



# CONTRA COSTA CENTRE ASSOCIATION

## Vanpool Incentive Program Application

PLEASE PRINT

THIS VANPOOL ORIGINATES IN \_\_\_\_\_ CHECK ONE:  PRIMARY DRIVER  ALTERNATE DRIVER  RIDER

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 Vanpool 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, Bank of the West, 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 not be receiving any other commute alternative subsidy from any other CCCA programs.
3. At the time of registering for the Vanpool 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.
4. 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 vanpool on the waiting list will be called.
5. Vanpools must consist of six or more Contra Costa Centre employees. Eligibility of origination city of vanpool to be solely determined by the Contra Costa Centre Association Executive Director.
6. At least one of the vanpool members will need to pick up and sign for the gas card during the eligible month.
7. 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.
8. This program is available on a first-come, first-served basis.
9. Employee agrees to inform the CCCA within five (5) working days if there is any change in employment or stoppage of vanpool or be subject to repayment of incentive(s) to CCCA, including penalties and interest thereon.
10. The CCCA Vanpool 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 vanpool. ( \_\_\_\_\_ Initialed by employee.)

I have read and agree to the foregoing: