Coordinator, AWP-52 will ensure that;

(a) total benefits from FAA do not exceed the maximum prescribed by current law,

(b) all participants are current and bonafide employees.

5. IMPREST FUND procedures are:

a. The Imprest Fund will receive the monthly authorization list from the Program Coordinator/Local Program Coordinator prior to the beginning of the month. The list will authorize the Imprest Fund to issue a fare benefit to the named employee after obtaining the employee's signature on the "Transit Benefit Certification Form"; Standard Form 1164, Claim for Reimbursement for Expenditures on Official Business, and an original receipt, pass or stub for transit services received.

b. Reconciliation of Records. After the month is completed, the Imprest Fund will complete the authorization list in the following manner:

(1) line out all employees who did not participate in the program,

(2) line out and correct any incorrect items on the list,

(3) return to the Program Coordinator prior to the beginning of the next month the authorization list; the "Transit Benefit Certification,"; and the original receipt, pass or stub for transit services received.

FIGURE 2. TRANSIT BENEFIT CERTIFICATION

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*TRANSIT BENEFIT CERTIFICATION FORM

CERTIFICATION: I HEREBY CERTIFY THAT I AM EMPLOYED BY THE DEPARTMENT OF TRANSPORTATION AND AM NOT NAMED ON A WORKSITE PARKING PERMIT WITH DOT OR ANY OTHER FEDERAL AGENCY. I ALSO CERTIFY THAT I AM ELIGIBLE FOR A PUBLIC TRANSPORTATION FARE BENEFIT, WILL BE USING IT FOR MY DAILY COMMUTE TO AND/OR FROM WORK, AND WILL NOT TRANSFER IT TO ANYONE ELSE.

THIS CERTIFICATION CONCERNS A MATTER WITHIN THE JURISDICTION OF AN AGENCY OF THE UNITED STATES AND MAKING A FALSE, FICTITIOUS, OR FRAUDULENT CERTIFICATION MAY RENDER THE MAKER SUBJECT TO CRIMINAL PROSECUTION UNDER TITLE 18, UNITED STATES CODE, SECTION 1001, CIVIL PENALTY ACTION PROVIDING FOR ADMINISTRATIVE RECOVERIES OF UP TO \$5000 PER VIOLATION, AND/OR AGENCY DISCIPLINARY ACTIONS UP TO AND INCLUDING DISMISSAL.

NAME (Last, First, MI) (Please Print)	SIGNATURE	AMOUNT OF BENEFIT	TRANSIT SYSTEM USED	DATE	CHANGE DOT OFFICE? (Y/N)
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Privacy Act Statement: This information is solicited under authority of Public Law 101-509. Furnishing the information on this form is voluntary, but failure to do so may result in disapproval of your request for a public transit fare benefit. The purpose of this information is to facilitate timely processing of your request, to ensure your eligibility, and to prevent misuse of the funds involved. This information will be matched with lists at other federal agencies to ensure that you are not listed as a carpool or vanpool participant or a holder of any other form of vehicle worksite parking permit with DOT or any other federal agency.

NOTE: Transit benefit media become the property and responsibility of authorized participants upon receipt. Once issued, transit benefit media will not be replaced for any reason.

*Sample form for Transit Benefit Certification. Any form may be used that includes at least the above information.

HEADQUARTERS CONTACT POINTS
FOR
THE TRANSIT BENEFIT PROGRAM

<u>MODE</u>	<u>NAME</u>	<u>ROUTING SYMBOL</u>	<u>PHONE</u>
USCG	CDR M.R. Riley	G-PS-1	267-1653
FAA	Bill Gieck	AAA-400	267-8996
FHWA	Tony Schroth	HMS-21	366-9104
FRA	Thelma Call	RAD-20	366-0439
NHTSA	Ed Kosek	NAD-51	366-2589
FTA	Deana McDaniel	UAD-1	366-4007
SLSDC	Bob Lewis	SLS-2	366-0091
MARAD	Joseph Freeman	MAR-318	366-6057
RSPA	Marcia Paull	DMA-22	366-1073
OIG	Robert B. Frey, III	JP-20	366-1968

