

UNIVERSITY OF WASHINGTON, BOTHELL

POLICIES AND PROCEDURES MANUAL

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U-PASS PROGRAM
6.2
REV 04/05
Finance and Administration
425.352.5235

OVERVIEW

The U-PASS makes getting to the UW Bothell campus and all around the Puget Sound cheaper and easier than driving alone. The U-PASS provides UWB faculty, staff and students unlimited travel on the following buses:

- [King County Metro](#)
- [Community Transit](#)
- [Sound Transit](#)

Choosing an alternative to driving alone once or twice a week is a simple way to save money, reduce stress and help preserve the environment.

Transportation Centers are located in the Library, UW1 and UW2 buildings, and Physical Plant. These centers display transit maps, local bus schedules, rideshare, carpool, and bike information.

POLICY

Eligibility to purchase a U-PASS:

- Faculty and staff employed in permanent positions and working at least 50%-time at the Bothell campus.
- Temporary and hourly employees working at least 3 days a week throughout the quarter at the Bothell campus.
- Affiliates certified by a University personnel office commuting at least 3 days a week throughout the quarter to the Bothell campus.
- Retirees employed on the Bothell campus either 40%-time or three days per week.
- All UW Bothell students currently enrolled in state-funded courses with a valid student I.D. (Husky Card™).

PROCEDURE(S)

You may purchase a U-PASS from the UWB Cashier's Office, UW1, level 1. Prices are set each fiscal year by the UWS Transportation Office with approval from the Board of Regents.

To purchase the U-PASS, you must present your Husky Card™

(faculty/staff/student ID). The U-PASS sticker will be affixed to the card at the time of purchase.

Returning U-PASS

The U-PASS is the property of the UWB, and may not be loaned, sold, or transferred in any manner to another person. Misuse of the U-PASS will result in confiscation by the University, Metro, Sound Transit, or Community Transit. To reclaim a confiscated card, call the UWB Cashier's Office at 425.352.3246. Return found cards to the UWB Cashier's Office.

Students: There are no U-PASS refunds after the tuition payment deadline and no replacements of lost U-PASS if the student has withdrawn.

Faculty/Staff: U-PASS is the property of the University of Washington and is not transferable. When you leave the University or no longer need a U-PASS, return your unexpired transportation product to Finance & Administration (UW1 281). If you retain an unexpired U-PASS, you are financially responsible for it even if you do not use it. Note: For those employees required to return their Husky Cards™ (UW ID card) to their respective department. Finance & Administration will remove the U-PASS sticker from the employee's Husky Card™.

Lost U-PASS

Report lost U-PASS and/or parking permits to UWB Cashier's Office.

ADDITIONAL INFORMATION

Contact: trans@uwb.edu or call 425.352.5421.