



GET A JOB, GET A RIDE!



Corporate Partner Program

EPTA's "Get A Job, Get A Ride!"

Corporate Partner Program Fact Sheet

What is "Get A Job. Get A Ride"?

The program is sponsored by the Eastern Panhandle Transit Authority. Through this program, all new employees of a Corporate Partner, who meet the criteria, will be eligible to receive transportation to work. This program is being developed to encourage ridership and assist long term unemployed workers. This program provides an opportunity for the business community to join with the EPTA to assist unemployed residents who are returning to the work force. Qualifying new employees will be provided with a complimentary EPTA bus pass for commuting to work. This complimentary pass is limited to 20 roundtrip rides. The program introduces new employees to EPTA and teaches them commuting skills. This offer is made at **NO COST** to employers.

Who is eligible for this program?

The program is open to all new employees who meet the following criteria **ONE TIME ONLY**:

- Employee can commute on an EPTA bus. Pass excludes Off Route and Demand Response.
- Employee is at least 18 years of age.
- Will be working at least 20 hours per week
- Be a WV resident.

How do you obtain the free passes for your employees?

EPTA's complimentary passes are limited to 20 roundtrip rides for 30 days from date of issue, on our current published routes. No Off Routes or Demand Response services will be provided. Orders for passes should be faxed in to our office *Attention: Operations*, minimum of five (5) business days before start date. As new employees are hired, you will want to enroll them in the program. Have the eligible employee complete the Employee Enrollment Form along with their new hire paperwork. Employers please submit completed employee form to **info@eptawv.com** or contact our office 304-263-0876. Individuals are only eligible **once** for "Get A Job, Get A Ride!" program. Eligibility does not transfer to a new employer. If employee is terminated within the first 30 days of employment, notification is required.

When and how will employers/employees get their passes?

Passes will be sent directly to the Corporate Partner within 5 days of receiving the new employee application.

4 Easy Steps to “Get A Job. Get A Ride!”

Corporate Partner Program

Review the fact sheet that details how the program works. Each new employee that meets the criteria for the program is eligible to receive 20 complimentary round trips to work on EPTA’s bus service. To enroll your organization in the program, just complete the Employer Enrollment Form and fax to (304)264-9253, attention: Operations. After enrolling as a Corporate Partner, order a pass for any new employee that is eligible for the program by completing an Employee Enrollment Form. Fax the Employee Enrollment Form(s), to (304)264-9253, Attention: Operations

EPTA’s “Get A Job, Get A Ride!” Employer Enrollment	
Please Print Requested Information Clearly	
Name of Company	
Contract Person	
Mailing Address	
City, State, Zip Code	
Type of Business	
Number of Employees	
For Additional Work Site(s), Please Use Separate Employer Form.	
Site Address	
(Include Number, Street, City, State, Zip Code)	
Authorized Signature	
Print Name	
Authorized Signature	
Print Name	
Company Phone	
Fax Number	
Please Fax Form To: <i>Attention: Operations (304)-264-9253</i>	

EPTA EMPLOYEE APPLICATION “GET A JOB, GET A RIDE!”

Once the Corporate Application is approved, applications for new employees can be forwarded to EPTA via fax. A new employee form must be completed in full and submitted to EPTA Operations at (fax) 304-264-9253. Applications must be submitted 5 business days before start date. Passes will be mailed directly to the employer within the 5 business days.

EPTA’S “GET A JOB, GET A RIDE!” EMPLOYEE ENROLLMENT FORM	
<small>(Please Print The Information Requested Below Clearly. All Information Must Be Completed To Be Valid)</small>	
Name:	
Address:	
(Do Not Use Post Office Box #)	
Mailing Address	
(If Different Than Your Home Address)	
City, State, Zip Code	
Job Title (Optional)	
Shift Times	
Circle the Days You Will Be Working: M T W TH F S	
Phone Number	
Employee Print Name	
Employee Signature	
By signing this form, I have agreed to permit my employer to release this information to EPTA. All information is confidential and for EPTA use.	
Employer Information (To Be Completed By Authorized Representative)	
Company Name/Address:	
I certify that the above employee meets the criteria for the “Get A Job, Get A Ride!” program.	
Sign:	
Authorized Signature of Employer or Representative Is Needed for Validation	
Please Fax Completed Form To: <i>Attention: Operations (304) 264-9253</i>	