

City of San Rafael Employee Commute Program User Agreement

Name: _____

Date: _____

Department: _____

Please check the following incentives / services you would like to participate in (see program details on reverse):

| <input checked="" type="checkbox"/> | Incentive / Service | Value | Eligibility |
|-------------------------------------|--|--|------------------------|
| <input type="checkbox"/> | Income Tax Savings Soiree | Allows use of up to \$255 pre-tax dollars per month | Employees |
| <input type="checkbox"/> | Carpool Cabana | \$75 gas card (complete verification on reverse) | Employees |
| <input type="checkbox"/> | Transit Bandit | \$75 Clipper Card | Employees |
| <input type="checkbox"/> | Bicycle Schmicycle | \$75 gift card to a bike shop | Employees |
| <input type="checkbox"/> | Walker's Paradise | \$75 gift card to a fitness or sporting goods store | Employees |
| <input checked="" type="checkbox"/> | Commuter Club | Quarterly raffle drawings with multiple prizes (values vary) | Employees & Volunteers |
| <input type="checkbox"/> | Park It Closer | n/a | Employees |
| <input type="checkbox"/> | Ain't No Party Like a Vanpool Party | Up to \$3,600 from TAM; up to \$500 from 511 | Employees |
| <input type="checkbox"/> | Ride Match Roulette | n/a | Employees & Volunteers |
| <input checked="" type="checkbox"/> | Help! Emergency Ride Home | Varies; not to exceed \$500 per year | Employees |
| <input type="checkbox"/> | Charge It On Us | \$100 | Employees |

This User Agreement is your acknowledgement that you have read, understand and agree to the following terms and conditions regarding your participation in the ECP:

1. The Employee Commute Program (ECP) is for the sole use of employees and volunteers of the City of San Rafael (City).
2. The City reserves the right to terminate your participation in the ECP under certain circumstances and at any time and without prior notice. Cause for such termination shall include, but not be limited to, (a) breaches or violations of this User Agreement or other incorporated agreements or guidelines, and/or (b) discontinuance of services or content modifications to this program.
3. The City reserves the right to modify or discontinue the program or any services provided in this program and any conditions of use unilaterally.
4. By signing below, you agree to the eligibility requirements and program details (see reverse) outlined in this agreement and that you will comply with the program requirements set forth in this agreement:

Employee Signature

Date*

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City of San Rafael Employee Commute Program User Agreement

| Incentive / Service | Program Details and Eligibility |
|---|---|
| Income Tax Savings Soiree | This program allows the use of pretax dollars (up to \$255) per month on approved commuting options. All employees who purchase public transportation tickets or participate in a vanpool. Participants must complete the User Agreement and the Voluntary Payroll Deduction Authorization. |
| Carpool Cabana* | City employees that participate in a regular (2+ days per week on average) carpool or vanpool of 2 or more to get to work are eligible for a \$75 gas gift card annually. Participants must complete the User Agreement including the carpool/vanpool verification section and track commutes in the 511.org Trip Diary. |
| Transit Bandit* | City employees that regularly use public transit (2+ days per week on average) to get to work are eligible for \$75 Clipper card annually. Participants must complete the User Agreement and track commutes in the 511.org Trip Diary. |
| Bicycle Schmicycle* | City employees that regularly ride a bike (2+ days per week on average) to get to work are eligible for a \$75 gift card to a local bike shop annually. Participants must complete the User Agreement and track commutes in the 511.org Trip Diary. |
| Walker's Paradise* | City employees that regularly walk (2+ days per week on average) to get to work are eligible for a \$75 gift card to a local fitness or sporting goods store annually. Participants must complete the User Agreement and track commutes in the 511.org Trip Diary. |
| Commuter Club* (Quarterly Raffle Drawings) | City employees and volunteers will receive one drawing entry per trip using an alternative mode of transportation for their commute to or from work. Drawings will be held quarterly by the Employee Commute Committee and multiple prizes will be awarded. Participants must complete the User Agreement and track commutes with 511.org. |
| Park It Closer | Certain parking spaces will be designated for employee carpools/vanpools only. Spaces will be first-come, first serve. A special permit may be obtained from Human Resources and displayed on the dashboard. Participants must complete the User Agreement including the carpool/vanpool verification section and track commutes in the 511.org Trip Diary. |
| Ain't No Party Like a Vanpool Party | Vanpoolers may be eligible for up to a \$3,600 2-year subsidy from Transportation Authority of Marin and up to a \$500 subsidy from 511. |
| Ride Match Roulette | Any employee or volunteer interested in finding a carpool, vanpool or bike buddy may register online at http://rideshare.511.org . |
| Help! Emergency Ride Home | Any employee who has used an alternative mode of transportation to get to work on the day that a valid emergency situation arises is eligible for a free taxi ride home. Program is administered by Transportation Authority of Marin and subject to Program Rules, requirements, and documentation. Visit http://www.marinerh.org for program details. The City will supplement the TAM reimbursement in the event that the trip home is further than the TAM reimbursable amount. |
| Charge It On Us | Any employee who leases or purchases an all-electric vehicle to commute to work will receive \$100. Participants must complete the User Agreement and submit a copy of the lease or proof of purchase to Human Resources. The EV must run on electricity stored in batteries and have an electric motor. |

*For Carpool Cabana, Transit Bandit, Bicycle Schmicycle, Walker's Paradise incentives, as well as to be eligible for Commuter Club raffle prizes, **participants MUST track trips using the 511.org Trip Diary.** To register, visit <http://rideshare.511.org/> and make sure to indicate 'City of San Rafael' as employer.

Carpool / vanpool verification (Please list the people in your carpool)

| | |
|--------------|--------------|
| Name: _____ | Name: _____ |
| Phone: _____ | Phone: _____ |
| | |
| Name: _____ | Name: _____ |
| Phone: _____ | Phone: _____ |

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