



# CONTRA COSTA CENTRE ASSOCIATION

## Bus Subsidy Program Application

PLEASE PRINT BUS ROUTE \_\_\_\_\_

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

### 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, 3003 Oak Road, 1450 Treat Blvd., John Muir Health, Pacific Plaza, CSAA Insurance Group, Station Plaza, Treat Towers, Urban West, The Bay Club Walnut Creek, or 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 showing home address and proof of their current employer (Business cards are not accepted).
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 this Bus Subsidy Program application to verify that the bus ticket will only be used for the employee's sole purpose of commuting from their residence to their worksite at one of the participating buildings at the Contra Costa Centre.
7. If you haven't been pre-approved, applications will be accepted in person only on *Tuesday, September 17th at Urban West, 1350 Treat Blvd.* between 11:30am and 1:00pm. After September 17th, subsidy payment and applications will be accepted on any Tuesday in the lobby at 1350 Treat Blvd., Walnut Creek, between 11:30am and 1:00pm. For more information on the program and pre-registration visit [www.contracostacentre.com](http://www.contracostacentre.com).
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:

SIGNATURE OF EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_

Contact: [ccca@contracostacentre.com](mailto:ccca@contracostacentre.com) [contracostacentre.com](http://contracostacentre.com) 925-935-6337 (o) 925-935-1407 (f)