



DEPARTMENT OF ADMINISTRATIVE SERVICES  
INTERNAL POLICIES AND PROCEDURES

# 160 UTA Eco-Pass Participation

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**Effective:** April 1, 2018

**References:** [UTA Rider Rules](#)

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## **Purpose:**

The Department of Administrative Services has partnered with the Utah Transit Authority (UTA) to provide free public transportation to all employees within the UTA service area. This benefit is provided so that DAS can be a part of the clean air solution, and because of the additional environmental improvements: decreased traffic congestion, improved air quality and environment, decreased space required for parking structures and dedicated motor vehicle use, and finally, expanding employment desirability to those with little to no access to motor vehicles.

## **Definitions:**

For the purpose of this policy:

1. "DAS" means Department of Administrative Services
2. "UTA" means Utah Transit Authority
3. "Eco Pass" means the UTA electronic fare pass provided to DAS to be distributed among employees within the UTA services area
4. "Cardholder" is an employee who has agreed to the terms and rules stated, and been issued an Eco Pass

## **Policy:**

1. The contractual agreement between UTA and DAS provides an Eco Pass and rider benefits to employees in the State of Utah executive branch and the Administrative Office of the Courts in counties within UTA's service area.
2. Employees wishing to obtain an Eco Pass must submit a completed DAS Form F160A "UTA Eco Pass Application" to the Executive Director's Office. If submitted in person, the Eco-Pass can be immediately activated and distributed.
3. Cardholders understand that possession of an Eco Pass does not guarantee boarding of a UTA service.
4. Cardholders must immediately notify the Executive Director's Office if the Eco Pass has been lost, stolen, or destroyed; even if the cardholder does not intend to request a replacement Eco Pass.
5. All cardholders must tap-on and tap-off when using UTA services. Failure to do so may result in a citation or fine pursuant to UTA's ordinances.
6. Cardholders must provide valid photo identification upon request by UTA authorized personnel.



7. UTA has the right to confiscate an Eco Pass or electronic fare card at any time (without notice to the State of Utah or DAS) from any person who UTA reasonably believes is not an authorized user.
8. Eco Passes are not transferable to any other cardholder or individual. Cardholders should not give or lend their eco-pass to anyone including family members.
9. Eco Pass is valid on UTA bus, Express bus, TRAX (light rail), and FrontRunner.