

# **The Metropolitan Government of Nashville and Davidson County**



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Implementation of the new MTA  
Easy Ride Pilot Program for  
General Government Employees



# Outline

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- Introductions
- What is the MTA Easy Ride Program
- Process for Enrolling into Program
- HR Coordinators/Department Responsibilities
- “No Longer Eligible” List
- Employee Requirements
- Communication



# What is the MTA Easy Ride Program?

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- An employer funded program that enables employees to utilize MTA
- Pilot Program
- Program approved by the Mayor's Office
- Effective July 1st



# What is the MTA Easy Ride Program?

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- Available to all General Government employees
- No cost to employees
- Enroll at any time
- Commute to and from work and any work related trips



# Enrollment Process

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- Employee enrolls (available online enrollment)
- Prints and submits completed form to HR Coordinator
- HR Coordinator manages and maintains employee participant database
- HR Coordinator submits request to MTA on Friday of each week



# Enrollment Process

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- MTA processes and forwards Smartcard to HR Coordinator with in 30 days
- HR Coordinator delivers card to employee
- Employee must sign for Smartcard



# Metro Smartcard

## *Easy Ride*

Metropolitan Government of  
Nashville and Davidson County



Johnny  
Metro

Card ID: 9161554

Employee ID: 753218



# Department/HR Coordinators Responsibilities

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- Department employees
- Submitting enrollment form to MTA
- Manage batch request spreadsheet for their department
- Deliver MTA Smartcards to employees
- Communicate as needed with MTA by Department Coord. group email





# Department/HR Coordinators Responsibilities

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- Report termed and opt out employees to MTA
- Retrieve and destroy termed and opt out employee cards
- Notify MTA by email of employees that are no longer eligible for program



# Employee Requirements

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- The employee must pay appropriate fare if the card fails to scan
- Lost or stolen cards must be reported immediately to HR Coordinator
- Fee for lost or stolen cards - \$10
- Upon termination of employment, cards need to be returned to the Department HR Coordinator and destroyed



# No Longer Eligible list

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- Terminated employees who do not turn in their Smart cards
- Documented card misuse



# Communication

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- MTA flyers
- MTA letters to employees
- Enrollment form available on-line
- New Hire Orientation
- Information posted on [www.nashville.gov](http://www.nashville.gov)
- Annual Enrollment Guides



# Questions

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