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Secretary of Transportation

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Date

ORCA Benefits for WSDOT Employees Stationed in King, Pierce, and Snohomish Counties

I. Introduction

A. Purpose

This Secretary's Executive Order establishes eligibility and rules for WSDOT employees with official workstations in King, Pierce, or Snohomish counties who choose to participate in the state One Regional Card for All (ORCA) transportation benefit program. This program differs from the ORCA program available to WSDOT employees with official workstations in Kitsap County.

B. Background

Labor agreements and the 2019-21 state budget mandate that specific transportation benefits be made available to state employees who are stationed in King, Pierce, or Snohomish counties.

C. Supersession

This Secretary's Executive Order supersedes and replaces Policy Statement P 2048.00 *State-Issued ORCA Transit Passport Card Program for WSDOT King County Employees*, dated September 20, 2017. All references to the superseded P 2048.00 now reference E 1117.00.

D. What Has Changed

This Secretary's Executive Order makes the following changes from Policy Statement P 2048.00:

- It revises the language throughout Sections I, II, and III. State ORCA transportation benefits are now available to employees stationed in Pierce and Snohomish counties, in addition to King County.
- In Section IV, it updates the contact information.
- In Section VI, it adds language about leadership review and approval by the Secretary of Transportation.

II. Secretary's Executive Order

State ORCA transportation benefits are intended to defray the cost of transportation for WSDOT and other state employees with official workstations in King, Pierce, and Snohomish counties. Further, it is the policy of WSDOT to support employees in finding alternatives to driving alone to work to improve air quality, reduce traffic congestion, and minimize energy consumption.

Eligible WSDOT employees may use state ORCA benefits, which consist of a transit pass and \$50 monthly vanpool or vanshare subsidy, and receive other transportation-related incentives as set forth in other WSDOT policies.

III. Information to Carry Out This Secretary's Executive Order

The following procedures are established.

A. Eligibility Requirements and Use

WSDOT employees with official duty stations in King, Pierce, or Snohomish counties may request an ORCA card by submitting an email request and a signed Employee Rules of Use form ([Form 310-110](#)) to their regional employee transportation coordinator.

The state-issued ORCA card is non-transferrable. Each card is assigned to a specific state agency employee and the assigned card may only be used by that employee.

The state-issued ORCA card allows unlimited, fare-free access to:

- Bus service provided by Community Transit, Everett Transit, King County Metro Transit, Kitsap Transit, Pierce Transit, and Sound Transit.
- Link light rail, Sounder commuter rail, and Seattle Streetcar.
- King County Water Taxi and Kitsap Transit foot ferries and fast ferries.
- Seattle Monorail.

The state-issued ORCA card also provides a \$50 per month subsidy for vanpools operated by Community Transit, King County Metro, Kitsap Transit, and Pierce Transit.

Employees are required to return their state-issued ORCA card to their employee transportation coordinator immediately upon separation, transfer outside of King, Pierce, and Snohomish counties, or retirement. WSDOT retains the right to revoke the state-issued ORCA card in the event an employee misuses it.

B. Employee Rules of Use

Before receiving a state-issued ORCA card, the employee will read and sign an Employee Rules of Use form ([Form 310-110](#)). Any violation of the rules of use by the employee will result in the deactivation of the ORCA card.

C. Lost or Stolen Cards

Employees must immediately report a lost or stolen card to their regional employee transportation coordinator. WSDOT will block the card to prevent unauthorized use and a new card will be issued to the employee by the employee's regional employee transportation coordinator. If the ORCA card is found or returned, it will be destroyed.

IV. Contact for More Information

If you have questions or concerns about this Secretary's Executive Order, contact your employee transportation coordinator. Contact information is available on the [Employee Transportation Coordinators](#) intranet page.

V. Reference

- Secretary's Executive Order [E 1086](#) *Commuter Trip Reduction Program*

VI. Review and Update Requirements

When changes are necessary to update this document, inform the director of the WSDOT Public Transportation Division.

The director of the Public Transportation Division reviews this document periodically and proposes updates for leadership review and approval by the Secretary of Transportation.

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