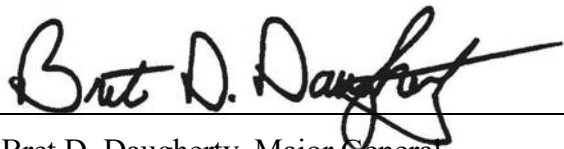




Department Policy No. HR-259-19

Title:	ORCA Cards
Authorizing Source:	2019-2021 Washington Federation of State Employees Collective Bargaining Agreement 2019-2021 Washington Public Employees Association Collective Bargaining Agreement 2019-2021 State Budget
References:	Employee Rules of Use Agreement WMD
Information Contact:	Human Resources Director Building #33 (253)512-7942
Effective Date:	August 22, 2019
Mandatory Review Date:	July 1, 2021
Revised:	New
Approved By:	 Bret D. Daugherty, Major General The Adjutant General Washington Military Department Director

Purpose

This policy establishes eligibility and procedures for the Washington state One Regional Card for All (ORCA) transportation benefit program use by Washington Military Department (WMD) employees with official workstations in King, Pierce or Snohomish counties.

Scope

This policy and supporting procedures apply to all state employees within the WMD. The ORCA program is not available to Washington National Guard serving in State Active Duty status or to federal personnel, to include Active Guard Reserve (AGR), members, traditional guardsmen in a federal status, or military technicians.

Policy

Labor agreements and the 2019-2021 state budget mandate specific transportation benefits be made available to state employees in King, Pierce or Snohomish counties.

State ORCA transportation benefits defray the cost of transportation for state employees with official workstations in King, Pierce and Snohomish counties. Eligible WMD employees may use state ORCA benefits, which consist of a transit pass and \$50 monthly vanpool or van share (vanpool) subsidy.

Procedures

A. Eligibility Requirements and Use

WMD employees with official duty stations in King, Pierce or Snohomish counties may request an ORCA card by submitting a signed [Employee Rules of Use Agreement Form](#) and presenting their state employee ID badge to the agency Employee Transportation Coordinator (ETC) in the Human Resources Office.

The state-issued ORCA card allows unlimited, fare-free access to:

- Bus service provided by Community Transit, Everett Transit, King County Metro Transit, Kitsap Transit, Pierce Transit and Sound Transit.
- Link light rail, Sounder Commuter rail and Seattle Streetcar.
- King County Water Taxi and Kitsap Transit foot (Port Orchard-Bremerton and Annapolis-Bremerton routes) and fast (Bremerton-Seattle and Kingston-Seattle route) ferries.

The state-issued ORCA card also provides a \$50 per month subsidy for vanpools operated by Community Transit, King County Metro, Kitsap Transit and Pierce Transit.

B. Employee Rules of Use

The state-issued ORCA card is non-transferrable. Each card is assigned to a specific state agency employee and the assigned card may only be used by that employee.

Employees may utilize the ORCA cards for state business or personal use. Any state employee utilizing the card for personal use is responsible for any potential tax liability for use of the card.

Any violation of the rules of use by the employee will result in the deactivation of the ORCA card. WMD retains the right to revoke the state-issued ORCA card in the event an employee mis-uses it.

Employees are required to return their state-issued ORCA card to their ETC immediately upon separation, transfer of work station outside of King, Pierce or Snohomish counties, or retirement.

C. Lost or Stolen Cards

Employees must immediately report a lost or stolen card to the agency ETC. WMD will block the card to prevent unauthorized use and a new card will be issued to the employee by the employee's ETC. If the ORCA card is found or returned it will be destroyed.

State-Issued ORCA Employee Rules of Use Agreement

As a state-issued ORCA cardholder, I agree to the following:

1. I understand that the state ORCA card is owned by the agency that provided it to me and it has been provided for my personal use only. I agree that I will not sell or transfer my assigned state ORCA card to another person.
2. I will keep my state ORCA card secure and in good condition, and I will immediately report a lost, stolen, or damaged state ORCA card to my organization's employee transportation coordinator.
3. I agree that I meet the eligibility requirements for the state ORCA card. Eligible employees shall mean only those employees of the State of Washington who meet the following criteria: full-time, part-time, temporary, or non-permanent employees and interns whose official duty stations are located in King, Pierce or Snohomish counties.
4. I will return my state ORCA card upon request, when I leave my employment or otherwise no longer meet the eligibility requirements. If I do not return my assigned state ORCA card, I understand that it may be blocked from further use.
5. I understand that the state ORCA card is valid for:
 - a. Unlimited, fare-free access to bus services provided by Community Transit, Everett Transit, King County Metro Transit, Kitsap Transit, Pierce Transit, and Sound Transit; Sound Transit Link light rail, Sounder commuter rail and Seattle Streetcar; King County Water Taxi, and Kitsap Transit Foot and Fast Ferries; paratransit services through Kitsap Transit and King County Metro Transit (if eligibility requirements are met).
 - b. Up to \$50 subsidy for monthly vanpool/vanshare fares on services provided by Community Transit, King County Metro Transit, Kitsap Transit and Pierce Transit.
6. I understand that the state ORCA card is not valid for fare payment on transportation services not specified in Section 5 and I am responsible for paying any additional fares required for services not covered, or not fully covered, by my assigned state ORCA card. Employees are encouraged to purchase a separate, personal ORCA card for any services not covered by the state ORCA card. If my state ORCA card is lost, damaged, or stolen, I acknowledge that the state agency will not be able to recover or reimburse funds for products or services that I manually loaded onto my state ORCA card.
7. I understand the ORCA system will record data each time I use my state ORCA card. I understand this data is owned by transit agencies and is accessible in aggregate to the state.
8. I understand that the state ORCA card must be tapped on a card reader to show proof of fare payment or issuance of a valid fare. Merely showing the ORCA card on a bus, train, ferry or light rail vehicle does not constitute proof of fare payment or issuance of a valid fare. I will be subject to a fine if the state ORCA card is not tapped, and I understand I will be personally responsible for any fines that may be imposed. I also understand that for the correct fare to be recorded, I must tap off on a card reader when exiting some transit systems. For example, I must tap off when exiting from a Sounder train or Link light rail.
9. I understand that any violation of this user agreement will result in deactivation of the card and may result in disciplinary action. I have the responsibility to comply with other rules of use imposed by the transit agencies providing services.

I acknowledge the receipt of my assigned state ORCA card and understand and agree to the rules stated above.

Employee's signature

Date

Employee's printed name

ORCA card serial #

Transportation coordinator use only – ORCA card returned:

Coordinator's signature

Date of receipt of card by employee

ORCA card serial #