



CONTRA COSTA CENTRE ASSOCIATION

Bus Subsidy Program Application

PLEASE PRINT

LAST NAME	FIRST NAME
EMPLOYER	EMAIL (REQUIRED)
WORK ADDRESS	WORK PHONE (925)
HOME ADDRESS	HOME PHONE

CONTRA COSTA CENTRE ASSOCIATION 1350 TREAT BOULEVARD SUITE 180 WALNUT CREEK, CA 94597 PHONE (925) 935-6337 FAX (925) 935-1407

The Employee Agrees and Understands That:

1. The Contra Costa Centre Association Bus Subsidy Program is only offered to employees who are employed at a CCCA participating building site. Participating buildings are as follows: 2999 Oak Road, 3000 Oak Road, Avalon Walnut Creek Retail, 1450 Treat Blvd., John Muir Health, Pacific Plaza, PMI Plaza, Station Land-ing/AAA, Station Plaza, Treat Plaza, Treat Towers, Urban West, Renaissance Club Sport, and Embassy Suites.
2. Employees must pledge to take the bus to work at the Contra Costa Centre a minimum of three times a week.
3. Employees must not be receiving any other commute alternative subsidy from any other CCCA programs.
4. At the time of registering for the Bus Subsidy Program, employee must present a valid form of identification and proof of their current employer.
5. Continued program eligibility requires either monthly pick up of bus tickets or submission of Requisition Reimbursement form and proof of bus ticket purchase. Employees who fail to pick up bus tickets or submit Requisition Reimbursement form for one month will be dropped from the program and the next available person on the waiting list will be called.
6. Employees must sign a Bus Subsidy Program application and verify that the bus ticket will only be used for the employee's sole purpose of commuting from their residency to their worksite at one of the participating buildings at the Contra Costa Centre.
7. Tickets will be available in the lobby of 1350 Treat Blvd., Walnut Creek, on Tuesdays only between 11:30 a.m. and 1:00 p.m.
8. No cash will be given in exchange for Commuter Checks.
9. This program is available on a first-come, first-served basis.
10. Employee agrees to inform the CCCA within five (5) working days if there is any change in employment, or be subject to repayment of subsidy(ies) to CCCA, including penalties and interest thereon.
11. The CCCA Bus Subsidy Program is strictly voluntary. By signing this form, employee hereby releases and holds CCCA harmless from any and all liabilities, claim demands, damages and/or costs incident to or arising out of commuting by public transit. (Initialed by employee.)

I have read and agree to the foregoing: