










**Tiger Transit
Faculty and Staff
Bus Pass Information and Application
Updated August 2009**

BUS PASS INFORMATION

-  All AU faculty and staff who would like to utilize Tiger Transit to travel to an off-campus, non academic destination must purchase a bus pass from Tiger Transit.
-  Unless an applicant elects to purchase a pass for multiple semesters, a new bus pass application must be submitted to our office with your payment for a bus pass each semester, as bus passes are only valid for one semester.
-  Upon receipt of the completed application and payment, you will be required to take an approval form provided by our office to the ID Center (Tiger Card Office) at the AU Student Center. You must present the approval form to their office to authorize their staff to prepare your bus pass. The ID Center will retain your approval form and you will then be issued a photo ID Tiger Transit bus pass.
-  Tiger Transit can only accept cash, checks, and money orders for payment of bus passes. All checks and money orders should be made payable to Tiger Transit.
-  The current cost of a faculty/staff bus pass is \$55 per academic year. This includes a service fee for the issuance of your bus pass.
-  **If you lose your bus pass, a replacement application must be filled out at our office and a replacement fee of \$10 must be paid at that time. You will receive an approval form for a replacement pass to take to the ID Center and a new bus pass will be issued.**
-  If you elect to mail in your application and fee, the bus pass approval form will be mailed to you.
-  All information is required on the application. Any form submitted to our office without all portions of the form completely filled out and payment included will delay the processing of your application.
-  This form is subject to change without notice.

BUS PASS INFORMATION

In order to expedite your request, please type in all information.

Today's Date: _____

Applicant's Name: _____

Home Address: _____

City/State Zip Code: _____

Phone Number: _____

APPLICANT AU EMPLOYMENT INFORMATION

Banner ID Number: _____

Department Name: _____

Campus Address: _____

Campus Phone No.: _____

AU E-Mail Address: _____

APPLICANT'S SIGNATURE

Application must be signed in order to process your request.

For Office Use Only

Cash Amount Paid: _____ **Money Order Amount Paid:** _____ **Check Amount Paid:** _____

Pass No. Assigned: _____ **Money Order Number:** _____ **Check Number:** _____