

## Duke Parking & Transportation Services Bus Pass Program

Duke PTS offers discounted passes for employees and students for DATA (Durham Area Transit Authority), TT Regional (Triangle Transit) and TT Express transit routes. Here's how the program works:

1. Choose the pass that best suits your needs.

Pass Type and Use	CASH, CHECK OR CREDIT CARD PAYMENT		PAYROLL DEDUCTION OR BURSAR ACCOUNT
	20-Trip Pass	30-Day Pass	30-Day Pass
a. DATA	\$8.00	\$18.00	\$12.00
b. TT Regional	\$16.00	\$32.00	\$24.00
c. TT Express	---	\$40.00	\$32.00

30-day passes are valid for 30 days after the first use.

20-trip passes are valid for 20 one-way trips. Every boarding is one trip.

a. **DATA** passes are accepted only on DATA buses

b. **TT Regional** passes are accepted on DATA, Triangle Transit, and Capital Area Transit routes

c. **TT Express** passes are accepted on Triangle Transit, Capital Area Transit and DATA routes. The Express routes operate hourly between 6–8 a.m. and 4:15–6:15 p.m. and include stops in downtown Raleigh, near North Carolina State University, at the American Tobacco Campus, in downtown Durham and at Duke Hospital. Find more information at [www.triangletransit.org](http://www.triangletransit.org).

2. Choose your payment type.

3. Decide if you would like a 30-day pass mailed to you each month.

Automatic renewal is available for purchase of 30-day passes. Payment method must be payroll deduction or bill to Bursar account. New passes are mailed on or around the 25<sup>th</sup> of the month. Customers must list an address to send the passes and notify PTS of any mailing address changes before the 15<sup>th</sup> of the month. Customers may stop automatic renewal by notifying PTS by telephone (919 684-7275), in writing (Box 90644, Durham, NC 27708-0644), by email ([tranpark@notes.duke.edu](mailto:tranpark@notes.duke.edu)) or in person. In order to avoid unnecessary payroll deductions, biweekly-paid customers should notify us by the 15<sup>th</sup> of the month; monthly-paid employees and students by the 5<sup>th</sup> of the month. **Save this form in the event you want to stop renewal or change addresses.**

4. Complete the Transit Pass Application Form.

**PASSES ARE NOT REFUNDABLE – PROTECT YOUR TRANSIT PASS!**

**For Parking Services Use Only**

Stock # **BUS** \_\_\_\_\_ Pass # \_\_\_\_\_ Date \_\_\_\_\_ CSR \_\_\_\_\_

**DUKE UNIVERSITY TRANSIT PASS APPLICATION**

Name \_\_\_\_\_ Duke Unique ID: \_\_\_\_\_ Date: \_\_\_\_\_

Enroll me in automatic renewal for 30-day passes. I understand I must have the cost payroll deducted or billed to my Bursar account. Mail the monthly pass to this address:

Address: \_\_\_\_\_ City, St., Zip \_\_\_\_\_

**Select the pass and payment method you prefer**

	CASH				PAYROLL DEDUCTION / BURSAR BILL	
	20-Trip Pass		30-Day Pass		30-Day Pass	
<b>DATA</b>	\$8.00		\$18.00		\$12.00	
<b>TT Regional</b>	\$16.00		\$32.00		\$24.00	
<b>TT Express</b>	---		\$40.00		\$32.00	

30-day passes will be valid for 30 days after the first use.

**PASSES ARE NOT REFUNDABLE**

**Payment Methods**

Cash/check/credit card

Bursar Account

I hereby authorize Duke University Parking and Transportation Services to bill my student account the cost of this transit pass. I also authorize Bursar billings for any other transit pass I may purchase at a future date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Payroll Deduction

I hereby authorize Duke University Parking and Transportation Services to deduct from my paycheck the cost of this transit pass. The full cost of the pass will be deducted from one paycheck. I also authorize payroll deduction for any other transit pass I may purchase at a future date. **Regular benefits-eligible faculty and staff scheduled 20 hours or more per week will have transit passes deducted on a pretax basis.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_