City of Alexandria
Employee Transportation Benefits Program
For Employees of ACPS

To reduce traffic congestion and parking demand, and encourage the use of public transportation, ridesharing, walking, and bicycling, the City of Alexandria provides eligible City employees up to **$270 per month ($45 per month for City School employees)** to be used for public transit and qualified vanpool fares.

To receive the City's transportation benefit, employees must meet the following requirements:

- Must be a **permanent** full-time or part-time employee of the City of Alexandria.
- Employees must commute to and from work via transit or a qualified vanpool.
- Employees **must give up any free or discounted employee parking** (except eligible employees parking at Union Station).
- Transportation benefits are for the **sole use of the employee for the commute to and from work**. Transit benefits received or purchased through the transportation benefits program are **not** to be given, sold, or transferred to another individual.
- Employees may **not** accumulate transportation benefits while on vacation or leave (e.g., school employees off for the summer are not eligible to receive the benefit).
- Employees are **not** eligible to receive a greater transit benefit than is needed for their monthly commute.

Application Deadlines:

Please submit the completed application with your **registered** SmarTrip card number before the 21st of the month to receive your SmartBenefits by the 1st of the following month.

For those of you who will be using your benefit for the VRE or qualified Vanpools before the 20th of the month you must establish a SmartBenefits account at https://www.smartrip.com/sbftp/vplpat.login to allocate your monthly benefit to CommuterDirect.com for mail delivery or simply call Commuter Direct at 703-228-7433 and they will walk you through the process.

Once you have followed the steps above for VRE riders you must then go to https://www.commuterpage.com and set up an account with Commuter Direct to receive your monthly ticket, the five-day pass, the ten-trip ticket or step-up fare for Amtrak trains via U.S. mail.

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Application

Please complete the following and forward to HRBenefits@acps.k12.va.us

PLEASE PRINT OR TYPE

Name: _____
Last **First** **Middle**

Employee ID Number: _____

Department: _____ **Division:** _____

Work Address: _____

Home Address: _____

Work Phone Number: _____

E-mail: _____

Please indicate which mode(s) and routes of transportation you will use during your commute to and from work.

_____Metrorail – station origin and destination _____

_____Metrobus – route(s) _____

_____Fairfax Connector – route(s) _____

_____VRE – station of origin _____

_____MARC – station of origin _____

_____Vanpool – Name and phone number of coordinator _____

Estimated monthly cost to use public transportation/vanpool: $ _____

Note: If you would like assistance planning your commute and commute news, please contact GO Alex at GOAlex@alexandriava.gov.

SmartBenefits – employees using the transportation benefit for Metrorail, Metrobus, VRE, and/or qualified Vanpool MUST have a SmarTrip card registered in his/her name to receive the monthly benefit.

Visit https://www.wmata.com/fares/Register-SmarTrip.cfm to register your SmarTrip card.

*Please note, once the card is registered, it will take up to 24 hours to show up as registered in the Commuter Benefits Program, please keep this in mind when considering cut off dates.

REGISTERED SMARTRIP CARD NUMBER (20 digits):

Please Check one

- ☐ **$45 Transit Pass**
- ☐ **$45 Transit Funds**

I hereby certify that I am a full-time or part-time, permanent employee of the City of Alexandria. I further certify that I will use the transportation service(s) I have indicated on this application to commute to and from work. Passes, vouchers, or SmartBenefits received under the Transportation Benefits Program will be used only for my transportation to and from work. I will not give, sell, or transfer my benefit to anyone. I understand that if I have provided false information or misuse this program, I will be ineligible to receive future transportation benefits, will be required to refund the benefits I have received, and may be subject to disciplinary action.

_____

Signature Date

Thank you and happy commuting!

FOR OFFICE USE ONLY

Reviewed by _____ Date reviewed _____
Approved _____ Denied _____ Reason for denial _____
Benefit amount $ _____
Date processed _____ Date employee notified _____
Additional comments _____

ACPS Office of Compensation and Benefits – 1340 Braddock Place, Ste 520 – Alexandria, VA 22314
P: 703-619-8010 **HRBenefits@acps.k12.va.us**