

MILLER
SCHOOL OF MEDICINE

To: All Transit Pass Holders
From: Anthony Artrip
Subject: Public Transit Program Policy
Date: July 23, 2008

The University of Miami Public Transit Program policy is on-line at http://ummcsd.med.miami.edu/security/Transit_Pass.htm. Please review the policy immediately.

In summary, the policy states that:

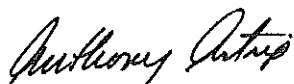
- You may not share, sell, or give your University of Miami issued transit pass to others.
- You may not possess a reduced value transit pass and a campus parking card/permit at the same time.
- You must use your transit pass to commute to work on a regular basis.
- Violations of the Public Transit Program policy will result in disciplinary action up to and including possible termination, prosecution, and suspension from the program.

This program was developed to assist employees with an affordable alternative for their commute to work. Abuse will make the program unaffordable and cannot be tolerated. Beginning in July transit passes were distributed to each employee by serial number. Random audits of the program will begin in August. Employees must be in possession of the transit pass that was issued to them whenever a supervisor or other University of Miami official requests to see the pass. Failure to have the pass will result in follow up and repeat audits.

You must acknowledge your understanding of the policy and receipt of this letter by signing below and returning a copy of this letter to your department representative immediately. Failure to comply by August 4, 2008, could result in the cancellation of future transit passes.

If you have any question, please feel free to contact our office.

Sincerely,



Anthony Artrip, Executive Director
Security and Parking

Employee C#: PRINT Employee Name: Employee Signature: Date:

