INDIVIDUAL SHUTTLE PASS REQUEST FORM

Brisbane
Crocker Park BART
South San Francisco
Oyster Point & Utah-Grand BART/Caltrain

GET STARTED TODAY

Use these instructions as a guide to fill out the Individual Shuttle Pass Request Form. Make sure to fill out the form completely with your payment attached—incomplete applications will be returned.

INSTRUCTIONS AND TIPS

1. Rider Information
Enter your name and work-related contact information.

2. Employer Information
In this section, enter your employer information. Make sure to state if your employer reimburses your shuttle pass purchase.

3. Shuttle Pass Type
There are three shuttle pass types to choose from:

<table>
<thead>
<tr>
<th>Shuttle Pass Types</th>
<th>Month(s) Purchased</th>
<th>Rate</th>
<th>Discount Rate*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Month Pass</td>
<td>$50</td>
<td>$25</td>
<td></td>
</tr>
<tr>
<td>3-Month Pass</td>
<td>$125</td>
<td>$62.50</td>
<td></td>
</tr>
<tr>
<td>6-Month Pass</td>
<td>$225</td>
<td>$112.50</td>
<td></td>
</tr>
</tbody>
</table>

*Commute.org offers discounts to eligible seniors, people with disabilities, and low-income earners. A copy of supporting documentation must be attached to the application to be eligible for the discount.

4. Payment
Commute.org accepts cash, check (payable to Commute.org), and/or Commuter Check Vouchers as payments for shuttle passes. More than one payment type per transaction is allowed so long as it totals the cost of the requested shuttle pass type.

5. Commute.org
This section is for commute.org staff to fill out.

FREQUENTLY ASKED QUESTIONS

What happens to my application once it is submitted?
Upon receipt of a completed application with correct payment, and supporting documentation if applicable, Commute.org staff will process the request within 1-2 weeks.

For the discounted pass, how often do I have to provide supporting documentation?
Proof of documentation will be required for every purchase.

Can I use one request form for multiple shuttle pass requests?
Only one shuttle pass can be requested per form.

How do employers purchase individual shuttle passes for their employees?
Employers are not allowed to directly purchase individual shuttle passes for employees. Employers can purchase Commuter Check Vouchers for employees to use as payment.

FOR MORE INFORMATION

If you need additional information and/or assistance with the application process, please do not hesitate to contact:

Shuttle Department
(650)588-1600
shuttles@commute.org
INDIVIDUAL SHUTTLE PASS REQUEST FORM

1. Rider Information
   - First Name:
   - Last Name:
   - Work E-Mail:
   - Work Phone:

2. Employer Information
   - Employer Name:
   - Address:
   - City:
   - Zip:
   - Is your employer reimbursing your shuttle pass purchase? □ Yes  □ No

3. Shuttle Pass Type *(please select one)*

<table>
<thead>
<tr>
<th>Pass Type</th>
<th>Individual Pass Rates</th>
<th>Eligible Discount Individual Pass Rates*</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-Month Pass</td>
<td>□ $50</td>
<td>□ $25</td>
</tr>
<tr>
<td>3-Month Pass</td>
<td>□ $125</td>
<td>□ $62.50</td>
</tr>
<tr>
<td>6-Month Pass</td>
<td>□ $225</td>
<td>□ $112.50</td>
</tr>
</tbody>
</table>

   Which shuttle route(s) will you be taking?
   - □ Brisbane – Crocker Park BART
   - □ South San Francisco – Oyster Point & Utah-Grand BART/Caltrain

   *Must attach copies of eligible supporting documentation to qualify for a discounted individual pass. Applications without supporting documentation will be denied. Choose one of the following:

   - **Senior (65+)**
     - □ Medicare Card
     - □ Senior Clipper Card
     - □ State ID

   - **Disabled**
     - □ Regional Transit Connection ID

   - **Low-Income**
     - □ Medi-Cal Card
     - □ Regional Transit Connection ID

4. Payment
   - □ Check (Pay to the Order of Commute.org)  □ Cash  □ Commuter Check
     - Amount: □ Amount: □ Amount:

   **TOTAL:**

   Payments should be addressed and mailed to:

   Commute.org
   400 Oyster Point Blvd., Suite 409
   South San Francisco, CA 94080

   Note: Commute.org is not responsible for any lost or misdirected mail either incoming or outgoing. Please allow two weeks for delivery of passes.

5. Commute.org
   - Received:  □ Fulfilled:  □ Mailed:
   - Check Number:  □ Money Order Number:  □ Commuter Check Voucher Number(s):  □ Commuter Check Voucher Denominations:
   - Other Notes:  □ First-Time Customer?  □ Staff Initials:
   - Pass Number: