



BATMA makes carpooling in Buckhead twice as nice! If you carpool to Buckhead, you have the opportunity to take part in two great programs:

'Pool Perks – This program is for anyone who carpools to Buckhead. Get monthly giveaways and discounts at area retailers, free parking for days you need to drive alone and preferred parking for the days you carpool*. A two-person carpool can also earn a \$20 gas card each month that they log at least 15 round-trip carpool commutes.

Commuter Rewards – Everyone who signs up for 'Pool Perks is automatically enrolled in Commuter Rewards, a program that rewards commuters across metro Atlanta who carpool, ride transit, vanpool, telework, bicycle or walk to work. Through Commuter Rewards, each month you will be entered in a drawing for a \$25 gift card – the more days you carpool, the greater your chance of winning.

* Some benefits available only at select locations. Contact BATMA for more information.

Application Instructions

Print pages 2-4, fill out the requested information and mail the completed form to:

Program Administrator
BATMA
3340 Peachtree Road, NE Suite #1640
Atlanta, Georgia 30326

Questions? Email info@batma.org



'Pool Perks

Two-person carpools who log enough trips each month can earn gas cards.

Program Requirements

Rules of Eligibility

1. Commuters must live or work in the 20-county metro Atlanta area (Barrow, Bartow, Carroll, Cherokee, Clayton, Cobb, Coweta, DeKalb, Douglas, Fayette, Forsyth, Fulton, Gwinnett, Hall, Henry, Newton, Paulding, Rockdale, Spalding or Walton).
2. Carpools must consist of two commuters traveling to work at the time of submitting an application.
3. Students commuting to school are not eligible.
4. Vanpools are not eligible.
5. Carpool members must commute to work on one or more weekdays (i.e., Monday through Friday) to qualify. Weekend work trips qualify as long as the commuters work on weekends as part of a regular shift that includes at least one weekday.

Step 1 – Submit Paper Application

1. Completed paper application with original signatures must be mailed to BATMA. **Faxes will not be processed.**
2. Only one application is required per carpool.
3. All carpool partners **MUST** provide valid email addresses on the paper application. These email addresses **MUST** be the same email addresses used to register and log into the online reporting system (see Register in Commuter Rewards Online section below).
4. The primary driver is responsible for ensuring that BATMA receives the application.

Step 2 – Register in Commuter Rewards Online

1. **All commute trips must be recorded (logged) online. No paper logging will be accepted.**
2. In order to participate, all carpool members must register in the Commuter Rewards online reporting system.
3. Once we receive your paper application, we will verify that you are registered in the system.
 - Carpool members not already registered will receive an email with instructions and a specific Web address (URL link) at which to register.
 - Carpool members already registered in the Commuter Rewards online system do **NOT** need to register again.
4. You cannot begin earning gas cards until every member of the carpool is registered.
5. If carpool members do not receive the Web address (URL link) with instructions via email or another form of contact within three weeks of submitting an application, the primary driver is responsible for contacting us.

Step 3 – Earn Gas Cards

1. Upon acceptance into the Carpool Rewards program, all members of your carpool will receive a notification email assigning a distinct Carpool ID number to your carpool with instructions on how to start logging. This distinct Carpool ID number must be used by each carpooler when logging each carpool trip. **Failure to do so will result in commute trips not being counted towards a monthly gas card.**



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2. Upon receipt of the Carpool ID number, carpools are eligible to earn up to 12 monthly gas cards within a three-year period. In order to earn gas cards, carpools must record a minimum of 30 carpool trips during a month. **A trip is defined as a one-way commute.** Therefore, your travel to work and back is equal to two commute trips.
3. Log your commutes weekly. Please understand that it will be your responsibility to remember to log. The Commuter Rewards online logging system will allow you to log the current day and the 6 previous days. You will not be able to log days that are over one week old.
4. If carpool members do not receive the Carpool ID number with instructions via email or another form of contact within three weeks of submitting an application, the primary driver is responsible for contacting BATMA. We are unable to confirm the receipt of applications before this three-week time period has passed.
5. All carpool members will be notified the following month as to whether or not they earned a gas card for carpooling in the previous month. All gas cards will be delivered to the designated primary driver of the carpool and should be shared equally for the benefit of the carpool. Please allow four weeks for processing and delivery of these rewards.
6. It is a condition of your participation in Carpool Rewards that all information supplied by you is correct, current and complete. BATMA has the right to refuse your participation in this program and the right to withhold gas cards if BATMA believes any carpool members have failed to meet this obligation. BATMA reserves the right to contact you and your supervisor to verify the information provided.
7. If a dispute arises regarding any aspect of 'Pool Perks, including, but not limited to, interpretation of the program requirements, accuracy of the information provided by any member of the carpool, or eligibility of a commuter to participate, BATMA's executive director shall be the final decision maker regarding such a dispute. Any decision by the executive director will be final and binding.

Add/Change/Delete Guidelines

1. In order to add or delete member(s) of a carpool, the new carpool partner(s) and the designated primary driver MUST complete and mail with original signatures an Add/Delete Carpool Members form. Please contact BATMA to request this form. New carpool members cannot earn credit for your carpool until they have been formally added using this form. New members will be contacted via email when their information has been processed. New members are responsible for contacting BATMA if they do not receive this email within three weeks of submitting the Add/Delete Carpool Members form.
2. In order to change the designated primary driver or to change his/her contact information, the carpool MUST complete the Form for Changing Primary Driver/Primary Driver Information. Please contact BATMA to request this form. The primary driver will be contacted via email when his/her information has been processed. It is the responsibility of the primary driver to contact BATMA if he/she does not receive this email within three weeks of submitting the Form for Changing Primary Driver/Primary Driver Information.

Note: There are penalties for receiving federal funds fraudulently! Participants MUST report all behavior truthfully using the online reporting system. Participants that knowingly provide misleading or incorrect information are committing fraud and knowingly abusing the use of federal grant dollars.



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MAIL original Carpool Rewards Application (no fax copies please) to:
BATMA, 3340 Peachtree Rd. NE, Suite 1640, Atlanta, GA 30326

Each member of the carpool MUST provide all requested information. Incomplete applications will NOT be processed.

Carpool ID#:

Contact:

ESO:

Date ID Issued:

COMMUTER 1 (PRIMARY DRIVER)

Gas cards for this carpool will be delivered to this person:

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

Home Address: _____

City: _____ State: _____ ZIP: _____ County: _____

Email (MUST be the same email used to log your commute): _____

Employer: _____ Employer Mailing Address: _____

City: _____ State: _____ ZIP: _____ County: _____

Home Ph: _____ Work Ph: _____ Cell Ph: _____

Supervisor Name: _____ Supervisor Work Ph: _____

By signing below, I agree to abide by the Program Requirements for this program and certify that the information I have provided is accurate.

Signature: _____ Date: _____

COMMUTER 2

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

Email: _____ Work Ph: _____

(MUST be the same email used to log your commute)

By signing below, I agree to abide by the Program Requirements for this program and certify that the information I have provided is accurate.

Signature: _____ Date: _____