Employee Transit Pass Program (EPass)
2027 Enrolment Form

Welcome to the Halifax Transit EPass Program!

EPass holders are entitled to unlimited travel on all Halifax Transit services, which includes fixed-route, conventional bus services and Regional Express routes; ferry services; and Access-A-Bus services for those who have separately registered with HRM for such services.

EPass fees are paid through payroll deduction, at the rate of $67.50 monthly/$33.75 bi-weekly.

☐ **New participant**	☐ **January 1st Renewal**
☐ **Returning participant**	☐ **July 1st Renewal**
Employer	**Employee number**
Name	**Email**

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.
- Lost, stolen, or damaged passes are subject to a $25 replacement fee.
- 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.

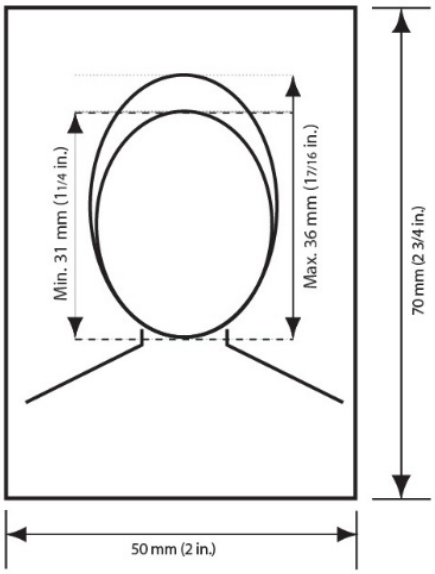
Passes must be returned immediately upon suspension or cancellation. Payroll deductions will only be suspended when the pass is returned to the HRM SmartTrip Coordinator.

SmartTrip Coordinator
Halifax Transit
TD Building
1791 Barrington Street, 12th Floor
Halifax, Nova Scotia B3J 3K9
SmartTrip@halifax.ca

New Participants must submit a headshot photo with their application.

ID photo tips:

1. When submitting your photo for your ID card, please use a plain (white or off-white) background and avoid filters or shadows.
2. Please space your headshot similar to the image provided below.



Please save and rename this enrolment form pdf, and photo if necessary, as: 'Last name_first name_company name_monthyear', (ex: Smith_John_FBM_January2027).

Send both the completed form and your photo to your onsite coordinator, who will pass them along to SmartTrip.

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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.

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.

Employee name	
Date	
Employee signature (electronic or otherwise)	

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