

Policy

- Transit passes may not be shared, sold, or given to others and must be used by the employee to whom it was issued in their commute to work.
- To view the full policy please visit our website at:
http://publicsafety.med.miami.edu/documents/Public_Transportation_Policy.pdf

New Pass Holders

- Once you have received your EASY Card, take your card to a ticket vending machine located at any Metrorail station, rest the card on the green circle and wait for the beep.
 - The screen will change stating "Directed Threshold Auto Load". You may then tap your card on a fare gate to enter.
- To load your card on the bus, ensure there is no one at the fare box and rest it on the reader until it beeps.
- If you fail to rest your card by the 19th of the month, it will automatically be disabled by the Miami-Dade transit system.
 - If this occurs, please notify the University of Miami Parking office via email at: ppasses@miami.edu. This process may take up to 48 hours.
- Any additional transit costs incurred is the responsibility of the card holder.
- As stated in the attached Public Safety policy and procedure under Item 3, reduced fare transit passes must be used at least 75% of the time as your primary means of transportation and must be used on a regular basis, if not your card will be disabled by the Miami-Dade transit system.

Replacement Pass

- Replacement EASY cards are sold Monday – Friday at the following locations:
Gables Parking Office – 9am to 5pm
5807 Ponce De Leon #100
Coral Gables, FL 33146 (305) 284-3096
- or -
Public Safety Department - 8:30am to 5pm
1501 NW 9th Avenue, Suite 100
Miami, FL 33136 (305) 243-6280 (2)
- Once you have received your replacement EASY Card, take your card to a ticket vending machine located at any Metrorail station, rest the card on the green circle and wait for the beep.
 - The screen will change stating "Directed Threshold Auto Load". You may then tap your card on a fare gate to enter.
- Replacement EASY cards that are not used before the 20th of the month require special considerations. These cards will only function by adding 7 days extensions. A card obtained on the 20th will receive two 7 days extensions to get you through the end of the month. In this case, you must rest your card on the ticket vending machine reader twice to load both 7 day extensions.
- Cards picked up before 2 pm will be activated on the train the following day and on the bus 2 days later.
- Cards picked up after 2 pm run the risk of being delayed an additional 24 hours.
- If your Corporate Card has been deactivated, please notify University of Miami Parking via email at: ppasses@miami.edu. This process may take up to 48 hours.