APPROVED TRANSIT AGENCIES

As of: December 15, 1992

<u>CITY</u>	<u>STATE</u>	<u>TRANSIT AGENCY</u>	<u>CONTACT</u>	<u>PHONE</u>
Anniston	AL	E. AL Regional Planning & Dev		
Citronelle	AL	Mobile Transit Authority	Stan Stegall	205-237-6741
Mobile	AL	(Same as Citronelle, AL)	James Robillard	205-344-6600
Montgomery	AL	Montgomery Area Transit System	Sandra Bradley	205-262-7321
Anchorage	AK	Anchorage Public Transit	Jouni Alatervo	907-343-6581
Gulkana	AK	(Same as Anchorage, AK)		
Homer	AK	(Same as Anchorage, AK)		
Kenai	AK	(Same as Anchorage, AK)		
Palmer	AK	(Same as Anchorage, AK)		
Talkeetna	AK	(Same as Anchorage, AK)		
Valdez	AK	(Same as Anchorage, AK)		
Carefree	AZ	City of Mesa Dial-a-Ride	James Wright	602-644-3010
		Peoria Transit	Jack Kaufman	602-486-4290
		Scottsdale Transit Dept	K. Kirkpatrick	602-994-7656
		City of Phoenix	H. Villaverde	602-262-7242
		Phoenix Rapid Transit Authority	Brian Jungwirth	602-256-0996
Goodyear	AZ	(Same as Carefree, AZ)		
Mesa	AZ	(Same as Carefree, AZ)		
Phoenix	AZ	(Same as Carefree, AZ)		
Scottsdale	AZ	(Same as Carefree, AZ)		
Tuscon	AZ	(Same as Carefree, AZ)		
		City of Tuscon		
Little Rock	AR	Little Rock Metroplan	Mano Ramirez	602-791-4371
			Wanda Chastuin	501-375-6717

Alameda	CA	Alameda/Contra Costa TD San Francisco BART Santa Clara County Transit Central Contra Costa TA City of Shafter Dial-a-Ride Long Beach Public Transit Los Angeles SCRTD Santa Monica Muni Bus Oxnard S Coast Area Transit San Diego Transit System San Diego Regional Transit N. San Diego Transit Dev San Diego Transit System San Diego Regional Transit Central Contra Costa Transit Alameda/Contra Costa TD San Francisco BART San Diego TS San Diego Regional TS N. San Diego Transit Dev Los Angeles SCRTD Santa Monica Muni Bus Long Beach PTC Los Angeles SCRTD Santa Monica Muni Bus Central Contra Costa TA Alameda/Contra Costa TD Santa Clara County Transit Dist. Long Beach PTC Los Angeles SCRTD (Same as Fullerton, CA) Central Contra Costa TA Alameda/Contra Costa TD San Francisco BART Laguna Beach Muni Transit	Michael Quinn Constantine Sarlas Amy Kung Jay Castro Wade McKinney MaryLou Matienzo Tom Rubin Joseph Stitche Melvin Chambers Roger Perez Stephan Vance Jacquelyn Parker Roger Perez Stephan Vance Jay Castro Michael Quinn Constantine Sarlas Roger Perez Stephan Vance Jacquelyn Parker Tom Rubin Joseph Stitche MaryLou Matienzo Tom Rubin Joseph Stitche Jay Castro Michael Quinn Amy Kung MaryLou Matienzo Tom Rubin Jay Castro Michael Quinn Constantine Sarlas Terry Brandt	415-891-4766 415-464-6929 408-299-3713 415-676-1976 805-746-6361 213-591-8753 213-972-6830 213-458-1975 805-483-3959 619-238-0100 619-595-5324 619-967-2809 619-238-0100 619-595-5324 415-676-1976 415-891-4766 415-464-6929 619-238-0100 619-595-5324 619-967-2809 213-972-6830 213-458-1975 213-591-8753 213-972-6830 213-458-1975 415-676-1976 415-891-4766 408-299-3713 213-591-8753 213-972-6830 415-676-1976 415-891-4766 415-464-6929 714-497-3311
Bakersfield	CA			
Burbank	CA			
Camarillo	CA			
Carlsbad	CA			
Chula Vista	CA			
Concord	CA			
El Cajon	CA			
El Monte	CA			
El Toro	CA			
Fremont	CA			
Fullerton	CA			
Hawthorne	CA			
Hayward	CA			
Laguna Niguel	CA			

