



# Business Passport King County Metro

*ORCA Business Passport is a comprehensive, annual transportation pass program for employers. Standard pricing and elements are available for employers with 20-499 employees or as few as 5 employees for employers in downtown Seattle, Belltown, International District, Lake Union & Queen Anne, and downtown Bellevue. Employers with 500 or more employees receive custom pricing and the option to include vanpool/vanshare subsidies and the Home Free Guarantee program.*

## **Standard elements include:**

- Access to regular bus services on Community Transit, Everett Transit, Kitsap Transit, Metro Transit, Pierce Transit, and Sound Transit.
- Access to regular service on Sound Transit Link light rail.
- Access to regular service on Sound Transit Sounder commuter rail (including Rail Plus partnership with Amtrak Cascades).
- Access to regular service on Seattle Streetcar.
- Access to regular service on King County Water Taxi. (Vashon and West Seattle routes)
- Access to regular service on Kitsap Transit Foot Ferry. (Port Orchard and Annapolis routes)
- 100% vanpool fare subsidy on Community Transit, Kitsap Transit, Metro Transit, and Pierce Transit vanpool vans.
- 100% vanshare fare subsidy on Community Transit, Kitsap Transit, Metro Transit, and Pierce Transit vanshare vans.
- Emergency guaranteed ride home service. (Up to eight rides per employee.)

## **Benefits to employers include ability to:**

- Offer employees an **annual** comprehensive transportation pass program within a single card
- Reduce administrative costs – the Passport annual program does not require monthly online administration or knowledge of what type of passes employees need
- Manage employee cards online by serial number, by branch or by group
- Can be used in combination with an ORCA Choice program to cover ferry riders at additional cost.
- Provide equitable transportation benefits to all employees

## **Benefits to employees include ability to:**

- Have daily flexibility in choosing how to commute to work
- Receive low cost or fully subsidized commute benefits
- Use a single, easy-to-use card to access many different modes of transportation

## **How much does Passport cost?**

Cost varies depending on the location(s) of your company's work site(s). The program requires that a pass be purchased for every benefits-eligible employee. If you already subsidize transportation for some employees, we recommend that you compare your current transportation expenditure to the cost of Passport for all your employees. Passport is available to individuals only through their participating employer.



## **Frequently Asked Questions**

(For more information see <http://www.kingcounty.gov/ORCABusinessPassport>)

**Q: What is the value of the transit portion of the Passport?**

**A:** The Passport is valid for full fare on **all** regular Community Transit, Everett Transit, Kitsap Transit, King County Water Taxi, Metro Transit, Pierce Transit, and Sound Transit routes. The full annual **retail** value of Passport is over \$2,400.

**Q: What is the difference between a vanpool and a vanshare?**

**A:** A vanpool group is not limited in the distance of their commute but it must begin at or near the driver's home. Vanpools require a minimum of 5 participants including 2 drivers and a bookkeeper. Vanpool fares are based on the length of commute and the size of the van.

A vanshare group is limited to 20 miles round trip and the group must connect to some form of public transportation, such as bus, ferry or commuter rail. Vanshare groups require a minimum of 5 participants, including one driver. Metro's vanshare fare is \$185 per month.

Van fares include insurance, maintenance, roadside assistance, and fuel.

**Q: Can our company share the cost of the Passport with our employees?**

**A:** Yes. The employer agrees to pay for a Passport program based on the full number of benefits-eligible employees at the company. The company can then choose to have employees who receive the pass co-pay up to 50% of the cost of an individual pass.

**Q: Is the Passport transferable outside the company?**

**A:** No, the Passport program is an employee benefit and cannot be transferred to friends or family. The Passport program is purchased by the company and must be relinquished to the company upon request. The employee signs a user agreement.

**Q: Can a company reuse a pass?**

**A:** Yes, once the passes are purchased they can be transferred by the company to employees within the company. Example: an employee who quits or is terminated surrenders the pass. That pass can be given to a new employee.

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*For answers to your questions or to get started with Business Passport, please contact [King County Metro Employer Commute Services](http://www.kingcounty.gov), 206-477-5858, [employer.services@kingcounty.gov](mailto:employer.services@kingcounty.gov)*