



Commute2Careers General Participant Policy Agreement



The Wisconsin Automotive & Truck Education Association (WATEA) has received grant funding to operate a new Commute2Careers employment shuttle in central Wisconsin to support new employment opportunities for individuals working and/or living in the greater Wausau metro area who have transportation barriers. The program is primarily designed for employees who have been offered a living-wage, Monday-Friday first shift position (5 am — 5 pm); shifts starting or ending outside of this timeframe may be accommodated if shuttle driver availability and current ridership demands allow. Participants living or working in the Antigo or Merrill areas may request C2C transportation; approval will be granted based upon availability of shuttles and timing of transportation needs. The parameters of this agreement are subject to change based upon the needs of the program; at least one week's notice will be given to the participant if his/her services will be significantly impacted due to changes to the C2C program.

By signing this form, the C2C participant is agreeing to:

- Pay \$8 per day for the service. The rider must pre-pay for their full week before receiving any rides and must reserve those rides by 5 pm Friday of the prior week. If a participant's shift is cancelled by the *employer* AND the Shuttle Coordinator receives at least **18 hours' notice**, that day's payment may be transferred to the next week. If the participant does not utilize the shuttle after paying for a ride for any other reason, including sickness, the payment is not refundable or transferrable; this includes if only one ride (to or from work) is used in a day.
- Communicate his/her anticipated work days and shift start and end times to the C2C Shuttle Coordinator **no later than 5 pm on Friday of the prior week**. Failure to do so may result in the loss of shuttle transportation services for that week.
- Complete an *Employment Shuttle Application*, a *Reservation & Payment Agreement* form, and this *Participant Policy Agreement*, and abide by the *Shuttle Rider Policy* rules. **WATEA reserves the right to terminate services if the participant is found to be in violation of any Commute2Careers Rider Policy directives.**
- Understand that the pick-up and/or drop-off spots and times may be adjusted weekly as needed to accommodate the different riders and their schedules. All schedule changes will be communicated by Saturday evening.
- Be on time for the scheduled pick-up and provide a minimum of **18 hours' notice** if a scheduled shuttle ride will not be needed. If there is a medical or other emergency that does not allow for the full 18 hours' notice, the participant agrees to contact the Shuttle Coordinator as soon as reasonably possible.
- Acknowledge they can withdraw from the service at any time. Cancellation of service should be submitted in writing via email, text message, or a written letter given to the Shuttle Coordinator no later than 5 pm Friday the week before ending service.
- Recognize this is a short-term service. The rider may use the shuttle service for up to **twelve consecutive weeks**. If there are no new riders waiting for a seat at the end of the twelve weeks and the rider wishes to continue using C2C, the WATEA Executive Director *may* authorize a limited-term extension, but will do so only in cases where it is necessary in order to allow the participant to finalize plans for implementing a long-term transportation solution.
- Agree to provide employment-related information as requested (for grant reporting requirements).
- Understand that Commute2Careers is a grant-based program. As such, program operation relies on funding availability. Commute2Careers will notify participants ASAP if program funding becomes unavailable.

Commute2Careers Participant

Date

C2C Representative

Date