

Dear GET-IN Program Applicant:

You may be eligible to obtain a \$35 monthly subsidy for commuting to work by public transportation. By choosing bus, or rail, you ease traffic and parking congestion in designated areas and save money on your cost for commuting to work.

Enclosed are the GET-IN Program Regulations. The regulations cover the process for obtaining the subsidy and the Guaranteed Ride Home provisions of the Program. The Guaranteed Ride Home is available to all GET-IN Program participants, vanpoolers, transit users and members of registered carpools. After you have read the regulations, and you are interested in joining the GET-IN Program please follow the necessary steps below:

1. Complete and sign the attached application.
2. Have your manager or supervisor sign the application. The manager or supervisor is responsible for checking the employees' commuting methods and work hours before signing the application. If the employees' commuting options will not get them to work on time, they will not be eligible to participate in the program.
3. If a renewal or new application is submitted to the Get-In program in the middle of the month, the participant will not receive their subsidy until the following month.
4. Mail the application with employment verification (a copy of your PAF, MCTime or Pay Stub), to Division of Transit Services, Attn: Get-In Program, 101 Monroe Street 5<sup>th</sup> floor, Rockville MD 20850.

Your SmarTrip card is the key to obtaining your subsidy. Safeguard your GET-IN SmarTrip Card, there is a \$2.00 replacement fee for a lost or stolen card.

Finally, if you have questions about the GET-IN Program that are not answered in this letter or the Regulations, call 240-777-5883.

**THANK YOU FOR CONSIDERING MONTGOMERY COUNTY GOVERNMENT'S  
TRANSIT / VANPOOLING PROGRAMS!**

Enclosures:

# GOVERNMENT EMPLOYEE TRANSIT INCENTIVES (*GET-IN*) PROGRAM

January 2017

The GET-IN Program is funded by the Department of Transportation  
Division of Transit Services

## **PROGRAM DESCRIPTION**

In 1985 Montgomery County established a transportation incentive program for Montgomery County Government employees as a prototype for other employers.

The Government Employee Transit Incentives (*GET-IN*) Program offers a \$35 monthly subsidy to full time and part time employees for switching from driving alone to public transportation, Maryland Commuter Rail (MARC), or vanpools.

1. Employees must be full or part time to be eligible to join the Get In program. Qualified employees must surrender their parking permits. They will have to purchase a SmarTrip Card.
2. The *SmarTrip* Card allows the employee to receive \$35.00 subsidy.
3. The SmartBenefits via direct SmarTrip payment program is for employee's that use MARC, MTA commuter bus, VRE, and Metro Access.
4. Leaving work in an emergency is the main reason employees are not carpooling, vanpooling or using public transit. An additional benefit to the *GET-IN* Program is the Guaranteed Ride Home Provision:
  - A. The employee's department will reimburse the *GET-IN* participant for the taxi or transit fares, after their supervisor's approval, using the County Government's procedures.
  - B. Transit riders who need to leave work unexpectedly during workday to handle an emergency are eligible to receive a reimbursement of transit/taxi cost from the participants department.

## **PROGRAM CONDITIONS**

1. The Get In participant will have to purchase a SmarTrip card. The participants who use Marc Train, MTA Commuter Bus, VRE, and Metro Access will have to enroll in the SmartBenefits via direct SmarTrip payment program.
2. If a *SmarTrip* Card is lost or stolen, the participant is responsible for paying the \$2.00 replacement fee.
3. The *GET-IN* participant's supervisor or manager will review and sign the application or

renewal form. The participant is responsible for returning the application to the Get-In Program.

4. If a renewal or new application is submitted to the Get-In program in the middle of the month, the participant will not receive their subsidy until the following month.
5. **The *SmarTrip* Card is not transferable.**
6. **Employee must use public transportation to and from work daily (must be round trip).**
7. **Employees on a Ride On bus route or walking distance to their work location are not eligible to participate in Get-In Program, because the county provides C-PASS.**
8. **Employees' work location that does not require parking permits is not permitted to drive to work.**
9. The \$35 subsidy must be use by the participants for their commute to work. SmarTrip Cards are not transferable and cannot be sold by the participant.
10. *GET-IN* participants who must drive on any given day should contact:  
  
**Rockville**: County Security, (240) 777-1000, the afternoon before or morning of the day needed. Limited to two (2) days per month for emergency purpose only.  
  
