

**Roles and Responsibilities
Of Employees, Supervisors, OS Transit
Coordinators for the OS Transportation Subsidy Program (TSP)**

January 2018

I. Employees

- a. Employees are able to apply and recertify for Transit Benefits via the DOT Transerve system. This system houses the application, commuter work sheet and all approvals in one electronic system.
- b. This systems routes approvals to the employee's supervisor, transit coordinator and budget office.
- c. To enroll, employees must first register themselves in Transerve. Once registered, they will receive an email from the system with a temporary password. They must go back into the Transerve system, enroll using their government email address, along with the temporary password. They will be prompted to change their password. Once password is change, you can proceed with your enrollment into Transerve. Also, you must completed the Transit Integrity Awareness Training via DOI Learn.
- d. All participants in the Washington DC Metropolitan Area using SmartBenefits, must purchase a SmarTrip card, register the card through the Washington Metropolitan Transit Authority (WMATA). You must input your smartrip card information in the Transerve system.
- e. If you lose your SmarTrip card, you must first contact WMATA to advise them of your loss card. Then, purchase a new card using your personal funds, then you must register the card. Once that is done, the participant must go into Transerve to update the smartrip card information. This process does not require approval from supervisor, transit coordinator, or budget office.
- f. If an employee's commuting costs change, the employee must promptly update their application via Transerve and the system will route application to their supervisor. Supervisors will approve, then it will route to the transit coordinator for approval, then the budget office will have final approval.
- g. Employees must understand that it is a violation of the law to sell or transfer benefit or make false claims.
- h. Employees must use their transit benefit only for their home to work transportation.
- i. Employees must personally adjust the transit benefit amount upon changes to commuting methods, work schedules (such as leave, travel, training, tele- working, etc.) or change of address.

- j. Employees must re-certify annually. This means they must update their existing information and take the mandatory transit integrity awareness training.
- k. When exit clearing, employees must de-enroll from the Transerve.
- l. Employees must understand the scope and limitations of the TSP and comply with all other TSP policies and procedures.

II. **Supervisors**

- a. Supervisors are required to take the mandatory Annual Transit Integrity Awareness training.
- b. Supervisors should familiarize themselves with the scope and limitations of the TSP.
- c. Supervisors must ensure the employee follows the proper exit clearance process when leaving the organization.

III. **Office Transit Coordinators**

- a. Serves as the liaison between the Office of the Secretary and the Department of Transportation (DOT).
- b. Reconciles DOT reports and addresses discrepancies.
- c. Maintains transit records in accordance with the Records Disposition Schedule.
- d. Resolves problems between employee and DOT.
- e. Upon employee departing, ensures they withdraw from the TSP.