



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	
CAR MAKE/MODEL #1	#2	#3

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 Carpool Incentive 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 carpool to work at the Contra Costa Centre a minimum of three times a week. Carpool participation is subject to 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 driver's license, proof of their residence, proof of their current employer (**business cards are not accepted**), and must be at least 18 years of age.
5. Continued program eligibility requires monthly pickup of gas cards Employees who fail to pick up gas cards 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 carpools are not eligible for the Carpool Incentive Program. Final eligibility qualifications will be solely determined by the Contra Costa Centre Association Director.
7. When applying for this incentive, all carpool members must be present to submit the application, however, only one of the carpool members will need to pick up and sign for the gas cards during the eligible months thereafter.
8. Please email or call CCCA before coming to pick up gas cards. For more information on the program visit www.contracostacentre.com.
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 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, 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 carpool (initialed by employee).

I have read and agree to the foregoing:

SIGNATURE OF EMPLOYEE

DATE

Contact: cca@contracostacentre.com contracostacentre.com 925-935-6337 (o) 925-935-1407 (f)