**All Other Locations**: Arrange through your department. Limited to two (2) days per month for emergency purpose only.
11. ***GET-IN* participants are responsible for complying with these procedures and safeguarding their *SmarTrip* Card. Violation or abuse of these procedures will result in the employee's termination from the *GET-IN* Program and confiscation of their *SmarTrip* Card.**
12. **Get-In Program has the right to approve and deny the application. Applicant will be notified in writing reasons for denial.**

### **How to Apply**

1. Complete and sign a *GET-IN* application Form, attach verification of employment (e.g., copy of PAF, Pay Stub or time sheet/MCTime).
2. Have your supervisor or manager review and sign the application form, your manager is aware that you are applying to participate in the *GET-IN* Program. Should you need to leave the work site unexpectedly because of an emergency, notify your supervisor or manager to receive reimbursement for your taxi cost - the costs will be paid by your department.
3. Submit your application. **Employees who are on record as having a County issued parking permit or convenience sticker must surrender their permit or sticker to obtain a *SmarTrip* Card. Employees cannot have both a parking permit and a *SmarTrip* Card.**

**Eligibility:** The *GET-IN* Program is for full time and part time Montgomery County employees who regularly commute to work by public transportation.

**All subsidies must be used within the given month, and not carried over into the next month.**

***Employees who misuse transit benefit in any way will be subject to appropriate disciplinary action***

# RENEWAL OF GET-IN PROGRAM PARTICIPATION - 2017

Name (Please Print) \_\_\_\_\_ County ID/C-Pass # \_\_\_\_\_

Work Department and Division \_\_\_\_\_

Work Address \_\_\_\_\_

Work Hours \_\_\_\_\_ to \_\_\_\_\_ Work Telephone \_\_\_\_\_ Ext. \_\_\_\_\_

Home Address \_\_\_\_\_

SmarTrip Card # \_\_\_\_\_

How long have you been participating in the GET-IN Program? \_\_\_\_\_ Years \_\_\_\_\_ Months (If less than one year)

The Guaranteed Ride Home Provision makes it possible for any GET-IN participant or registered carpooler who needs to leave work because of an emergency to be reimbursed for taxi or transit fare from participants department.

Have you used the Guaranteed Ride Home Provision during 2016? [ ] Yes [ ] No

If you answered yes, what was the cost of your travel? \$ \_\_\_\_\_

I travel to work by: \_\_\_\_\_, in the space below, provide bus route and or station information.

A) Ride On Bus (route): \_\_\_\_\_, trip time \_\_\_\_\_

B) Metro Bus (route): \_\_\_\_\_, trip time \_\_\_\_\_

C) Metro Rail (station): \_\_\_\_\_, trip time \_\_\_\_\_

D) Metro Access: \_\_\_\_\_, trip time \_\_\_\_\_ MTA Commuter Bus: \_\_\_\_\_, trip time \_\_\_\_\_

E) MARC (From): \_\_\_\_\_ (To): \_\_\_\_\_, trip time \_\_\_\_\_

I will be using the benefit exclusively for my regular daily commute from home to work and return. I will not give, barter, exchange, convey or otherwise transfer my benefit to any other person. I understand and agree that false certification may result in disciplinary action up to and including dismissal from employment and possible prosecution.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Signature of GET-IN Program applicant)

**PLEASE ATTACH A COPY OF YOUR TIMESHEET/MCTIME OR PAY STUB**  
**INCOMPLETE APPLICATION WILL NOT BE PROCESSED**

**ALL SUBSIDIES MUST BE USED WITHIN THE GIVEN MONTH; IT CANNOT BE CARRIED OVER INTO THE NEXT MONTH.**

If you have any questions please call Fare Media Unit (240-777-5883).

## TO BE COMPLETED BY THE SUPERVISOR/MANAGER OF THE GET-IN APPLICANT

By signing this annual renewal, I understand that \_\_\_\_\_ participates in the GET-IN Program. She/he commutes to work on public transit and does not have a parking permit from this office or the Division of Facilities and Services, Department of Transportation. If the employee needs to leave the work site unexpectedly because of an emergency, the taxi or transit costs will be paid by the participants department. I agree to enforce the program regulation and review with the employee.

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor/Manager's Signature)

\_\_\_\_\_  
(Supervisor/Manager's Print Name)

## FOR DIVISION OF TRANSIT SERVICES USE ONLY

Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

Initials: \_\_\_\_\_



