

UTHSC-H New Participant Mobility Registration Form

To be eligible as a new participant for the Mobility Program, you must complete this form in its entirety and submit via fax (713) 500-8409 or inter-institutional mail to the attention of Diane Cupples Collard/Lindsey Bradshaw, REC 116 along with the Acknowledgement Form and, if METRO, Woodlands Express, or Fort Bend Express, the Mobility Payroll Deduction Form. If you do not complete these forms, you will not be registered as a new participant of the Mobility Program.

The four modes of transportation are METRO, Van Pool (VPSI or Enterprise), Woodlands Express, and Fort Bend County Express. It is very important that we have your appropriate METRO route and zone (list attached) or other mode of transportation – please visit www.ridemetro.org to verify your route.

By submitting this form you are confirming that you meet all of the requirements as indicated on the Acknowledgement of Obligation form attached.

Print NAME: _____
(must be as listed in UTHSC-H White Pages)

Employee ID: _____

SELECT only ONE MODE of Transportation (Metro, Woodlands Express, Fort Bend County Express or Van Pool):

METRO ZONE:	Local **	Park & Ride Location & Bus No.	_____
_____ Zone 1		Park & Ride Location & Bus No.	_____
_____ Zone 2		Park & Ride Location & Bus No.	_____
_____ Zone 3		Park & Ride Location & Bus No.	_____
_____ Zone 4		Park & Ride Location & Bus No.	_____

**** If Local, provide home address:** _____

WOODLANDS EXPRESS:

_____ **Research, Sawdust or Sterling Ridge Park & Ride**
_____ **Conroe Park & Ride**

FORT BEND COUNTY EXPRESS

_____ **Sugarland UofH or AMC @ First Colony**

VAN POOL:

_____ **VPSI** OR _____ **Enterprise**

Van Driver _____

Van Number _____

Name _____

Empl ID _____

MOBILITY DEDUCTION AGREEMENT FOR PAYROLL DEDUCTION

I, request The University of Texas Health Science Center at Houston pay mobility charges in lieu of compensation otherwise payable directly to me until revoked by either party. This agreement is executed to be effective with respect to amounts earned or after the execution of this agreement, and pursuant to the provisions of Section 132(f) of the *Internal Revenue Code of 1986* as amended and as authorized under Section 659.201, et.seq., Government Code, *Vernon's Texas Civil Statutes*, as amended.

**DEDUCTION POLICY: MOBILITY IS PAID ONE FULL MONTH IN ADVANCE
{EX. SEPTEMBER DEDUCTION FOR OCTOBER MOBILITY EXPENSE}**

FOR SUCH PURPOSE, I HEREBY AUTHORIZE UT-HOUSTON TO TAKE THE ACTION OR ACTIONS INDICATED BELOW:

Contract Effective Date: _____ / _____ / _____ for the month of _____, 200_____

(Example: Effective Date: 9/1/08 for the month of October as deductions are made in advance)

Deduction Agreement must be received by the 5th day of the month for the next month's activation.

Deduct from EACH paycheck on a pre- tax basis in the amount of \$_____ (\$_____ per month)

This is **Initial Authorization** **Amended Authorization** **Discontinuance**

Mode of Transportation:	Semi-monthly Deduction (each paycheck):	Monthly Deduction:
_____ METRO Local	\$ 9.18	\$ 18.36
_____ METRO Zone 1	\$14.70	\$ 29.40
_____ METRO Zone 2	\$40.75	\$ 81.50
_____ METRO Zone 3	\$51.25	\$102.50
_____ METRO Zone 4	\$67.00	\$134.00
_____ Woodlands Express-Research, Sawdust or Sterling Ridge P&R	\$67.50	\$135.00
_____ Woodlands Express-Conroe P&R	\$72.50	\$145.00
_____ Fort Bend County Transit-Sugarland UofH or AMC @ First Colony	\$42.50	\$85.00

I, _____ understand that if transportation rates increase or the Mobility subsidy changes, my deduction will automatically increase/decrease unless you notify the Mobility Coordinator is notified that you wish to drop from the program. I understand that no refunds will be made for unused tickets or remaining value on my Q Card if dropping from the Program, but I may keep the tickets or Q Card for my use.

It is also my understanding that in the event of an adverse ruling by the *Internal Revenue Service* concerning the federal income tax liability of individuals who participate under this plan; it will be my responsibility to satisfy any federal income tax deficiency.

Signature _____

Print Name _____

Dept/Phone _____

METRO Zone Chart
(as of November 2, 2008)

Local Bus Routes – One way cost \$1.25.

