

**Reference :** HUMAN RESOURCES  
**Section :** WORK RULES  
**Title :** EMPLOYEE IDENTIFICATION BADGES  
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## **I PURPOSE**

The purpose of this policy is to establish employee identification requirements. In light of the increased security awareness a new program has been established to raise the level of security on our properties. New technology allows the identification badge to be used on the latest fare collection devices via magnetic strip coding and building access systems via proximity sensor.

## **II POLICY**

This policy encompasses all full time and part time NFTA and Metro personnel.

All employees are required to have their employee identification badge displayed at all times while on duty.

The badges must be clipped to the garment of the employee or displayed using a lanyard. Employee safety must be considered in relation to the manner in which the employee chooses to display the identification badge. The requirement to display a Company identification badge is in addition to all other required security or identification badges (e.g., Transportation Security Administration badge).

Any employee who reports to work without his/her employee identification badge must immediately report to his/her immediate supervisor or designee and receive a temporary badge. The employee must return the temporary badge to his/her immediate supervisor or designee at the end of his/her shift or immediately prior to leaving the property. In order to access any Company property, the employee will be required to produce photo identification in addition to the temporary badge.

### **Transportation Pass**

1. Employees may use the employee identification badge as a transportation pass throughout the bus and rail system. This includes Metro's premium service (i.e. Buffalo Bills Game Day Service).
2. Only the person to whom the badge is issued may use the photo-identification badge. Violation of this rule may result in disciplinary action, which may include termination.
3. The photo-identification badge must be shown face-up to each operator when boarding buses as required and swiping the card as required, and to other Metro personnel upon request. Transfers will not be issued to employees using this card.
4. If Metro personnel are in doubt as to the identity of an employee, they may require the badge-holder to furnish their signature or other proof of identification. If not satisfied, Metro personnel will confiscate the badge and regular fare. Metro personnel will collect any photo-identification badge that appears to be altered or tampered with, and a regular fare will be collected.
5. Employees must not occupy seats to the exclusion of revenue passengers or board heavily loaded buses or rail cars until all revenue passengers have been accommodated.

### Replacement Badges:

In the event an employee loses their employee identification badge or the pass malfunctions, a replacement badge will be issued by the Human Resource Department. Employees should immediately report lost badges to their supervisor and the Human Resources Department so arrangements may be made to replace the badge (and cancel the old badge) as soon as possible. The cost for replacing a lost identification card is \$12. This cost is subject to increases in the future as the purchase price of a blank replacement badge increases or technology changes.

The identification pass must be surrendered immediately upon termination of employment. There will be a \$25 charge if the pass is not returned.