

Title:	Employee and Student Bus Pass Eligibility Procedure
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Division:	Business and Finance	Department:	Information Technology
Procedure Contact:	Chief Information Officer		
Date Posted:	4/1/2022		
Related Policies or Procedures:			

History

Revision Number:	Change:	Date:
1.0	Initial version	4/1/2022

A. Purpose

The purpose of this procedure is to define the bus pass eligibility requirements for faculty, staff, students and other EWU community members.

B. Procedure

Employee Bus Pass Eligibility Requirements

All classified, exempt, regular and quarterly faculty, non-student hourly, and student workers who receive a paycheck can ride the bus after their first paycheck. If they have not received a paycheck in the last 21 days or have passed the termination date on their contract, they are no longer eligible to ride. Additionally, employees who meet one or more of the following criteria are eligible to ride an STA bus at no cost:

- ROTC Members
- Washington State Archive Employees (paid by Washington State Archive)
- Exchange and Visiting Professors
- Crime Lab Employees (paid by Washington State Crime Lab)
- Washington State Patrol Employees (paid by Washington State Patrol)
- EWU Retirees Association (EWURA) Members

Student Bus Pass Eligibility Requirements

A student must be registered for at least one credit in a previous, current, or upcoming term. Additionally, students who meet one or more of the following criteria are eligible to ride an STA bus at no cost:

- Registered in an Asia University America Program (AUAP) class
- Registered in an English Language Institute (ELI) class or program
- A part of an Office of Global Initiatives (OGI) cohort
- Registered for a Communication Sciences and Disorders (COMD) class, have a COMD Major, or in a COMD Program

- Be in Running Start, either on-campus or off-campus
- Be a part of Sino-American Cooperation in Higher Education and Professional Development (CHEPD) program

Usage

EWU members can use their EagleCard as valid fare on all STA bus routes. To use your EagleCard as a bus pass, simply swipe it in the farebox when boarding the bus. Eligible paratransit users also ride free with their EagleCard.

This procedure may be revised at any time without notice. All revisions supersede prior procedures and are effective immediately upon approval.

C. Other Information

Visit Parking and Transportation Services for more information: <https://inside.ewu.edu/parking/>