OFFICIAL CITY BUSINESS BUS PASS

POLICY

Official city business bus passes may be used by personnel for departmental business only. This program has been established by the city for the convenience of employees who need transportation to conduct official city business and to serve only as a supplement to present modes of transportation.

PROCEDURE

GUIDELINES

I. The major of the Finance Division shall be the bus pass coordinator and shall have overall control of bus passes issued to the department.

II. The following elements have been issued bus passes:

   Finance Division
   Honolulu Police Commission
   Human Resources Division
   Legislative Liaison Office
   Records and Identification Division

III. Division commanders receiving bus passes are the designated representatives for the assigned passes.

IV. Each time a trip is to be made, a bus pass may be drawn from the employee's division commander or bus pass coordinator.
V. Upon returning, the employee shall turn in the bus pass to the division commander or bus pass coordinator as soon as possible.

VI. Immediately upon the loss of a bus pass, a To/From report shall be submitted to the Public Transit Division, Department of Transportation Services, via the major of the Finance Division.