

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:

Shuttle Pass Types		
Month(s) Purchased	Rate	Discount Rate*
1-Month Pass	\$50	\$25
3-Month Pass	\$125	\$62.50
6-Month Pass	\$225	\$112.50

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)

	Individual Pass Rates	Eligible Discount Individual Pass Rates*
1-Month Pass	<input type="checkbox"/> \$50	<input type="checkbox"/> \$25
3-Month Pass	<input type="checkbox"/> \$125	<input type="checkbox"/> \$62.50
6-Month Pass	<input type="checkbox"/> \$225	<input type="checkbox"/> \$112.50

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**) Amount: _____ Cash Amount: _____ Commuter Check 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? _____
Pass Number _____ Staff Initials: _____