

# PROPASS

the  
Bus Pass  
that never  
expires



## FREQUENTLY ASKED QUESTIONS

### 1. What are the benefits to me if I sign up for PROPASS with my employer?

- Convenience - no need to remember to buy a pass at the start of each month
- it is tax deductible
- it is simple to use - show the driver each time you get on the bus. No need for transfers
- provides you with an annual savings over purchasing passes on a monthly basis
- allows you to purchase a second pass for one family member who is currently on your benefit program at work at the same discounted price you pay

### 2. What are the benefits to an employer?

- reduce your need to provide on-site parking when more staff use transit
- demonstrate environmental leadership
- can be offered as an employment benefit (instead of supplying free parking)

### 3. What are the costs of signing up with the PROPASS program?

- there is a one-time fee of \$10.00 for acquiring your photo ID card
- fees are based on 10.3 months of monthly bus passes divided over 12 months which saves 14%, or \$103.32 annually.

### 4. How do I pay for my PROPASS?

- payments are automatically deducted from your earnings on whatever pay periods your company uses (monthly, bi-weekly or bi-monthly)

### 5. What do I get when I sign up for PROPASS?

- Your employer may submit an existing digital image of you for use on your PROPASS or will arrange to have your photo taken. Your employer will forward that to Nanaimo Regional Transit who will have your photo ID PROPASS produced and return it to your employer within about three weeks. While you wait for your PROPASS to arrive, you will be issued a monthly bus pass.

### 6. Do I have to sign up every year for my PROPASS?

- There is no expiry date once you sign up. The payments are deducted from your paycheque until you leave the program.

### 7. How does PROPASS benefit the environment?

- by reducing the number of vehicles on the road, traffic congestion is reduced which benefits local air quality and greenhouse gas emission reductions
- for every transit bus on the road, 70 single occupancy vehicles are taken off the road thereby contributing to reduced greenhouse gas emissions

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### 8. When I am away or on vacation, can I put my PROPASS on hold?

- The price you pay already is discounted, taking into account average vacation time, sick time and time that you may be away from Nanaimo on business or for pleasure. PROPASS cannot be put on hold for these reasons.

### 9. What happens if I lose my PROPASS card?

- You would need to apply for a new card. There is a \$20.00 fee for processing so we encourage you to protect your photo ID the same as you would protect other important identification cards (licenses, credit cards).

### 10. Are there ways that I can put my PROPASS on hold temporarily?

- If you are off for an extended period of time on WCB, Long Term Disability, or maternity/paternity leave, your PROPASS Administrator can recommend that your PROPASS be suspended until you return to work.
- An employee approved for a suspension of PROPASS deductions must relinquish their PROPASS to the employer, who keeps it until the employee returns to work.

### 11. If I decide PROPASS is not for me, how do I withdraw from the program?

- When you sign up for the PROPASS, you must enroll for a one year period. If you decide after one year that the PROPASS is not meeting your needs, you can apply to withdraw from the program.
- If you relocate, or if you discontinue employment with your employer, you will automatically be withdrawn from the program and you must relinquish your PROPASS photo ID card.
- Once your PROPASS Administrator has your PROPASS card, your employer can cancel the payroll deductions, and return your card to Nanaimo Regional Transit.

### 12. If fares go up for other transit users, how will that affect me?

- From time to time transit fares must increase to ensure the overall service levels are maintained. The cost of your PROPASS fare will increase by the same percentage that the transit fares increased. This increase will be spread out over your annual calculation.
- You will be notified of a fare increase two months before the increase comes into effect, in order for you to budget for the increase.



**BC Transit**



**REGIONAL  
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OF NANAIMO**

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