



STAR^{pass} Coordinator Information

The STAR Pass program allows any Washington State employee who expresses intent to commute to his or her assigned state worksite using a public transit system currently participating in the STAR pass program including dial-a-lift. The pass can be used for any personal or work-related travel. The employee's state-issued photo ID badge becomes their pass once the STAR Pass sticker is affixed to it. If your agency doesn't issue ID badges, you can request one by contacting stateagencyctr@wsdot.wa.gov. Include a photo of the employee with your request.

Instructions for distributing STAR Pass stickers

1. Inform your employees about the STAR Pass program through communications tools such as new employee orientation, information boards, and your agency's intranet. Be sure to include your contact information.
2. When an employee requests a STAR Pass sticker, give them a copy of the employee information sheet.
3. Once the employee has reviewed the information sheet, have them fill out and sign the distribution log acknowledging that they understand the program guidelines.
4. Affix the sticker to the employee's state-issued ID badge on the same side as the photo.

Tracking STAR Passes

STAR Passes are prepaid using state funds. Each pass has a monetary value so you must develop a process for retrieving the STAR Pass sticker when an employee leaves your agency or is transferred to another county. For auditing purposes, keep a good record of the employees who have received a sticker and the date the STAR Pass was returned when applicable. They are non-transferable and must be placed on a state-issued ID badge by a program coordinator or designee.

Stickers will be valid at least through June 30, 2022; or until the employee leaves state government or transfers to another agency and/or county.

State Agency Rider (STAR) Pass

ctr.wa.gov/employees/starpass.htm ● Mail Stop 47387
● Olympia WA 98504 ●
email: stateagencyctr@wsdot.wa.gov