

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

1. Contact your Department Coordinator regarding 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 Pass. This form may be obtained from:
 - your Department 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 Department 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://www.thebus.org/Fare/DisabilityBusPassApplication.pdf>
 - Bus Pass Office – Kalihi Transit Center (Corner of Middle & Kamehameha)
 - Any Satellite City Hall
 - By calling (808) 848-4444
4. Your Department Coordinator will process your enrollment in the PTBP Program for a Disability Annual Bus Pass.
5. Your one-time deduction for the Annual Disability Bus Pass will take place on the second pay date of the following month.
6. Bonus Check(s) from TheBus will be delivered to your Department Coordinator for you the same month that your payroll deduction is made. You may then obtain your Bonus Check(s) from your Department Coordinator.
7. Gather your Bonus Check(s) 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 Bus Pass Office at:

Kalihi Transit Center

Corner of Middle Street & Kamehameha Highway

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.)