- All Bus Routes less than three digits & Rail
- 102 – Bush/IAH Express
- 108 – Veterans Memorial Express
- 131 – Memorial Express
- 132 – Harwin Express
- 137 – Northshore Express
- 163 – Fondren Express

Zone 1: One way cost \$2.00

- 170 – Missouri City Express
- 236 – Maxey Road Park & Ride
- 244 – Monroe Park & Ride
- 249 – Monroe/Bay Area/Fuqua
- 261 – West Loop Park & Ride

Zone 2: One way cost \$3.25

- 216 – West Little York/Pinemont Park & Ride
- 219 – Northwest Station/West Little York-Pinemont
- 247 – Fuqua Park & Ride
- 256 – Eastex Park & Ride
- 259 – Eastex/Kingwood/Townsen
- 262 – Westwood Park & Ride
- 265 – West Bellfort Park & Ride
- 274 – Westchase/Gessner Park & Ride
- 286 – W. Little York
- 292 – Westwood
- 292 – West Bellfort
- 297 – Southpoint/Monroe

Zone 3: One way cost \$3.75

- 202 – Kuykendahl Park & Ride
- 204 – Spring Park & Ride
- 209 – Kuykendahl/Spring
- 212 – Seton Lake Park & Ride
- 214 – Northwest Station Park & Ride
- 228 – Addicks Park & Ride
- 229 – Kingsland/Addicks
- 257 – Townsen Park & Ride
- 283 – Kuykendahl

Zone 4: One way cost \$4.50

- 217 – Cypress Park & Ride
- 221 – Kingsland Park & Ride
- 222 – Grand Parkway
- 236 – Baytown
- 246 – Bay Area Park & Ride
- 255 – Kingwood Park & Ride
- 298 – Addicks/NWTC/Kingsland

Payroll Deductions as of November 2008 65% up to \$55

Rates as of 11/2008	Daily Round Trip Cost	Monthly Cost (based on 21 days)	UT Subsidy	Employee Monthly Contribution	Employee Semi- Monthly Deduction
Local	\$2.50	\$52.50	\$34.14	\$18.36	\$9.18
Zone 1	\$4.00	\$84.00	\$54.60	\$29.40	\$14.70
Zone 2	\$6.50	\$136.50	\$55.00	\$81.50	\$40.75
Zone 3	\$7.50	\$157.50	\$55.00	\$102.50	\$51.25
Zone 4	\$9.00	\$189.00	\$55.00	\$134.00	\$67.00
Woodlands Express (Research, Sawdust or Sterling Ridge P&R)		\$190.00	\$55.00	\$135.00	\$67.50
Woodlands Express (Conroe P&R)		\$200.00	\$55.00	\$145.00	\$72.50
Fort Bend County Transit (Sugarland UofH or AMC @ First Colony)		\$140.00	\$55.00	\$85.00	\$42.50
Van Pool			\$55.00	Costs Vary	
	Annual Cost			Annual Contribution	
Senior	\$52.00		\$33.80	\$18.20	
Disabled	\$347.00		\$225.55	\$121.45	

MOBILITY PROGRAM ACKNOWLEDGEMENT OF OBLIGATION

I agree that the use of METRO; Woodlands Express; Fort Bend County Transit and van pool services, Enterprise or VPSI, Inc., referred to as "Mobility Options" will be governed by the following policies.

UTHSC-H will subsidize 65% of the cost, not to exceed \$55 of the METRO Q Card (based on 21 days for specific Zone), Woodlands Express vouchers, Fort Bend Express vouchers, and van pool services through VPSI and Enterprise.

- A METRO Q Card will be distributed to new participants during the last week of the month preceding participation.
- METRO Q Card will be loaded via an online process with the 21 day value based on the participant's METRO zone during the last week of every month by the Mobility Coordinator. The value loaded will include both the subsidized amount as well as the participant's portion payroll deducted.
- Woodlands Express ticket book (tickets valid for 20 round trips per book) will be distributed to rider at a location designated by the Mobility Coordinator during the last week of the month preceding participation.
- Fort Bend County Express ticket books (tickets valid for 40 one-way trips per book) will be distributed to rider at a location designated by the Mobility Coordinator during the last week of the month preceding participation.
- Van pool participants receive a \$55 subsidy paid directly to VPSI or Enterprise. The Participant will be personally responsible for the additional amount due for their van pool as agreed upon with the van pool driver and other riders.

*****Please note that no refunds will be made for unused tickets or remaining value on Q Cards. The participant would keep the remaining tickets or Q Card for their personal use. *****

ELIGIBILITY REQUIREMENTS

- You must be a minimum 1.0 Full Time Employee (FTE) with UTHSC-H.
- Your daily commute must be the Mobility program's mode of transportation you've selected from home to work and work to home at least (4) four days per week.
- If you have a current parking contract with UTHSC-H or other parking facilities within TMC, you are required to cancel it if participating in the Mobility Program, unless you are a designated van pool driver.
- You are not eligible if you drive in or around the TMC area or park in areas such as the Fannin South lot, or Sam's Club, etc. and then ride the Rail or a Local METRO route.

********Please remember that the Mobility Program is for transportation from home to work and back, though your pass can be used on the rail if there is a transfer. The program is not for those who need a rail pass strictly for transportation during the workday. ********

It is the mobility participant's obligation to notify the Mobility Coordinator within (1) one week of a change in employment status (i.e. separation from UTHSC-H, change in zone, % of work time, etc.) to be eligible for future subsidies. If a violation of eligibility is found, the employee will be liable for any charges during the ineligible period and will be immediately dropped from the program.

I understand that any misuse of the mobility options under the Mobility Program will result in the cancellation of participation in the program, liability for any charges during the ineligibility period, and I may be subject to disciplinary action, up to and including termination of employment.

I understand that this signed agreement becomes legally binding and may become part of my personnel file.

I understand the above stated policies and penalties for using The University of Texas Health Science Center at Houston Mobility Program and agree to abide by them.

Mobility Participant (Please Print) Date

Mobility Participant Signature

UT Inter-Institutional Address and Telephone Number