

PROCEDURES FOR ENROLLING IN THE PRE-TAX BUS PASS PILOT (PTBP) PROGRAM
FOR A
DISABILITY ANNUAL BUS PASS

1. Contact the Department of Human Resources Development (DHRD), Training / Employee Assistance Office, at 587-1169 to inform staff of your interest in enrolling in the Pre-Tax Bus Pass Pilot Program for a Disability Annual Bus Pass.
2. Complete a **Person with a Disability Bus Pass Application** form, which may be obtained from:
 - TheBus website at: <http://www.honolulu.gov/csd/satellite/bus91.pdf>
 - TheBus Pass Office at 811 Middle Street (Kalihi Transfer Station)
 - Any Satellite City Hall
3. Mail or hand-deliver your completed Person with a Disability Bus Pass Application form, along with copy of your valid U.S. Medicare card or statement completed by your licensed physician or DTS authorized agent, to:

TheBus Pass Office
811 Middle Street (Kalihi Transfer Station)
Honolulu, HI 96819-2316

4. You will receive written notification of approval or denial of your application from TheBus Pass Office.
5. Upon approval, complete a State of Hawai'i Employee Pre-Tax Bus Pass Pilot Program Enrollment Form for Disability Annual Bus Passes form. The form may be obtained from: your Departmental PTBP Coordinator or the Department of Human Resources Development website at: www.hawaii.gov/hrd
6. Submit your completed State of Hawai'i Employee Pre-Tax Bus Pass Pilot Program Enrollment Form for Disability Annual Bus Pass and a copy of your Disability Bus Pass approval letter you received from TheBus to your Departmental PTBP Coordinator. Your Departmental PTBP Coordinator will then keep your original form and a copy your approval from TheBus for your personnel file and fax a copies to DHRD.
7. DHRD will enter your enrollment in the PTBP Program for a Disability Annual Bus Pass.
8. Your one-time \$30 deduction for the Annual Disability Bus Pass or \$60 deduction for the 2-Year Disability Bus Pass will take place on the second payday of the following month.
9. A \$30 or \$60 Bonus Check from TheBus will be delivered to your Departmental PTBP Coordinator for you the same month that your payroll deduction is made. You may then obtain your Bonus Check from your Departmental PTBP Coordinator.
10. Gather the following:
 - A copy of your completed Person with a Disability Bus Pass Application;
 - A copy of your approval letter for a Disability Bus Pass from TheBus; and
 - your \$30 or \$60 Bonus Check for TheBus
11. To obtain your Disability Annual Bus Pass, take all of the above items to:

TheBus Pass Office
811 Middle Street (Kalihi Transit Center)
Honolulu, HI 96819
Ph: 848-4500

(note: You must go to the above location to obtain your Disability Bus Pass. Other locations do not accept Bonus Checks.)