



U.S. Department of
Transportation
Office of the Secretary
of Transportation



DOT TRANServe Transit Benefit Program Announcement

A message from the TRANServe transit benefit program:

Thank you for your contribution towards helping the environment by using mass transit to commute into DOT facilities. Use of the transit benefit reduces carbon emissions and traffic congestion in our area.

With the announcement of the phased workforce building re-entry, the TRANServe program is preparing to meet rising demand for transit benefits that cover DOT employees home-to-work-to-home commuting expenses. To ensure transit benefit services support DOT personnel's use of mass transit for their commute into work, TRANServe will be conducting a certification of existing and new applications. For DOT personnel to receive the transit benefit, a transit benefit application must be approved and on file with the TRANServe office. Approved transit benefit applications provide TRANServe the necessary information to deliver transit benefits to DOT employees.

The below transit benefit certification bulletin provides DOT employees instructions on the new application and recertification process. Please follow the steps outlined in the transit benefit certification bulletin to apply for transit benefits that will pay for your commute into work and help our environment by taking mass transit.

Mike Fleszar
Associate Director
TRANServe Program



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DOT Transit Benefit Certification Bulletin

BULLETIN #: TSB-2021-04

DATE: November 29, 2021

SUBJECT: DOT Transit Benefit Certification (Excluding FAA)

PURPOSE: This Bulletin provides updated guidance on the Department of Transportation (DOT) Transit Benefit Program.

BACKGROUND: In accordance with DOT Order 1750.1B, Transit Benefit Program Policy and Guidance, all DOT employees in the National Capital Region and Field Offices who participate in the Transit Benefit Program are required to certify their applications.

INFORMATION: The Annual Transit Benefit Recertification period is **December 3 - December 14, 2021**. DOT Transit Benefit Program participants must apply with a new application or certify their existing application during this period to remain in the program.

Failure to apply or recertify by the deadline could delay benefits or initiate withdrawal from the program.

ACTION:

1. Take the Transit Benefit Integrity Awareness in DOT Learns
 - Go to [DOT Learns Website](#)
 - In the catalog search box, type “Transit Benefit Integrity Awareness Training”
 - Provide a copy of the completion certificate to your Modal Transit Benefit Coordinator/Point of Contact
 - If you are unable to access DOT Learns in Internet Explorer, Google Chrome, or Mozilla Firefox please contact your Modal DOT Learns administrator.
2. Submit the application
 - Go to [Transit Application Website](#)
 - Login using your official DOT email address
 - Select “Transit Benefit Application”

- Select “Certify/Enroll”
- Select “Continue”
- Read and respond to the Warning against making false statements
- Complete expense worksheet
- Complete the application

You will receive email notifications as your application progresses through the approval process.

Complete step-by-step guides for both the DOT Learns Training and Electronic Transit Benefit Program Application System may be accessed via the web at: [Transit Benefit Program Applicant Guide](#)

Q&A SESSIONS: TRANServe will be holding question and answer sessions for anyone needing more information on the transit benefit recertification process.

- Thursday, December 2, 2021 at 11:00 AM [Transit Benefit Recertification](#)
- Monday, December 6, 2021 at 2:00 PM [Transit Benefit Recertification](#)
- Tuesday, December 9, 2021 at 2:00 PM [Transit Benefit Recertification](#)

Approving Official Training

Approving officials must complete refresher training every two years. All who are required to complete training this year will be notified.

Approver training will be provided on the following days:

- Thursday, December 2, 2021 at 2:00 PM [Approving Official Training](#)
- Tuesday, December 7, 2021 at 1:00 PM [Approving Official Training](#)
- Tuesday, December 9, 2021 at 11:00 AM [Approving Official Training](#)

EXPIRATION DATE: This Bulletin will remain in effect until cancelled.

CONTACT: If you have any questions please contact your modal POC or email the Parking Office at parking.transitoffice@dot.gov.