

RULES & ELIGIBILITY REGULATIONS

1. Commuters must live or work in Jefferson and Shelby Counties.
2. Commuters must submit the completed application before beginning to use an alternative commute mode, and **NOT** have carpooled, taken transit, teleworked, bicycled, or walked more than **three days** in the last 30 days.
3. Each individual commuter **MUST** register separately to be eligible for the reward.
4. **Commuters may only participate in GetGreen one time.**
5. Commuters can only be enrolled in ONE incentive program at a time.
6. Individuals must commute to work on one or more weekdays (i.e., Monday through Friday) to qualify. Weekend work commutes qualify, as long as the commuter works on weekends as part of a regular shift that includes at least one weekday.
7. Participants must use a qualified alternative commute (carpool/transit/telework/bicycle/walk) to travel to work a minimum of 13 times during the 90-days they are enrolled in the program to receive an incentive.
8. Any incentives that a commuter receives from CommuteSmart may be subject to federal and state taxes; any tax liability that may result is solely the commuter's responsibility.
9. After your initial 90-day enrollment period you will be placed into the **COMMUTER CLUB** program where "Club members" who log at least 20 qualified commute days over a 90-day period can earn a \$25 gift card. Carpools are eligible for one gift card per carpooler per quarter.
10. CommuteSmart reserves the right to terminate this program with or without notice at any time.
11. Commuters in vanpools are not eligible.
12. Must be at least 18 years old to qualify.

GET YOUR GREEN

1. All commuters will be eligible to receive up to \$2 per day for each day they use an alternative commute mode, to a maximum of \$120 within the 90-day enrollment period.
2. All program incentives will be provided in the form of a check from URS Corporation, which will be mailed to the commuter at the work address specified on their registration form.
3. Each commuter is responsible for logging their commute online or ensuring that CommuteSmart receives their paper mode tracking form. Failure to log commutes or submit a tracking form monthly will result in commute days not being counted towards the GetGreen program incentive.
4. After being accepted into the GetGreen program, you will receive a welcome letter with instructions on how to track your commutes. All commute days must be recorded (logged) on the online at commutesmart.org/Birmingham or GetGreen Tracking Log. This tracking information must be received by CommuteSmart within 10 days following the last day of program eligibility (the last day of the 90-day participation period).
5. Commuters can use different alternative modes on different days (e.g., transit on some days, carpooling on others)
6. Participation in the program could be rejected, or incentives withheld, if the information supplied to CommuteSmart is incorrect, not current, or incomplete.

PROGRAM APPLICATION

1. The commuter's direct supervisor must approve participation in the program, indicated by his or her signature on the enrollment form.
2. Completed application (with signatures) must be faxed (**205.264.8449**) or mailed to:
CommuteSmart
1731 First Avenue North, Suite 200
Birmingham, AL 35203
3. Each commuter will receive an email notification that CommuteSmart has received their application. We suggest you follow up with CommuteSmart if you don't receive a notification within two weeks of mailing your application.
4. Once we receive your application, you will be entered into the ridematching database.

APPLICANT INFORMATION

First Name: _____ Last Name: _____ M.I.: _____

Address: _____ City: _____ State: ____ ZIP: _____ County: _____
(no P.O. boxes)

Home #: _____ Work #: _____ Email: _____
(required to track commutes online)

Closest Intersection to Home: _____

Work Hours: _____ AM PM _____ AM PM One-way miles from home to work: _____
START STOP

Gender (circle one): Male / Female Age (circle one): *Under 18 18-24 25-34 35-44 45-54 55+*

How did you hear about the GET GREEN program? (circle one):
Radio TV Print Web/Email Co-Worker Mail At Work Event Other: _____

In the past 30 days, how many days have you used a mode other than Drive Alone to travel to work?:
0 days 1-3 days 4-7 days 8-11 days 12+ days

Circle all of the modes you **plan to use** to travel to work during your participation in the GET GREEN program:
Drive Alone Carpool Bus Walk Bicycle Telework

Carpooler #1: Name: _____ Phone/email: _____

Carpooler #2: Name: _____ Phone/email: _____

Carpooler #3: Name: _____ Phone/email: _____

Carpooler #4: Name: _____ Phone/email: _____

YOUR WORK MAILING ADDRESS

ALL materials, including checks, MUST be mailed to your work address, so please provide an accurate mailing address.

Company: _____ Work Mailing Address: _____
(no P.O. boxes – address needed to map the location)

Suite/Dept/MS: _____ City: _____ State: ____ ZIP: _____ County: _____

SUPERVISOR INFORMATION

Information to be completed by applicant's supervisor

Supervisor Name – First: _____ Last: _____ M.I.: _____

Work Ph: _____ Email: _____

By signing below, I verify that I have read and agree to the following statements:

- ▶ The above applicant is an employee under my supervision.
- ▶ I have read the Program Requirements for the GetGreen program, and the above applicant is eligible to participate.

Supervisor Signature (Required) X: _____ Date: _____

Applicant Signature (Required) X: _____ Date: _____