Laverne	CA	Long Beach PTC	MaryLou Matienzo	213-591-8753
		Laguna Beach Muni Transit	Terry Brandt	714-497-3311
		Los Angeles SCRTD	Tom Rubin	213-972-6830
		City of Torrance TS		
		Santa Monica Muni Bus	M. Sharpless	213-618-5853
Livermore	CA	Stockton MTD	Joseph Stitcher	213-458-1975
Long Beach	CA	Long Beach PTC	Timothy Blomgren	209-948-5566
		Laguna Beach Muni Transit	MaryLou Matienzo	213-591-8753
		Los Angeles SCRTD	Terry Brandt	714-497-3311
		Los Angeles SCRTD	Tom Rubin	213-972-6830
Los Angeles	CA	Long Beach PTC	Tom Rubin	213-972-6830
		Laguna Beach Muni Transit	MaryLou Matienzo	213-591-8753
		City of Torrance TS	Terry Brandt	714-497-3311
		Santa Monica Muni Bus	M. Sharpless	213-618-5853
		Orange County TD	Joseph Stitcher	213-458-1975
Marysville	CA	Hub Area Transit Authority	Ken Ishihara	714-638-9000
Mill Valley	CA	San Francisco Golden Gate TD	Keith Martin	916-674-7882
Miramar NAS	CA	(Same as El Cajon, CA)	Robert Fugle	415-923-2287
Monterey	CA	Monterey/Salinas Transit		
Napa	CA	Napa City Bus	William Bernier	408-899-2557
Oakland	CA	Alameda/Contra Costa TD	Celinda Romaine	707-257-9520
		San Francisco BART	Michael Quinn	415-891-4766
Oceanside	CA	(Same as El Cajon, CA)	Constantine Sarlas	415-464-6929
Ontario	CA	Los Angeles SCRTD		
		Long Beach PTC	Tom Rubin	213-972-6830
		City of Torrance TS	MaryLou Matienzo	213-591-8753
Oxnard	CA	Oxnard S. Coast Area Transit	M. Sharpless	213-618-5853
Palm Springs	CA	Riverside Transit Agency	Melvin Chambers	805-483-3959
		SunLine Transit Agency	James Stoffer	714-684-0850
Palo Alto	CA	Santa Clara County TD	Lee Norwine	619-343-3456
Palos Verdes	CA	Los Angeles SCRTD	Amy Kung	408-299-3713
		Long Beach PTC	Tom Rubin	213-972-6830
Rancho Cordova	CA	Sacramento RTD	MaryLou Matienzo	213-591-8753
		Yolo County Transit	Radine Harrison	916-732-4700
Rio Linda	CA	(Same as Rancho Cordova, CA)	Terry Bassett	916-661-0816
Riverside	CA	Riverside Transit Agency	James Stoffer	714-684-0850

