



**Transportation Policy: Bus Passes**  
**Effective Date: July 1, 2009**

As a result of the American Recovery and Reinvestment Act of 2009, Monroe County/Rochester Workforce Investment Board is making available funds to cover the cost of transportation for job seeking customers who are participating members of RochesterWorks! This program is offered as long as funds are available and may be suspended with little or no notice once funds are exhausted.

Customers who utilize public transportation may be eligible to receive a bus pass to participate in services at the career center or other job search activities if needed. Bus passes may be issued to customers who are not in training and meet the following criteria:

- Unemployed
- Registered and received a staff-assisted service to develop a job search plan
- Not eligible for transportation allowances through another program or agency (e.g., VESID, Department of Human Services, other one stop area, etc.)
- Demonstrate that they are actively pursuing a job search for which transportation assistance is needed (e.g., career center workshops, job fairs, interviews, etc.)

Customers meeting these criteria may be eligible to receive up to \$25.00 a month in transportation assistance, not to exceed \$150.00 over a six month period. Customers not meeting all of these criteria may be recommended by a counselor/advisor to receive this service in the event of an extreme hardship.

Single or multi-ride bus passes may be issued based on customer need. Customers who plan to participate in multiple career center or other job search activities (e.g., scheduled job interviews, job fairs, etc.) may be issued one multi-ride bus pass based on their stated need. If and when customers request a second multi-ride pass, and for each subsequent request, they will need to document their previous job search activities by completing a Request for Transportation/Job Search Expense Form which will be reviewed by staff.

Customers may receive up to two multi-ride passes per month for a period not to exceed six months. For each additional multi-ride pass, the customer will complete a Request for Transportation form self-attesting to being an unemployed job seeker in need of transportation assistance for job search purposes. On the Job Search Expense form the customer will indicate the job search activities he/she participated in as a result of the first and subsequent multi-ride passes.