EMPLOYEE
Commute Alternative Program (CAP) Registration

Complete this form and email it to shuttles@emory.edu or fax it to 404.727.2673. You can also drop it off at the Transportation and Parking Services office on Clairmont Campus: 1945 Starvine Way, Suite 400B; Monday - Friday, 7:30am - 4:30pm.

I. APPLICANT INFORMATION

Full Name: ____________________________  Last  First  Middle

Home Address: ________________________________  Street Address__________________  City / State Zip __________________

Email Address: ____________________________  Work location: ______________________  Work phone: ______________________

Emory ID #: ____________________________  Work phone: ______________________

II. COMMUTE ALTERNATIVE PROGRAM OPTION

How did you hear about the Commute Alternatives Program (CAP)? (Circle one)

- Word of Mouth
- Signage
- Email
- Website
- In-Person Event
- Parking Office Front Desk
- Other

Check one box and complete the section below it.

☐ Public Transit (Circle one)

- Monthly unlimited pass:
  - MARTA
  - Xpress
  - GCT
  - CobbLinc

☐ Emory Commuter Shuttle (Circle one)

- North DeKalb Park-and-Ride
- CCTMA
- South DeKalb Park-and-Ride
- Executive Park

☐ Active Commute (Circle one)

- Bike
- Walk
- Drop-off

☐ Carpool  ☐ 2-person  ☐ 3+ person

- I am  Primary  Secondary  (Circle one)

- Primary Driver Name ______________________

- Primary Driver Phone ______________________

- Secondary carpool participants:

  - Name ______________________
  - Name ______________________
  - Name ______________________

- Each carpool participant must complete a separate CAP registration form.

☐ Vanpool  Van # ______________________

- Primary Driver Name ______________________

- Primary Driver Phone ______________________

III. COMMUTE ALTERNATIVE PROGRAM BENEFIT

Commute Alternative Program Benefits: Check one box to select your back-up benefit.

☐ 20-Swipe CAP Pass  ☐ 40-Trip MARTA  ☐ 10 Swipe CAP Pass + 20-Trip MARTA

- Occasional use parking swipes
- Trips to use on MARTA
- Combination of parking swipes and MARTA trips

CAP pass and 40 Trip MARTA are pro-rated based on the academic calendar year. If you select public transit or MARTA trips, you must sign the transit subsidy agreement on pg 2. Please allow up to 5 days for processing.

IV. VEHICLE INFORMATION

Make (Manufacturer) ______________________

Model ______________________

License Plate # ______________________

State of Registration ______________________

Primary color ______________________

PERMIT # ______________________  Dept. Use ONLY

Pkg. Code: ______________________  Initials: ______________________  Date: __ / __ / ___

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V. AGREEMENT / SIGNATURE

CAP Participation Agreement

I understand that I am responsible for obtaining and familiarizing myself with Emory’s Parking Rules & Regulations, and by my signature below agree to abide by the following:

- If my participation in CAP changes at any time during the year, I will notify TPS within five (5) business days. This include changes to employee status i.e. LOA, FMLA, termination, work location, etc.
- I understand I am required to swipe my CAP permit and display it when parked in a deck during parking business hours, even if the gates are raised. One swipe equals one day of parking, so parking for multiple days on only one swipe is not allowed and is a violation of parking rules and regulations.
- I understand TPS will audit the CAP participation periodically for integrity and statistical purposes.
- I understand providing false information or program misuse may result in a suspension of CAP benefits, parking privileges and is a violation of University Standards of Conduct.
- I will notify Transportation & Parking Services if I stop using the transit pass to commute to/from work.

_______________
Employee ID

__________
Date

_________________________________
Employee Name

_________________________________
Parking Staff

Transit Subsidy Agreement – Breeze Card

As a Public Transit registered participant, I agree to the following:

- Public transit is my primary mode of transportation to and from work.
- The transit pass is for my sole use and cannot be sold or shared with anyone else.
- The transit pass can be used for occasional non-work related travel.
- Misuse of the transit pass may result in revocation of transit privileges.
- A lost or stolen transit pass should be reported immediately to Transportation & Parking Services. There is a $5 replacement fee for replacement cards.
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Employee Name

_________________________________
Employee ID

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Date

Parking Staff

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