Sacramento	CA	Sacramento RTD	Radine Harrison	916-732-4700
Salinas	CA	Yolo County Transit	Terry Bassett	916-661-0816
San Carlos	CA	Monterey/Salinas Transit	William Bernier	408-899-2557
		Central Contra Costa TA	Jay Castro	415-676-1976
		San Francisco BART	Constantine Sarlas	415-464-6929
San Diego	CA	San Francisco MUNI	Michelle Witt	415-923-2533
San Francisco	CA	(Same as Oceanside, CA)		
		Alameda/Contra Costa TD	Michael Quinn	415-891-4766
		San Francisco BART	Constantine Sarlas	415-464-6929
		San Francisco MUNI	Michelle Witt	415-923-2533
		San Francisco Golden Gate TD	Robert Fugle	415-923-2287
San Jose	CA	(Same as Palo Alto, CA)		
Santa Ana	CA	Los Angeles SCRTD	Tom Rubin	213-972-6830
		Long Beach PTC	MaryLou Matienzo	213-591-8753
		Santa Monica Muni Bus	Joseph Stitche	213-458-1975
		Orange County TD	Ken Ishihara	714-638-9000
Santa Barbara	CA	Santa Barbara MTD	Bradley Davis	805-963-3364
Santa Fe Springs	CA	(Same as Santa Ana, CA)		
Santa Monica	CA	Santa Monica Muni Bus	Joseph Stricher	213-458-1975
		Los Angeles SCRTD	Tom Rubin	213-972-6830
Santa Rosa	CA	City of Santa Rosa	Burce Eisert	707-524-5121
Santee	CA	(Same as San Diego, CA)		
Sloughouse	CA	(Same as Rio Linda, CA)		
S. San Francisco		Santa Clara County TD		
		San Francisco BART	Amy Kung	408-299-3713
		San Francisco MUNI	Constantine Sarlas	415-464-6929
		San Francisco Golden Gate TD	Michelle Witt	415-923-2533
		Central Contra Costa TA	Robert Fugle	415-923-2287
		(Same as Long Beach, CA)	Jay Castro	415-676-1976
Stanton	CA	Stockton MTD		
Stockton	CA	City of Torrance TS	Timothy Blomgren	209-948-5566
Torrence	CA	Los Angeles SCRTD	M. Sharpless	213-618-5853
		Long Beach PTC	Tom Rubin	213-972-6830
		Santa Monica Muni Bus	MaryLou Matienzo	213-591-8753
			Joseph Stitche	213-458-1975

Aspen	CO	Roaring Fork TA	Dan Blankenship	303-920-1905
Aurora	CO	Denver RTD	Patricia Seifert	303-573-2232
		Mayflower Contract Services	James Dickey	303-778-7008
Broomfield	CO	(Same as Aurora, CO)		
Colorado Springs		Colorado Springs Transit		
Cortez	CO	City of Durango	Delmore Howell	719-475-0635
Denver	CO	(Same as Aurora, CO)	Keoki Moore	303-259-5438
Lakewood	CO	(Same as Aurora, CO)		
Longmont	CO	(Same as Aurora, CO)		
Parker	CO	(Same as Aurora, CO)		
Bridgeport	CT	Westport TD		
		Greater Bridgeport TD	Samuel Goodman	203-226-0422
		Housatonic Area Regional Transit	John Hutchinson	203-366-7070
Danbury	CO	(Same as Bridgeport, CO)	Thomas Williams	203-744-4070
Hartford	CT	Hartford-Conn Transit	L. Schaffhauser	203-522-8101
		Dalco Inc - New Britain	Louis DeVivo	203-229-4878
New Castle	DE	Wilmington Dart	Alton Hillis	302-658-8960
Clearwater	FL	Pinellas Suncoast TA	Gregory Morgan	813-530-9924
		Hillsborough Area RTA	Neal Meader	813-623-5835
		Bradenton/Manatee Cty TA	Jamie Parker	813-748-4501
Ft Lauderdale	FL	Ft Lauderdale/Broward Cty	Violet Snipes	305-357-8304
Ft Myers	FL	Lee County Transit	Suzanne Scanlon	813-936-6091
Hilliard	FL	Jacksonville TA	Sharon Worth	904-630-3181
Hollywood	FL	(Same as Ft Lauderdale, FL)		
Jacksonville	FL	(Same as Hilliard, FL)		
Key West	FL	Key West Port Authority	Charles Hanlin	305-294-3721
Lakeland	FL	(Same as Clearwater, FL)		
Mayport	FL	(Same as Hilliard, FL)		
Miami	FL	Miami/Dade County TA	Jack Forney	305-375-3244
Miami Beach	FL	(Same as Miami, FL)		
Opa Locka	FL	(Same as Miami, FL)		
Orlando	FL	Orlando TCT	Mary Hough	407-841-2279
Pompano Beach	FL	(Same as Miami, FL)		

