



CET GROUP PASS PROGRAM

A Group Pass Program is one in which the cost of transit fares is shared by a group. Bend Dial-a-Ride is not inclusive of this program. All persons within the group receive the transit benefit whether or not they actually use the service. The employer enters into an annual contract for services with the COIC. In this way, the cost per person for the service is significantly reduced, and ridership within the group can be expected to increase significantly.

Qualifying Organizations: COIC will consider any organization, public or private, for a group pass program if it:

1. Includes at least 10 individuals
2. Is financially capable and legally empowered to enter into a contract with COIC and meet the financial obligations dictated by that contract. The group pass program will apply to all members in the organization.
3. COIC will consider qualifying organizations on a first-come/first-served basis, only if the COIC has the service and equipment capacity to serve that organization.
4. An Organization may enter into a contract for a group pass program with COIC for a subgroup of the organization.

Cooperative Organizations: Many organizations have fewer than 10 employees and wish to participate. In order to meet this growing need, COIC will allow associations to pool member organizations into a single employee pool and enter into a group pass contract within the guidelines above. The association may be for government, profit or non-profit, but will be held responsible for the agreement and collecting required information and payment from the participants.

Pricing: A base rate per employee per month will be levied on individuals within the organization. The organization may choose to participate in a program for only one specific zone or multi zone. Based on the price per zone listed below, all employees regardless of number of hours worked, who have regularly assigned day shifts (between 7am-6pm, M-F) will be counted based on if they need a zone 1, zone 2, zone 3, or multi-zone to travel between work and home. Organizations with unusual employment structures for hours worked and or seasonality, such as schools may negotiate a more tailored

pricing approach with COIC. Once each year the organization who has entered into a group pass contract with COIC will supply a list of all employees with the following information: last name/first initial, work location, home address, and standard shift. COIC will “certify” the correct employee count per zone and issue a certification to be used for billing the rest of the year.

Zone 1	Zone 2	Multi Zone
\$5 per month per employee	\$8 per month per employee	\$20 per month per employee

Term of the Contract: Contracts will normally be for a one-year period, with annual renewals.

Pass Identification: Group pass participants are to have photo identification that is easily verified by the bus driver. The photo identification may be either the organization's, in which case it must have a COIC zone designated validation sticker, or issued by COIC. In either case, the cost of issuing the photo identification will be borne by the organization. Participating organizations will be responsible for administering the program within their organizations.

Marketing: COIC will provide trip planning assistance for the individuals of a group pass organization. Marketing of the service to individuals of a group pass organization will be conducted where it is determined to have a significant impact on ridership.