



# CONTRA COSTA CENTRE ASSOCIATION

## Carpool Incentive Program Application

PLEASE PRINT

LAST NAME FIRST NAME

EMPLOYER EMAIL (REQUIRED)

WORK ADDRESS (925) WORK PHONE

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 Carpool Incentive 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 Landing/AAA, Station Plaza, Treat Plaza, Treat Towers, Urban West, Renaissance Club Sport, and Embassy Suites.
2. Employees must pledge to carpool to work at the Contra Costa Centre a minimum of three times a week. Carpool participation subject to CCCA verification at any time.
3. Employees must not be receiving any other commute alternative subsidy from any other CCCA programs.
4. At the time of registering for the Carpool Incentive Program, drivers must have proof of a valid California drivers license, must be 18 years of age, proof of their residence, and proof of their current employer.
5. Continued program eligibility requires monthly pick up of gas card. Employees who fail to pick up gas card for one month will be dropped from the program and the next available person on the waiting list will be called.
6. Carpools must consist of two or more Contra Costa Centre employees and at least two people in the carpool must live a minimum of five miles from the building at which they work. (Determination of miles will be done at the time the participants sign up for the program.) If there is any question about distance traveled by carpool, eligibility to be solely determined by the Contra Costa Centre Association Executive Director.
7. When applying for this subsidy, all carpool members must be present and submit application. At least one of the carpool members will need to pick up and sign for the gas card during the eligible months thereafter.
8. Gas cards 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.
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 carpool or be subject to repayment of incentive(s) to CCCA, including penalties and interest thereon.
11. The CCCA Carpool Incentive 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 carpool. ( [ ] Initialed by employee.)

I have read and agree to the foregoing:

SIGNATURE OF EMPLOYEE

DATE