St Petersburg	FL	(Same as Clearwater, FL)		
Sarasota	FL	(Same as Clearwater, FL)	Dinah Hart	904-574-5200
Tallahassee	FL	Taltran-Tallahassee		
Tampa	FL	(Same as Clearwater, FL)	Irving Cure	407-686-4555
W. Palm Beach	FL	W. Palm Beach Florida Transit		
Atlanta	GA	Atlanta MARTA	Susan Brown	404-848-5610
Chamblee	GA	(Same as Atlanta, GA)		
College Park	GA	(Same as Atlanta, GA)		
East Point	GA	(Same as Atlanta, GA)		
Hampton	GA	(Same as Atlanta, GA)		
Marietta	GA	(Same as Atlanta, GA)		
Hickam AFB	HI	Honolulu DOT Service	Howard Takara	808-523-4138
Honolulu	HI	(Same as Hickam AFB)		
Waialua	HI	(Same as Hickam AFB)		
Boise	ID	Boise-Urban Stages	Jerry Mooney	208-336-1019
Alton	IL	Bi-State Development Agency		
Aurora	IL	Chicago Sub Bus Div (PACE)	Frances DeLegato	708-364-7223
		Joliet Mass TD (PACE)	Frances DeLegato	708-364-7223
		Elgin DOT (PACE)	Raymond Moller	708-931-6745
Champaign	IL	Danville Runaround MTS	Daniel Bottom	217-431-0653
Chicago	IL	Chicago CTA	Virginia Wendorf	312-664-7200
		Chicago Sub Bus Div (PACE)	Frances DeLegato	708-364-7223
		Des Plaines Suburb TD (PACE)	William Lynch	708-364-7223
		Chicago Sub Bus Div (PACE)	Frances DeLegato	708-364-7223
		Des Plaines Suburb TD (PACE)	William Lynch	708-364-7223
		Chicago Sub Bus Div (PACE)	Frances DeLegato	708-364-7223
		(Same as Chicago Hts, IL)		
		(Same as Alton, IL)		
		(Same as Alton, IL)		
		(Same as Chicago Hts, IL)		
		(Same as Alton, IL)		
		Joliet Mass TD (PACE)		
		Chicago Sub Bus Div (PACE)	Frances DeLegato	708-364-7223
		(Same as Chicago Hts, IL)	Frances DeLegato	708-364-7223
Deerfield	IL			
Des Plaines	IL			
E. Alton	IL			
E. St Louis	IL			
Elk Grove Village	IL			
Granite City	IL			
Homewood	IL			
McCook	IL			

Peoria	IL	Greater Peoria Mass TD	Kathryn Scherer	309-682-3330
Rolling Meadows		Des Plaines Suburb TD (PACE)	William Lynch	708-364-7223
		Joliet Mass TD (PACE)	Frances DeLegato	708-364-7223
		Elgin DOT (PACE)	Raymond Moller	708-931-6745
		Highland Park Transit	Terrence Tarr	708-432-0800
		Wilmette Muni Bus Sys (PACE)	David Leach	708-251-2700
		Chicago CTA	Virginia Wendorf	312-664-7200
		Chicago Sub Bus Div (PACE)	Frances DeLegato	708-364-7223
Schiller Park	IL	Des Plaines Suburb TD (PACE)	William Lynch	708-364-7223
		Chicago CTA	Virginai Wendorf	312-664-7200
Springfield	IL	Springfield MTD	Carollyn Fults	217-522-6087
Sugar Grove	IL	(Same as Deerfield, IL)		
Tinley Park	IL	(Same as Homewood, IL)		
W. Chicago	IL	Elgin DOT (PACE)		
		Chicago Sub Bus Div (PACE)	Raymond Moller	708-931-6745
Wheeling	IL	(Same as Deerfield, IL)	Frances DeLegato	708-634-7223
Fort Wayne	IN	Fort Wayne PTC		
Indianapolis	IN	Indianapolis PTC	Susan Kain	219-432-4977
Muncie	IN	Muncie Indiana TS	Steven Myers	317-635-2100
Terre Haute	IN	Terre Haute Transit Utility	Sam Smith	317-282-2762
			Douglas Poad	812-235-0109
Ames	IA	Cy-Ride		
Cedar Rapids	IA	Cedar Rapids Bus Dept	Robert Bourne	515-292-1100
Des Moines	IA	Des Moines MTA	William Hoekstra	319-398-5367
Sioux City	IA	Sioux City TS	Patrice Sayre	515-283-8119
Waterloo	IA	Waterloo-Black Hawk Cty	Douglas Dimick	712-279-6405
			Walter Stephenson	319-234-5714
Olathe	KS	Johnson County Transit		
Topeka	KS	Topeka MTA	Alice Amrein	913-782-2640
Wichita	KS	Wichita MTA	Mary Padgett	913-233-2011
			Alvin Hill	316-265-1450
Hebron	KY	TA of Northern Kentucky		
Louisville	KY	TA of River City	Robert Ronka	606-341-8265
			Patrick McKune	502-561-5128
New Orleans	LA	Regional Transit Authority		
St Rose	LA	(Same as New Orleans, LA)	Justine Augustine	504-569-2600
Slidell	LA	(Same as New Orleans, LA)		

