



# CONTRA COSTA CENTRE ASSOCIATION

## Carpool Incentive Program Application

PLEASE PRINT

LAST NAME FIRST NAME

EMPLOYER EMAIL (REQUIRED)

WORK ADDRESS WORK PHONE (925)

HOME ADDRESS HOME PHONE

CAR MAKE/MODEL #1 #2 #3

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

### 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, 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 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. **(Business cards are not accepted)**
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.) Electric and Hybrid/Electric carpools are not eligible for the carpool incentive program. Final eligibility qualifications to be solely determined by the Contra Costa Centre Association Director.
7. When applying for this subsidy, all carpool members must be present and submit an application. Only one of the carpool members will need to pick up and sign for the gas card during the eligible months thereafter.
8. Subsidy payment and applications will be accepted on any Tuesday at 1350 Treat Blvd., Walnut Creek, between 11:30am and 1:00pm. This program is available on a first-come, first served basis. All participants are required to wear a face mask, social distance of six feet and use of hand sanitizer while receiving the subsidy. For more information on the program visit [www.contracostacentre.com](http://www.contracostacentre.com).
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