

## 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 2023.**
- 3) Must purchase pass **in advance (at least 1 month)**, except for 1/1/2023 pass, which must be **purchase by 9/1/22 for 1/1/2023 (initial registration).**
- 4) **Employees pay the full cost of the 2023 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 (2023), **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 12/31/2023** and new pictures are not required if you participated in the DART program for 2022. If new to the program a picture is required, **see photo sessions on HR Website under Dart Pass Program.**