Bangor	ME	The Bus	Robert Osborne	207-947-0536
Baltimore	MD	Baltimore MTA	Phillip Hong	301-333-2865
Camp Springs	MD	Montgomery Cty Ride On	Gordon Aoyagi	301-217-2184
Gaithersburg	MD	WMATA		
Glen Burnie	MD	(Same as Baltimore, MD)		
Landover	MD	(Same as Gaithersburg, MD)		
Linthicum Hghts	MD	(Same as Baltimore, MD)		
Middle River	MD	(Same as Baltimore, MD)		
Riverdale	MD	(Same as Baltimore, MD)		
Rockville	MD	WMATA		
Suitland	MD	Baltimore MTA	Phillip Hong	301-333-2865
Tawson	MD	(Same as Gaithersburg, MD)		
		(Same as Baltimore, MD)		
Bedford	MA	MBTA	Deborah Bennett	617-722-3399
Beverly	MA	(Same as Bedford, MA)		
Boston	MA	(Same as Bedford, MA)	Nancy Devine	617-773-9401
		Plymouth & Brockton St. RR		
Burlington	MA	(Same as Bedford, MA)		
Cambridge	MA	(Same as Bedford, MA)		
Lawrence	MA	Merrimack Valley TA	Joseph Costanzo	508-372-2427
Natwick	MA	(Same as Bedford, MA)		
North Andover	MA	(Same as Lawrence, MA)		
Otis AFB	MA	Berkshire RTA	Louis Peruchi	413-499-2782
Waltham	MA	(Same as Bedford, MA)		
Westfield	MA	Pioneer Valley TA/Transit Express	Cynthia Landers	413-732-6248
Weymouth	MA	(Same as Bedford, MA)		
Worcester	MA	Worcester RTA	Robert Ojala	508-791-2389
Ann Arbor	MI	Ypsilanti-Ann Arbor TA	Christopher White	313-973-6500
Grand Rapids	MI	Grand Rapids Area TA	Donald Behrens	616-774-1150
Kalamazoo	MI	Kalamazoo Metro TS	John Riston	616-337-8201
Kentwood	MI	(Same as Grand Rapids, MI)		
Lansing	MI	Lansing-Capital Area TA	Martin Mecher	517-394-1100
Muskegon	MI	Muskegon Area TS	Ernest Palmer	616-724-6420
Ypsilanti	MI	(Same as Ann Arbor, MI)		

