



# Commute2Careers Participant Policy Agreement

Wisconsin Automotive & Truck Education Association has partnered with businesses in our local community to provide new employment opportunities for individuals without transportation. WATEA will be operating Commute2Careers shuttles for Merrill, Antigo, and the Greater Wausau area for first shift (6am—2pm) as well as second shift (2pm—10pm) for the Greater Wausau area only. Commute2Careers is a grant-based program. As such, program operation is reliant on funding availability. Commute2Careers will notify participants if continuation of program is in question.

Participants will:

- Pay \$8 per roundtrip for use of the shuttle. Payments will be automatically deducted from paychecks by the employer (\$80 bi-weekly, \$86 semi-monthly). First and last checks will be prorated based on number of hours worked, but no other refunds will be given for non-use.
- Acknowledge that the shuttles will run to partnering businesses only. Current participating businesses include Crystal Finishing Systems (Schofield & Mosinee locations) and Kolbe Windows & Doors. Growth to include other businesses is anticipated, but agreements must be in place.
- Complete a Transportation Assistance Application, Release of Information form (between WATEA & partnering business only), and Voluntary Payroll Deduction Form.
- Realize that this is a fixed route system, not door-to-door—rider will need to coordinate a stop along the route established by Commute2Careers. Riders need to be on time—shuttle will not wait.
- Acknowledge they can withdraw from the service at any time. WATEA—Commute2Careers should be notified in writing (email is sufficient) at least one week prior to ending service. Failure to provide proper notification may result in forfeiture of payment of previously scheduled services.
- Recognize that this is a short-term service. Three months assistance is allowed, after that point new participants will be allowed access to assistance. If there are still open seats, WATEA will hold a lottery for participants interested in continuing to utilize the service.
- Agree to provide employment-related information as requested (for grant reporting requirements).
- Agree to abide by shuttle rider policy (see policy). **WATEA reserves the right to terminate agreement if participant is in violation of the Commute2Careers rider policy.**

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Participant

Date

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WATEA Representative

Date