



CONTRA COSTA CENTRE ASSOCIATION

Bus Subsidy Program Application

PLEASE PRINT

ORIGINATING BART STATION: _____

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 suite. 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, Bay Club Walnut Creek, 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, the 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 pickup of bus tickets or submission of Reimbursement Request forms with proof of bus ticket purchase.
6. The employee 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. Please email or call CCCA before coming to load your monthly bus subsidy. For more information on the program visit 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. The 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, the 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 contracostacentre.com 925-935-6337 (o) 925-935-1407 (f)