

City of Menlo Park

ADMINISTRATIVE POLICY

Department Transportation	Page 1 of 2	1-22-92 Effective Date
	Approved by: _____ Department Head	rev. July 1, 2000 Procedure #
Subject Commuter Check Program	_____ City Manager	92-0001

PURPOSE

The Commuter Check program is a transit Subsidy program established to encourage employees to use Public transportation for their work commute.

PROCEDURE

This policy establishes City guidelines and conditions for the distribution of Commuter Checks to City employees.

POLICY

I. General

- A . It is the policy of the City of Menlo Park to encourage the use of public transportation in order to reduce air pollution and traffic congestion by offering a transit subsidy program called Commuter Check.
- B . Commuter Checks are \$50 per month tax-free transit vouchers specifically designed for purchasing Tickets and passes from Bay Area transit operators and their retail sales outlets.

Commuter Checks are accepted by AC Transit, Alameda/Oakland Ferry Service, BART, CalTrain, County Connection, Golden Gate Ferry and Transit, SamTrans, San Francisco Muni, Santa Clara County Transit District, Santa Rosa Transi, Tri Delta Transit, and Vallejo Ferry and Transit.

II. Conditions for use

- A . Only permanent employees are eligible for Commuter Checks.
- B . The Commuter Check is for the employee's use only. The Commuter Check is not transferable.
- C . In order to receive a commuter Check, and eligible employee must present the preceeding month's transit pass once the Commuter Check has been redeemed.
- D . Employees must sign a statement of understanding outlining the conditions for Commuter Check use.
- E . Commuter Checks will be distributed during the third week of every month byt the City's TSM Coordinator.

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Subject Commuter Check Program Statement of Understanding		

If you are interested in participating the Commuter Check program, complete the information below and return it to the TSM Coordinator – Transportation Division.

NAME: _____

DEPARTMENT: _____ PHONE EXTENSION: _____

WHICH TRANSIT OPERATOR WILL YOU BE PURCHASING YOUR TICKET FROM? -

I understand that the Commuter Check is for my use only and its purpose is to help subsidize the cost of a commuter pass for my work commute. I also understand that in order to receive Commuter Checks I must present the preceeding month's transit pass at the time of receiving another Commuter Check.

SIGNATURE: _____

DATE: _____