

# INDIVIDUAL SHUTTLE PASS REQUEST FORM

## South San Francisco

Oyster Point & Utah-Grand BART/Caltrain

## Brisbane

Brisbane-Crocker Park BART

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## GET STARTED TODAY

Use these instructions as a guide to fill out the **Individual Shuttle Pass Request Form A or B**. Form B is for riders who may qualify for eligible discounts (details below in *3a. Eligible Discounts*). Make sure to **completely** fill out the form 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:

Shuttle Pass Types		
Month(s) Purchased	Cost	Savings
<b>1-Month Pass</b>	\$50	-
<b>3-Month Pass</b>	\$125	\$25
<b>6-Month Pass</b>	\$250	\$50

### 3a. Eligible Discounts (Form B Only)

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

### 4. Payment

Commute.org accepts **cash**, **check** (payable to *Peninsula Traffic Congestion Relief Alliance*), 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](mailto:shuttles@commute.org)

## FORM A: INDIVIDUAL SHUTTLE PASS REQUEST FORM – FY2018-2019

### 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:

- 1-Month Pass → \$50  I want the standard monthly pass
- 3-Month Pass → \$125  I want to save \$25 on a 3-Month Pass
- 6-Month Pass → \$250  I want to save \$50 on a 6-Month Pass

Which shuttle route(s) will you be taking?

- Brisbane – Crocker Park BART
- Oyster Point & Utah-Grand BART/Caltrain

### 4. Payment

<input type="checkbox"/> Check (Pay to the Order of <b>Peninsula Traffic Congestion Relief Alliance</b> )	<input type="checkbox"/> Cash	<input type="checkbox"/> Commuter Check Voucher
Amount: _____	Amount: _____	Amount: _____
<b>TOTAL:</b> _____		

*Payments should be mailed to*  
 Peninsula Traffic Congestion Relief Alliance  
 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?  \_\_\_\_\_  
 Pass Number: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

## FORM B: DISCOUNTED INDIVIDUAL SHUTTLE PASS REQUEST FORM – FY2018-2019

### 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. Discounted Shuttle Pass Type<sup>1</sup>

Please select one:  
 1-Month Pass → \$25  I want the standard discount  
 3-Month Pass → \$75  I want to save \$25 on a 3-Month Pass  
 6-Month Pass → \$125  I want to save \$50 on a 6-Month Pass

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

<sup>1</sup> Available to riders with supporting documentation in section 3a

### 3a. Eligible Discounts<sup>2</sup>

*Eligible Supporting Documentation – Choose **one** of the following options:*

Senior	Disabled	Low-Income
<input type="checkbox"/> <a href="#">Medicare Card</a>	<input type="checkbox"/> <a href="#">Regional Transit Connection ID</a>	<input type="checkbox"/> <a href="#">Medi-Cal Card</a>
<input type="checkbox"/> <a href="#">Senior Clipper Card</a>		<input type="checkbox"/> <a href="#">Regional Transit Connection ID</a>
<input type="checkbox"/> <a href="#">State ID</a>		

<sup>2</sup> Attach copies of ACTIVE supporting documentation with payment. Applications without supporting documentation will be denied.

### 4. Payment

<input type="checkbox"/> Check (Pay to the Order of <b>Peninsula Traffic Congestion Relief Alliance</b> )	<input type="checkbox"/> Cash	<input type="checkbox"/> Commuter Check
Amount: _____	Amount: _____	Amount: _____
<b>TOTAL:</b> _____		

*Payments should be addressed as, and mailed to*  
 Peninsula Traffic Congestion Relief Alliance  
 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?  \_\_\_\_\_  
 Pass Number: \_\_\_\_\_ Staff Initials: \_\_\_\_\_