

ELIGIBILITY REQUIREMENTS

- 1) **Regular full-time employee.** Not an elected official Or Not a Certified Law Enforcement Officer (Law Enforcement Officers ride free).
- 2) Complete the [DART Annual Pass Enrollment Payroll Deduction Form for 2020.](#)
- 3) Must purchase pass **in advance (at least 1 month)**, except for 1/1/2020 pass, which must be **purchase by 10/18/19 for 1/1/2020 (initial registration).**
- 4) Employees pay the full cost of the 2020 DART Annual Pass. **Dallas County will not subsidize passes.** Passes purchased during the year are prorated based on the number of months (pay periods) remaining in the calendar year.
- 5) **Once purchased, the pass is yours and cannot be returned.** If you leave Dallas County employment during the year (2020), **you take the pass with you, no exceptions,** but contact HR (ext. 7668) to discuss. The balance of the annual amount owed for the pass **will be deducted from your final payroll check.**
- 6) **Passes are good until 12/31/2020** and new pictures are not required if you participated in the DART program for 2019. If new to the program a picture is required, **see photo sessions on HR Website under Dart Pass Program.**