

EMPLOYEE COMMUTE OPTIONS PROGRAM

MyTrips is
your employee
commute options
program, to
help you find the
fastest, easiest
and cheapest way
to commute.

Let us put together
a personalized
commute plan for
you today!



mytrips.seattle.gov

3.2025



TAKE SOME TIME AND EXPLORE YOUR BENEFITS!



ORCA CARD

Your regional transit card that provides full fare for most trips.



GUARANTEED RIDE HOME

Get a reimbursable ride home in an emergency.



BICYCLE PROGRAM

Secure parking and on-site bike mechanic to support your bike commute.



RIDEMATCH

We'll help find a carpool or vanpool for you.



TRIP PLANNING ASSISTANCE

We'll create an individualized plan for you.



PROMOTIONS & PRIZES

Log your commute trips on your commute calendar and be a winner with MyTrips.



ANDROID & APPLE

Download the free app to your phone.

ORCA CARD

Most City of Seattle employees are eligible for a fully-paid transit pass to help you get to your City of Seattle worksite! There are two options for employees:

- **Option A:** 100% full fare on all land-based transit, King County Water Taxi, and Kitsap Fast Ferry service. Includes 100% subsidy for Vanpool.
- **Option B:** 100% subsidy for WA State Ferry passenger (walk and bike on) pass.

Important ORCA Passport info

- Your ORCA Passport card will automatically renew every year!
- TAP ON / TAP OFF – for Sounder Commuter Rail.

How do I get the ORCA Card?

- Request via MyTrips [Transit Cards](#) tab.
- Once requested, visit the Treasury Operations office, Seattle Municipal Tower, 42nd floor, or the 4th floor lobby customer service counter, M-F from 8:30 a.m. to 3:30 p.m. to get your ORCA card.
- If you are unable to come in person, a co-worker can pick up the card for you. Contact MyTrips for details.

GUARANTEED RIDE HOME

If you regularly commute to work by transit, ferry, vanpool, carpool, bike or walk, then you are eligible for the Guaranteed Ride Home—a reimbursable taxi ride home:

- If you become sick and must go home or to the doctor and no transit option is available.
- If a family member has a medical emergency and your presence is required.
- Unscheduled emergency overtime with your supervisor or manager's approval.
- Missed carpool or vanpool if driver had to leave early for an emergency.

VANPOOL & VAN SHARE

Save Time, Save Money!

Vanpool

- 3-15 commuters who ride to work 2-5 days per week in a van provided by a transit agency.
- Follows a schedule and route set by the riders themselves.
- One monthly fare pays for gas, insurance, and maintenance.
- Your ORCA Passport covers 100% subsidy of monthly fares.
- Plus, you can still ride transit in addition to your vanpool.

Vanshare is like having your own private shuttle connection. See the MyTrips page for details.

We can help you find a vanpool or a vanshare. Contact MyTrips with your interest.

TRIP PLANNING ASSISTANCE

The Trip Planning Assistance program is designed to help you find an alternative to driving alone. Regardless of the distance of your commute, we're here to help! Contact MyTrips today and find out more.

Contact MyTrips for more information:

- Desk Phone: 206.684.5420
- Cell Phone: 206.445.4401
- Email: MyTrips@seattle.gov

