

Worksite Incentive Program Application

Participant Information (please print):

Name: _____

Home Address: _____

City: _____ State: _____ Zip: _____

Worksite Information:

Employer Name: _____

Work Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone: _____

E-mail Address: _____

I have previously commuted alone to my worksite.

Participation: Please indicate the program you wish to participate in and provide the requested information.

Carpool Incentive Program

List the names, address, employer, and daytime phone number of fellow carpool participants.

Name: _____ Home Address: _____

Employer: _____ Daytime Phone: _____

Name: _____ Home Address: _____

Employer: _____ Daytime Phone: _____

Name: _____ Home Address: _____

Employer: _____ Daytime Phone: _____

forming a **new carpool** **joining** an **existing** carpool

Estimated roundtrip commute mileage: _____

Bike/Walk Incentive Program

walk to work bike to work other (jog, Rollerblade, etc.)

Estimated roundtrip commute mileage: _____

Vanpool Rider Incentive Program

Vanpool driver name: _____ Van# _____

Estimated roundtrip commute mileage: _____

Vanpool Group Incentive Program

Please include on a separate sheet of paper the names, address, employer, and daytime phone number of fellow vanpool participants.

Vanpool driver name: _____ Van# _____ Circle van size (15,14,9, or 8 passenger)

Vanpool start date: _____ # of empty seats _____

Transit Incentive Program

List specific transit service information (ex. MVRTA Route 32, Commuter Rail line or other bus service) that you will use for your commute to work.

Estimated roundtrip commute mileage: _____

Telecommute

I plan to telecommute at least 2 days each week during the incentive period. I understand that in order to receive credit for participation, a weekly telecommute log verified by my supervisor must be submitted to the MVTMA by 5:00 PM on the Monday following the telecommute week period.

Estimated roundtrip commute mileage: _____

POLICIES and PROCEDURES

The Worksite Incentive Program (WIP) is a set of comprehensive transportation incentives designed to reduce roadway congestion by encouraging more commuters to try alternatives to driving alone to work. It is funded and administered by the Merrimack Valley Transportation Management Association(MVTMA).

These incentives, available over a three-month period, are being offered to commuters whose employers are members of the MVTMA. Eligibility for the Worksite Incentive Program is limited to those who currently drive alone to work and commit to a shared ride mode of transportation (or telecommuting) at least two days per week.

Transit

- Commuters who choose to switch from driving alone to taking transit 2 or more days a week are eligible for the incentive program. Transit includes all MBTA transit services, all regional or local bus service (including the MVRTA and the LRTA), private bus carriers, public and private shuttles.

Carpool

- A carpool is defined as two or more people commuting in one vehicle to and from work.
- Newly formed carpools of 2 or more commuters or individuals joining existing carpools that travel to and from the worksite at least 2 days per week are eligible for the incentive program.
- Fuel cards for this program are issued to one individual and one vehicle per group only. Fuel cards are used only to purchase fuel to be used during ridesharing activities.

Bike/Walk

- Commuters who choose to switch from driving alone to walking , bicycling, jogging, or Rollerblading to work an average of 2 days per week are eligible for the incentive program.

Vanpool

- A vanpool is defined as seven or more people commuting in one vehicle to and from work.
- Participants who choose to switch from driving alone to participating in an existing vanpool are eligible for the vanpool rider incentive program.
- Participants who choose to switch from driving alone to forming a new vanpool are eligible for both the vanpool rider incentive and the vanpool group incentive.

Telecommuting

- Participants who telecommute must have their supervisor s permission (indicated below) to perform their work responsibilities from home in lieu of commuting to and from the worksite at least 2 days per week.

All Participants

All participants in the incentive program will, as requested submit required paperwork, monthly and/or weekly reports, or receipts of service to verify their participation in the incentive program. Participants are eligible for only one mode incentive during the course of this incentive program.

If any of the registration information changes, the commuter must inform the MVTMA within five (5) business days.

The participant will hold harmless Northeast Transit Planning & Management Corp., the Merrimack Valley Transportation Management Association, Inc. and its member companies from and against any damage, loss, theft, or destruction of any vehicle, and against all losses, liabilities, damages, injuries and any claims arising out of and in connection with this agreement and the use of the Worksite Incentive Program.

PARTICIPANT CERTIFICATION/ SUPERVISOR VERIFICATION

I certify that I have previously driven alone as a means of commuting on this route to work and that my employer is a member of the Merrimack Valley Transportation Management Association. I am therefore in full compliance with the requirement of this Worksite Incentive Program.

I, the undersigned swear that the information provided in this application is true to the best of my knowledge.

Participant Signature: _____ Date: _____

I certify that the above participant is performing their work responsibilities from home in lieu of commuting to and from the worksite at least 2 days per week.

Supervisor Signature: _____ Date: _____