

PROCEDURES FOR ENROLLING IN THE PRE-TAX TRANSPORTATION  
BENEFIT PILOT (PTBP) PROGRAM  
FOR A  
DISABILITY ANNUAL BUS PASS

1. Contact the Department of Human Resources Development (DHRD), Employee Assistance Office, at 587-1074 to inform staff of your interest in enrolling in the Pre-Tax Transportation Benefit Pilot Program for a Disability Annual Bus Pass.
  2. Complete a State of Hawai'i Pre-Tax Transportation Benefit Pilot Program Enrollment Form for Disability Annual Bus Passes form. This form may be obtained from:
    - your Departmental PTBP Coordinator; or
    - the Department of Human Resources Development website at:  
<http://dhrd.hawaii.gov/state-employees/employee-benefits/tax-savings-plan-benefits/>
  3. Submit to your Departmental PTBP Coordinator your completed State of Hawai'i Pre-Tax Transportation Benefit Pilot Program Enrollment Form for Disability Annual Bus Pass along with a copy of either:
    - Valid US Medicare Card;
    - Valid Handicap Parking Placard with registered paperwork; or
    - Signed Person with a Disability Bus Pass Application form, which may be obtained from:
      - TheBus website at:  
<http://www1.honolulu.gov/csd/personwithadisabilitybuspassapplication.pdf>
      - TheBus Pass Office at 611 Middle Street (Kalihi Transfer Center)
      - Any Satellite City Hall
      - By calling (808) 848-4444
- Your Departmental PTBP Coordinator will then keep your original form and a copy of your required paperwork for your personnel file and fax a copy to DHRD.
4. DHRD will enter your enrollment in the PTBP Program for a Disability Annual Bus Pass.
  5. Your one-time \$30 deduction for the Annual Disability Bus Pass or \$60 deduction for the 2-Year Disability Bus Pass will take place on the second pay date of the following month.
  6. A \$30 or \$60 Bonus Check from TheBus will be delivered to your Departmental PTBP Coordinator for you the same month that your payroll deduction is made. You may then obtain your Bonus Check from your Departmental PTBP Coordinator.
  7. Gather your \$30 or \$60 Bonus Check for TheBus AND one of the following:
    - Valid US Medicare Card;
    - Valid Handicap Parking Placard with registered paperwork; or
    - Signed Person with a Disability Bus Pass Application form.
  8. To apply for your Disability Annual Bus Pass, take the above items to the TheBus Pass Office at:

611 Middle Street (Kalihi Transit Center)

Honolulu, HI 96819

Ph: 848-4444

Hours: Monday thru Friday; 7:45am to 3:30pm, closed weekends and holidays.

**(Note:** You must go to the above location to obtain your Disability Bus Pass.)

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