

**2020-2021 CTR Participation Form**

The University provides faculty and staff numerous incentives to use alternative means of transportation as part of its Commute Trip Reduction (CTR) Program. To receive the program benefits listed below, you must be a regular, full-time University employee (at least .8 FTE or 32 hours a week), live off-campus, 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 questions, please contact SPU's Transportation Manager, at (206) 281-2821 or email at [transportation@spu.edu](mailto:transportation@spu.edu).

**Personal Information**

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

Home Zip Code: \_\_\_\_\_ Employment Status (FTE): \_\_\_\_\_

Work Hours: \_\_\_\_\_ Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**Alternative Commute Methods. Check all that apply.**

| Commute                                                                                                       | Program Benefits                                                                                                                                                               |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Walk                                                                                                          | <ul style="list-style-type: none"> <li>• Locker room fee paid</li> <li>• 5 free daily parking passes per quarter</li> </ul>                                                    |
| Bike<br><i>*Requires <a href="#">Bike Registration form</a></i>                                               | <ul style="list-style-type: none"> <li>• Locker room fee paid</li> <li>• 5 free daily parking passes per quarter</li> </ul>                                                    |
| 2 Person Carpool<br><i>*Requires vehicle registration in <a href="#">SPU NuPark</a></i>                       | <ul style="list-style-type: none"> <li>• Half-price parking permit</li> <li>• Assigned parking space</li> <li>• 5 free daily parking passes per quarter, per person</li> </ul> |
| 3+ Person Carpool<br><i>*Requires vehicle registration in <a href="#">SPU NuPark</a></i>                      | <ul style="list-style-type: none"> <li>• Half-price parking permit</li> <li>• Assigned parking space</li> <li>• 5 free daily parking passes per quarter, per person</li> </ul> |
| Motorcycle<br><i>*Requires vehicle registration in <a href="#">SPU NuPark</a></i>                             | <ul style="list-style-type: none"> <li>• Free parking permit</li> </ul>                                                                                                        |
| Transit<br><i>*Requires signed ORCA Card Agreement &amp; \$25.00 annual fee</i>                               | <ul style="list-style-type: none"> <li>• ORCA Card</li> </ul>                                                                                                                  |
| Metro Vanpool<br><i>*Requires signed ORCA Card Agreement &amp; \$25.00 annual fee</i>                         | <ul style="list-style-type: none"> <li>• \$75 toward monthly vanpool fare</li> <li>• 5 free daily parking passes per quarter, per person</li> </ul>                            |
| Metro VanShare<br><i>*Requires signed ORCA Card Agreement &amp; \$25.00 annual fee</i>                        | <ul style="list-style-type: none"> <li>• 100% paid monthly vanshare fee</li> <li>• 5 free daily parking passes per quarter, per person</li> </ul>                              |
| Ferry: Passenger Only<br><i>*Requires receipt and <a href="#">reimbursement request</a> submitted monthly</i> | <ul style="list-style-type: none"> <li>• \$35 monthly subsidy</li> </ul>                                                                                                       |

**I affirm that the information I have written on this form is correct and complete.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



2020-2021 CTR Participation Agreement

As an ORCA 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 (i.e., Seattle Pacific University, or SPU) and it has been provided to me for my personal use only. I agree that I will not 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 SPU's Transportation Coordinator. I understand a lost ORCA Business Card will be replaced 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 do not meet the eligibility requirements of SPU. 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 Ferries.
b. \$75 of monthly vanpool fares and 100% of monthly vanshipare fares on vanpool services provided by Community Transit, Kitsap Transit, Metro Transit, and Pierce Transit.
5. I understand and will comply with SPU's policies regarding my ORCA Business Card.
6. 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.
7. I understand that any additional ORCA Products I load onto my assigned ORCA Card will become the property of SPU and the refund, if any, of such products will be made by SPU according to its refund policy. I acknowledge that it is SPU's policy not to grant refunds in such instances.
8. I understand in the event any ORCA Products I load onto my assigned ORCA Card must be replaced, I am responsible for any fares required during the replacement period.
9. 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 SPU.
10. 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.
11. 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.
12. I understand that I will be charged a one-time \$25 fee via payroll deduction for use of the ORCA Business Card during SPU's fiscal year printed on this form.
13. I acknowledge the receipt of my ORCA Business Card, and understand and agree to the terms stated above for using the ORCA Business Card.

Employee's Signature

Date

Printed Name

ORCA Card Serial # (8-digit number)

ORCA Card returned:

Employee's Signature

Date