



**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 program criteria, will be eligible to receive transportation to work. This program has been 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 twenty (20) roundtrip rides. The program introduces new employees to EPTA and teaches them commuting skills, utilizing EPTA route buses. 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 route bus. Pass excludes Off Route and Demand Response.
- Employee is at least eighteen (18) years of age.
- Employee will be working a minimum of twenty (20) hours per week
- Employee is a West Virginia resident.

### How do you obtain the free passes for your employees?

EPTA's complimentary passes are limited to 20 roundtrip rides for thirty (30) days from date of issue, on our current published routes. No Off Routes or Demand Response services are eligible for this program and will not be provided. Orders for passes should be faxed to our office (*Attention: Operations*), minimum of five (5) business days before the employee's 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 should submit a completed employee form to **info@eptawv.com**, or contact our office at 304-263-0876.

Individuals are only eligible **once** for the "Get A Job, Get A Ride!" program. Eligibility does not transfer to a new employer/employee. If an employee is terminated within the first thirty (30) days of employment, employers are required to make notification to EPTA.

### When and how will employers/employees get their passes?

Passes will be sent directly to the Corporate Partner within five (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 twenty (20) complimentary round trips to work using EPTA's bus service. To enroll your organization in the program, 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	
Contact Person	
Mailing Address	
City, State, Zip Code	
Type of Business	
Number of Employees	
<b>For Additional Work Site(s), Please Use A Separate Employer Form.</b>	
Site Address	
<b>(Include Number, Street, City, State, Zip Code)</b>	
Authorized Signature	
Print Name	
Authorized Signature	
Print Name	
Company Phone	
Fax Number	
Form should be faxed to: (304)-264-9253 Attention: Operations	

## 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 (Fax: 304-264-9253). Applications must be submitted five (5) business days **before** employee's start date. Passes will be mailed directly to the employer after EPTA receives the enrollment form, normally within the 5 business days.

<b>EPTA “GET A JOB, GET A RIDE!” EMPLOYEE ENROLLMENT FORM</b>	
<small>(Please Print the Information Requested Below Clearly. All Information Must Be Completed to Be Valid)</small>	
Name:	
Address:	
<b>(Do Not Use Post Office Box #)</b>	
Mailing Address	
<b>(If Different Than Your Home Address)</b>	
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 Printed Name	
Employee Signature	
<b>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.</b>	
<b>Employer Information (To Be Completed by Authorized Representative)</b>	
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 Required for Validation	
Please Fax Completed Form To: <i>(304) 264-9253 / Attention: Operations</i>	