

LBT Dependent Bus Pass Request Form

Long Beach Transit employee dependents are eligible to receive a LBT Dependent Bus Pass which allows free rides on all Long Beach Transit buses. Dependent children will be issued Dependent Bus Passes for a period of up to two years, or valid until their nineteenth birthday, whichever comes first. Spouses and domestic partners registered with the State of California will be issued LBT Dependent Bus Passes for a period of up to five years. Dependent Bus Passes may be renewed by submitting a new LBT Dependent Bus Pass Request Form and exchanging the expired Dependent Bus Pass for a new one. See the reverse side of this form for the definition of a Long Beach Transit employee dependent.

Conditions of Use

The LBT Dependent Bus Pass is not transferable and may not be lent or given to anyone besides the specified dependent. It remains the property of Long Beach Transit and must be returned upon request. The LBT employee is personally responsible for the safety of the Dependent Bus Pass. If the Dependent Bus Pass is lost or stolen, the LBT employee must inform the Human Resources Department immediately. To obtain a replacement Dependent Bus Pass, contact the Human Resources Department for a Dependent Replacement Bus Pass Form. There is a replacement fee for each lost, stolen or damaged LBT Dependent Bus Pass.

Instructions

- Complete this form and return it to the Human Resources Department. Proof of relationship may be required.
- Please note that it can take two weeks to process your Dependent Bus Pass Request Form.
- Once Human Resources approves the Dependent Bus Pass Request Form, the dependent goes to the LBT information window at The Center, located at the corner of First St. and Pine Ave. in downtown Long Beach on the Transit Mall, where the LBT Dependent Bus Pass is issued.
- The dependent must bring a form of photo identification to the Center.

Please print clearly using CAPITAL LETTERS.

Employee Last Name	Employee First Name	Employee ID #

Dependent(s) Last Name	Dependent(s) First Name	Dependent(s) Date of Birth	Relationship to Employee

Agreement

By signing this form, I certify that the names listed above are my legal dependent(s) as stipulated by Long Beach Transit's definition of dependents as described on the back of this form. I will inform Long Beach Transit of any change of dependent status. I understand that falsifying information or failing to provide information when my dependent is no longer eligible can lead to disciplinary actions up to and including termination.

I also understand that if I allow an individual other than my specified dependent(s) to use the Dependent Bus Pass, the Dependent Bus Pass will be confiscated and all free riding privileges will be removed. I further understand that I may be subject to disciplinary action, up to and including termination, if I allow an individual other than my specified dependent(s) to use the Dependent Bus Pass.

Signature	Date

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Definition of a Long Beach Transit Employee's Dependents Who Qualify for Free Transportation on Long Beach Transit Fixed-Route Bus Service:

- Spouse of the LBT employee;
- Domestic partner of the LBT employee registered with the State of CA;
- Unmarried, biological, legally adopted or legal permanent guardianship of children under age 19 of the LBT employee and of their spouse or registered domestic partner

The above pertains also to retired LBT employees or active employees who have died during service with at least 10 years of service with the Company. The spouse and dependent children under 19 will be granted free transportation for life or until the remarriage of the spouse.

Please note:

- Ex-spouses as a result of divorce and ex-domestic partners without current legal registration do NOT qualify for free transportation.
- Children of ex-spouses who are not the biological children, the legally adopted children or who are not under the legal permanent guardianship of the LBT employee do NOT qualify for free transportation.
- Children of ex-domestic registered partners who are not the legally adopted children or who are not under the legal permanent guardianship of the LBT employee do NOT qualify for free transportation.

All passes remain the property of the Company and must be relinquished when employment ends, except in the case of retirement.