

## Policy

- Transit passes and associated parking hangtags 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](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, make sure 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, your card will automatically be disabled by the Miami-Dade transit system.
  - If this occurs, please notify The Photo ID department via email at: [photoid@miami.edu](mailto:photoid@miami.edu). This may take up to 48 hours.
- Any additional transit cost 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.

## 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 Ave., Suite 100 Miami, FL 33136**  
**(305) 243-6280**
- 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 days extensions.
- Cards picked up before 2 pm will be activated on the trains the following day and on the buses 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 The Photo ID department via email at: [photoid@miami.edu](mailto:photoid@miami.edu). This may take up to 48 hours.