Apple Valley	MN	Minneapolis MTC	Robert Thompson	612-349-7680
Crystal	MN	(Same as Apple Valley, MN)		
Duluth	MN	Duluth TA	Robert Gaskill	218-722-4426
en Prairie	MN	(Same as Apple Valley, MN)		
Farmington	MN	(Same as Apple Valley, MN)		
Minneapolis	MN	(Same as Apple Valley, MN)		
Rochester	MN	City of Rochester		
St Paul	MN	(Same as Apple Valley, MN)	Anthony Knauer	507-281-6194
Berkley	MO	Bi-State Development Agency		
Kansas City	MO	Kansas City Area TA	Kathy Hunt	314-982-1570
St Louis	MO	(Same as Berkley, MO)	Donna Brown	816-346-0311
Billings	MT	Billings Metro Transit	Ronald Wenger	406-657-8221
Lincoln	NE	StarTran	Debbie Sovereign	402-471-7185
Reno	NV	RTC of Washoe	Gary Hutchinson	702-323-2800
Manchester	NH	Manchester TA	Rita Martin	603-623-8801
Nashua	NH	Nashua TS	Arnold Alves	603-880-0100
Atlantic City	NJ	NJ Transit Corp	Catherine Decicco	201-491-7000
Burlington	NJ	NJ Transit Corp	Catherine Decicco	201-491-7000
Morristown	NJ	PATCO		
Trenton	NJ	(Same as Atlantic City, NJ)		
		NJ Transit Corp		
		SEPTA		
Albuquerque	NM	SunTran	Catherine Decicco	201-491-7000
Albany	NY	Capital District TA	Andres Garcia	505-764-6150
Garden City	NY	LIRR	Carey Roessel	518-482-6258
Islip	NY	(Same as Garden City, NY)	Gerald Neway	718-990-7524
Ithaca	NY	Ithaca Transit		
Kings Point	NY	(Same as Garden City, NY)		
Mellville	NY	(Same as Garden City, NY)	Bernard Carpenter	607-273-7348

Queens	NY	NYCTA	Morris Becker	718-330-4841
		Green Bus Lines	Andrew Montalto	718-995-4700
		Jamica Bus	Raymond Martini	718-526-0800
		LIRR	Gerald Neway	718-990-7524
		Queens Surface Corp	Joseph Nocera	718-445-3100
		Rochester RTS	Jean Feuchler	716-654-0231
Rochester	NY	(Same as Garden City, NY)	Julian Shanley	315-471-2100
Ronkonkoma	NY	Central New York RTA	Deborah Egbuna	315-442-3333
Syracuse	NY	CNY Centro	Deborah Egbuna	315-442-3333
		Centro of Oswego	Deborah Egbuna	315-442-3333
		Centro of Cayugo		
Valley Stream	NY	(Same as Garden City, NY)		
White Plains	NY	Westchester County DOT	Mark Urbaitis	914-285-5297
		Metro North Commuter Railroad		
Charlotte	NC	Charlotte TA	Andrea Anselmi	704-336-3886
Hickory	NC	Hickory-Piedmont Wagon	Michael Bradshaw	704-464-9444
Raleigh	NC	Raleigh-NC Transit Div	Jimmy Broadway	919-833-5701
Winston-Salem	NC	Winston-Salem TA	Debbie Collins	919-727-2648
Grand Forks	ND	Grand Forks City Bus	Robert Ulland	701-746-2590
Broadview Hts	OH	Cleveland RTA	Pat Kerney	216-566-5147
Brook Park	OH	(Same as Broadview Hts, OH)		
Cleveland	OH	(Same as Broadview Hts, OH)		
Columbus	OH	Central Ohio TA	Robert Parker	614-275-5844
Dayton	OH	Miami Valley RTA	Donald Brubaker	513-443-3033
Fairview Park	OH	(Same as Broadview Hts, OH)		
Bethany	OK	Central Oklahoma PTA	Vicki Harty	405-297-2484
Midwest City	OK	(Same as Bethany, OK)		
Oklahoma City	OK	(Same as Bethany, OK)		
Tulsa	OK	Metropolitan Tulsa TA	Murial Ford	918-585-1195

