

NYC Transit Pass with the Railroad Commutation Option Information

Pursuant to recently negotiated Memorandum of Understanding's between New York City Transit and various unions, active employees of NYC Transit who are members of the affected unions will be entitled to either the Metro-North Railroad or the Long Island Rail Road pass for commutation.

In order to receive the new NYC Transit Pass with the Railroad Commutation option you must complete the two-page application for RR commutation pass, which is available [here](#). Please complete Section 1 and 2 of the application and ensure you check the box next to the pass you will be using for your commute to work at New York City Transit (**either** MTA Long Island Rail Road **or** MTA Metro-North Railroad). Upon reading the form in its entirety kindly affix your signature at the bottom of Section 3 on page 2.

Please mail the Railroad Commutation Pass form to New York City Transit Pass Office, 180 Livingston Street Room 5023, Brooklyn, NY, 11202-4870. The form can also be dropped off at the Pass Office, 180 Livingston Street, Room 5023, Brooklyn, N.Y. 11201 (8:30 a.m. – 4 p.m., Monday through Friday).

Upon receipt and verification of your qualifying application, a new NYC Transit ID Pass with the Railroad Commutation option (noted with special graphics) will be distributed to your assigned work location. At such time you will be notified by your pass coordinator to retrieve the pass and sign for its receipt. You should get your pass within 4 weeks from the date you mailed in your application form. Please note that passes will be distributed only through your department or unit pass coordinator, and cannot be mailed to you.

When requesting railroad transportation, you will be required to display your NYC Transit Pass with the Railroad Commutation option to the appropriate railroad personnel. In addition, please be advised that all existing rules and regulations applicable to the commutation pass for the selected agency shall apply.

FAQs

Who is eligible to receive the NYC Transit Pass with the Railroad Commutation option?

You are eligible to receive either a NYC Transit Pass with the Long Island Rail Road or Metro-North commutation pass option if you meet all of the following two (2) requirements:

1. You are a member of one of the following unions:

TWU Local 100, Hourly Unit
TWU, Local 100, OA Clerical Unit
TSO Maintenance Supervisor Level II Unit

OR

You are a member of one of the following unions AND live outside the 5 boroughs of New York City:
Doctor's Council*
ATU Local 1056*

TSO Operating Unit & Coin Retriever Technician Unit*
UFLEO*
TSO Queens Unit*
SSSA*

2. You are an active employee of NYC Transit and on the payroll (not on leave, suspension or retired)

When will I receive my NYC Transit Pass with the Railroad Commutation option?

If you meet the aforementioned requirements, you must fill out an application. Upon receipt and verification of your qualifying application, a pass will be distributed to your assigned work location. At such time you will be notified by your pass coordinator to retrieve the pass and sign for its receipt. You should get your pass within 4 weeks from the date you mailed or handed in your application form.

How do I use my new NYC Transit Pass with the Railroad Commutation option?

When requesting railroad transportation, you will be required to display your NYC Transit Identification Pass to the appropriate railroad personnel. In addition, please be advised that all existing rules and regulations applicable to the commutation pass for the selected agency shall apply. You may continue to swipe the pass on other valid services.

How can I get an application for the NYC Transit Pass with the Railroad Commutation option?

The application is available here.

Are Long Island Rail Road and Metro-North employees aware of this new pass?

Yes, all train personnel have been informed about this new pass.

Can my NYC Transit Pass with the Railroad Commutation option be mailed to me since I will not be at my work location?

No, passes will be distributed only through your department or unit pass coordinator.

I am going to retire soon. Can I keep my commutation pass and will I receive a permanent pass when I retire?

No, the commutation pass privilege is only for active employees, and terminates when you retire or leave NYC Transit service.

Are there travel restrictions on the NYC Transit Pass with the Railroad Commutation option?

Yes. Commutation Passes are NOT valid for transportation on any other MTA service provider than it is encoded for, nor are they valid for travel purposes other than your commute. Possession of a commutation pass does not guarantee a seat. **All Pass holders are required to surrender their seats if seats are unavailable for revenue-paying customers or at the request of uniformed Train Crew Personnel or an authorized MTA manager.** Unauthorized use can result in a fine and/or discipline.

Can I give the NYC Transit Pass with the Railroad Commutation option to a family member?

No, the Railroad Commutation Pass is provided to users for their exclusive use, must be in their possession, and may be revoked at any time; it will be considered forfeited and will be confiscated by train crew personnel or any other authorized MTA representative if presented by another person or if any alteration is made on the Pass.

What if I lose my NYC Transit Pass with the Railroad Commutation option?

You should immediately inform your Pass coordinator of the loss.

The Pass will follow the NYC Transit Pass policy and guidelines of replacement due to a lost or stolen pass as follows:

- 1st Loss - Immediate Issuance
- 2nd Loss - 30 Day Penalty Issuance
- 3rd Loss - 60 Day Penalty Issuance
- 4th Loss - 365 Day Penalty Issuance

Can I use my NYC Transit Pass with the Railroad Commutation option on other MTA services?

No. Passes are NOT valid for transportation on any other MTA service provider than encoded for, nor are they valid for travel purposes other than your commute to and from work.

How long is my new pass good for?

Your pass will be effective through the expiration date printed on the top of the card.

I have money left in my pre-tax transit benefit account that I won't need to use anymore, how do I receive a refund?

You must contact a representative at your pre-tax administrator (Wageworks, TransitChek, etc).