

**Welcome to the Halifax Transit EPass Program!**

EPass holders can travel on all Halifax Transit services, including regular bus, ferry, Regional Express, MetroX and Access-A-Bus services.

Currently, there are two program periods: January 01 to December 31 and July 01 to June 30 of each year.

EPass fees are paid through payroll deduction, at the rate of \$61.88 monthly/\$30.94 bi-weekly.

<b>New participant</b>	
<b>Returning participant</b>	
<b>Employer</b>	<b>Employee number</b>
<b>Name</b>	<b>Email</b>

**Conditions of Use**

- The EPass Program is subject to Halifax Transit service policies and guidelines.
- Passes must be presented when boarding and are non-transferable.
- Passes do not include parking fees at Halifax Transit Park & Ride locations.
- Passes may be confiscated if:
  - the pass is improperly used; or
  - payroll deductions are discontinued.
- Halifax Transit is not liable for any disruptions/interruptions in transit services.

**Suspension/Cancellation Policy**

The program requires employees to enrol for **12 months**; however, passes can be either suspended or cancelled due to:

- a change in employment status;
- a change in work location or Flex Work options;
- Provincial Health Emergency (COVID-19);
- parental leave;
- medical leave;
- any other reason acceptable to Halifax Transit, in its sole discretion.

**Passes must be returned immediately upon suspension or cancellation. Payroll deductions will only be suspended when the pass is returned to the HRM SmartTrip Coordinator.**

**Employee Initials:**

**Consent**

I hereby consent to the Halifax Regional Municipality (including its agents, officers, servants, employees, representatives, and any third party hired by the Municipality, to collect, store and use any information including personal information the Municipality determines, in its sole discretion, to be necessary for the SmartTrip EPass Program, and I authorize my employer to provide such information to the Municipality and any third party hired by the Municipality.

I understand any personal information obtained by the Municipality in relation to me is subject to Part XX (Freedom of Information and Protection of Privacy) of the Municipal Governments Act, SNS 1998 c. 18, as amended. If you have any questions about the collection and use of this information, please contact the Municipality's Access and Privacy Officer at 902.476.9987 or email [privacy@halifax.ca](mailto:privacy@halifax.ca).

**Execution**

I hereby acknowledge that I am 19 years of age or older and agree to all the terms and conditions of the SmartTrip EPass Program.

This consent, authorization and application is executed by me, the employee/applicant, with the full knowledge and understanding that the information will be used by the Halifax Regional Municipality (its agents, officers, servants, employees, representatives and third parties) in processing, creating, and operating the SmartTrip Program.

I understand that by completing and submitting this enrollment form electronically, I agree to the terms and conditions noted above.

<b>Employee name</b>	
<b>Date</b>	
<b>Employee signature (electronic or otherwise)</b>	