

# 2016-2017 CTR Participation Form

## General Information

The University provides Faculty and Staff numerous incentives to use alternative means of transportation. To receive the benefits listed below, you must be a regular, full-time University employee (at least .8 FTE or 32 hours a week), live more than a quarter mile from the University, and utilize an alternative form of transportation at least 3 days a week. Please return the completed form to the Office of Safety and Security. If you have any further questions, please contact the Transportation Manager (206) 281-2821 or email [eideh@spu.edu](mailto:eideh@spu.edu).

## Personal Information

SPU ID: \_\_\_\_\_

Name: \_\_\_\_\_

Home Zip Code: \_\_\_\_\_

Employment Status (FTE): \_\_\_\_\_

Work Hours: \_\_\_\_\_

Beginning

Ending

## Alternate Commute Methods. Check all that apply:

	Commute Method	Requirements	Value*
<input type="checkbox"/>	Walk	<ul style="list-style-type: none"> <li>Must submit a monthly CTR calendar for free locker room access</li> <li>Sign CTR Agreement</li> <li>Applies to regular, full-time employees only</li> </ul>	<ul style="list-style-type: none"> <li>Locker room fee paid</li> <li>6 free daily parking passes per quarter</li> </ul>
<input type="checkbox"/>	Bike	<ul style="list-style-type: none"> <li>Must submit a monthly CTR calendar for free locker room access</li> <li>Sign CTR Agreement</li> <li>Applies to regular, full-time employees only</li> <li>Complete bike registration form</li> </ul>	<ul style="list-style-type: none"> <li>Locker room fee paid</li> <li>6 free daily parking passes per quarter</li> </ul>
<input type="checkbox"/>	2 person Fac/Staff Carpool	<ul style="list-style-type: none"> <li>Sign up for carpooling</li> <li>Sign CTR agreement</li> </ul>	<ul style="list-style-type: none"> <li>Half-price parking permit, per person</li> <li>Assigned space</li> <li>6 free daily parking passes per quarter, per person</li> </ul>
<input type="checkbox"/>	3+ person Fac/Staff Carpool	<ul style="list-style-type: none"> <li>Sign up for carpooling</li> <li>Sign CTR agreement</li> </ul>	<ul style="list-style-type: none"> <li>Free parking permit, per person</li> <li>Assigned space</li> <li>6 free daily parking passes per quarter, per person</li> </ul>
<input type="checkbox"/>	Motorcycle Only	<ul style="list-style-type: none"> <li>Register vehicle</li> <li>Sign CTR agreement</li> </ul>	<ul style="list-style-type: none"> <li>Half-price parking permit</li> </ul>
<input type="checkbox"/>	<b>Circle All That Apply:</b> Metro Transit Pierce Transit Everett Transit Community Transit Kitsap Transit Sound Transit	<ul style="list-style-type: none"> <li>Sign CTR agreement</li> <li>Sign ORCA card agreement</li> </ul>	<ul style="list-style-type: none"> <li>ORCA Card</li> </ul>
<input type="checkbox"/>	Metro Vanpool	<ul style="list-style-type: none"> <li>Complete Metro requirements</li> <li>Sign CTR agreement</li> <li>Sign ORCA card agreement</li> </ul>	<ul style="list-style-type: none"> <li>\$75 of monthly vanpool fares</li> <li>6 free daily parking passes per quarter, per person</li> </ul>
<input type="checkbox"/>	Metro VanShare	<ul style="list-style-type: none"> <li>Complete Metro requirements</li> <li>Sign CTR agreement</li> <li>Sign ORCA Card Agreement</li> </ul>	<ul style="list-style-type: none"> <li>100% of monthly vanshare fares</li> <li>6 free daily parking passes per quarter, per person</li> </ul>
<input type="checkbox"/>	Passenger Only Ferry Rider	<ul style="list-style-type: none"> <li>Must submit CTR calendar with receipt/pass.</li> <li>Sign CTR agreement</li> <li>Applies to regular, full-time employees only</li> </ul>	<ul style="list-style-type: none"> <li>\$35.00 subsidy, maximum</li> </ul>

\*To receive value incentives, please contact Heather Eide

phone: (206) 281.2821

email: [eideh@spu.edu](mailto:eideh@spu.edu)

## Seattle Pacific University

### As a Business Account Cardholder, I agree to the following:

1. I understand that the ORCA Business Card is owned by the employer that provided it to me and it has been provided to me for my personal use only. I agree not to sell or transfer my assigned ORCA Card to another person. If I violate these terms of use, my ORCA Card may be blocked from further use.
2. I will keep my assigned ORCA Business Card secure and in good condition, and I will immediately report a lost, stolen, or damaged ORCA Business Card to my company's Transportation Coordinator. I understand a lost ORCA Business Card will be replaced only once per year at a charge of \$20.00. A defective ORCA Business Card will be replaced free of charge.
3. I will return my assigned ORCA Business Card upon request or when I leave my employment or otherwise no longer meet the eligibility requirements of my company. If I do not return my ORCA Business Card, I understand that it will be blocked for further use.
4. I understand that my ORCA Business Card is valid for the following provided by the listed transportation Agencies.
  - a. 100% of fares on regularly scheduled transportation service on Everett Transit, Community Transit, Kitsap Transit, Metro Transit, Pierce Transit, Sound Transit, Seattle Streetcar, King County Water Taxi, and Kitsap Transit Foot Ferry.
  - b. \$75 of monthly vanpool fares and 100% of monthly vanshare fares on vanpool services provided by Community Transit, Kitsap Transit, Metro Transit, and Pierce Transit.
5. I understand that the ORCA Business Card is not valid for fare payment on transportation services not specified in Section 4 and I am responsible for paying any additional fares required for services not covered, or not fully covered by my assigned ORCA Business Card.
6. I understand that any additional ORCA Products I load onto my assigned ORCA Card will become the property of the company that owns my ORCA Business Card and the refund, if any, of such products will be made by the company according to its refund policy.
7. I understand the ORCA system will record data each time I use my assigned ORCA Business Card. Data will include the date, time and location of the card when it is presented. I understand this data is owned by the transit Agencies and is accessible to the company that owns my ORCA Business Card.
8. I understand that the ORCA Card must be "tapped" on a card reader to show proof of fare payment or issuance of a valid fare. Merely showing the ORCA Card on a bus, train, ferry or light rail vehicle does not constitute proof of fare payment or issuance of a valid fare. I will be subject to a fine if the ORCA Card is not "tapped," and I understand I will be personally responsible for any fines that may be imposed.
9. I understand that for the correct fare to be recorded, I must "tap" off on a card reader when exiting some transit systems. For example, I must "tap" off when exiting from a Sounder train or Link light rail.
10. I understand that I will be charged a one-time \$32 annual usage fee via payroll deduction.

I acknowledge the receipt of my ORCA Business Card, and understand and agree to the terms stated above on using the ORCA Business Card.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee's Printed Name

\_\_\_\_\_  
ORCA Card Serial # (8-digit number)

Transportation Coordinator Use Only – ORCA Card returned:

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date