Eugene	OR	Eugene-Lane Cnty MTD	Brentt Ramharter	503-687-5581
Hallsboro	OR	Tri-County MTD	Joyce Lang	503-239-6425
Portland	OR	(Same as Hallsboro, OR)		
Salem	OR	Cherriots	John Whittington	503-588-2885
Allentown	PA	Allentown-LANTA	Armando Greco	215-435-4052
Coraopolis	PA	Pittsburgh PAT	Richard Charnock	412-237-7080
Essington	PA	Philadelphia-SEPTA	Robert VanderNeut	215-574-7988
Harrisburg	PA	Harrisburg-CAT	Charlotte Blair	717-233-5657
Middletown	PA	(Same as Harrisburg, PA)		
Neffsville	PA	Lancaster-Red Rose TA	James Lutz	717-397-4246
New Cumberland	PA	(Same as Harrisburg, PA)		
Oakdale	PA	(Same as Coraopolis, PA)		
Paoli	PA	(Same as Essington, PA)		
Philadelphia	PA	(Same as Essington, PA)		
Pittsburgh	PA	(Same as Coraopolis, PA)		
Reading	PA	Reading BARTA	Walter Smithson	215-921-0601
State College	PA	Centre Area TA	Judity Minor	814-238-0625
Trevoise	PA	(Same as Essington, PA)		
West Mifflin	PA	(Same as Coraopolis, PA)		
Willow Grove	PA	(Same as Essington, PA)		
Providence	RI	RI PTA	Dianne Medbury	401-781-9450
Sumter	SC	Santee Wateree RTA	John Aderholdt	803-775-9347
Sioux Falls	SD	City of Sioux Falls TS	Jane Douglas	605-338-7874
Knoxville	TN	Knoxville TA	John Andrews	615-546-9361
Nashville	TN	Nashville MTA	Craig Dean	615-252-2217
Abilene	TX	Abilene TS	Debra Ruggles	915-676-6403
Addison	TX	Dallas Area Rapid Transit	John Hawes	214-658-6254
Austin	TX	Capital MTA	Irma Anderson	512-389-7549
Dallas	TX	(Same as Addison, TX)		
Fort Worth	TX	CITRAN	Kathleen Dearman	817-870-6213
Houston	TX	Houston MTA	Edith Lowery	713-739-6925
San Antonio	TX	VIA	John Milam	512-227-5371

Salt Lake City UT	Utah TA		
Burlington VT	Chittenden Cnty TA	Daniel Harps	801-262-5626
Alexandria VA	WMATA	Catherine Debo	802-864-0211
	DASH	Janice Davis	202-962-2794
Arlington VA	WMATA	Tina Stauber	703-370-3274
Chantilly VA	(Same as Arlington, VA)	Janice Davis	202-962-2794
Charlottesville VA	Charlottesville Transit	Michael Carroll	804-971-3350
Chesapeake VA	Tidewater TDC	Leland Carlson	804-627-9292
Falls Church VA	(Same as Arlington, VA)	Stephen D. Rowland	703-490-4811
Fredricksburg VA	COMMUTERIDE		
Manassas VA	(Same as Fredricksburg, VA)		
Manassas Park VA	(Same as Fredricksburg, VA)		
McLean VA	(Same as Arlington, VA)		
Vienna VA	(Same as Arlington, VA)		
Norfolk VA	(Same as Chesapeake, VA)		
Portsmouth VA	(Same as Chesapeake, VA)		
Prince William VA	(Same as Chesapeake, VA)		
Richmond VA	(Same as Fredricksburg, VA)		
Roanoke VA	Gr. Richmond TC	Yvonne Reid	804-358-3871
Sandston VA	Gr. Roanoke TC	Stephen Mancuso	703-982-0305
Stafford Co. VA	(Same as Richmond, VA)		
Virginia Beach VA	(Same as Fredricksburg, VA)		
	(Same as Chesapeake, VA)		
Auburn WA	Seattle Metro		
Gig Harbor WA	Tacoma-Pierce Cnty Transit	Joshua Smith	206-684-1113
Olympia WA	Intercity Transit	Kathy Sullivant	206-581-8120
Renton WA	(Same as Auburn, WA)	Hugh A. Mose	206-786-8586
Seattle WA	(Same as Auburn, WA)		
Spokane WA	Spokane Transit Authority	James Plaster	509-325-6000
Spokane Apt WA	(Same as Spokane, WA)	Leslie Uyeji	206-696-4494
Vancouver WA	Vancouver C-Tran	Susan Huether	206-464-7800
WA State Fry WA	(Same as Auburn)		

Charleston	WV	Kanawha Valley RTA	Douglas Hartley	304-343-3840
Appleton	WI	Valley Transit	Nancy Kreutzman	414-832-6100
Madison	WI	Madison Metro	Lucille Owens	608-267-5291
Milwaukee	WI	Milwaukee Cnty TS	David Carver	414-937-3212
Oshkosh	WI	Oshkosh Transit System	Mark Huddleston	414-236-5281
San Juan	PR	Metro Bus Authority	Maria Rivera	809-766-4452