

**CLS Bus to Work Program Request Form**

The CLS Bus to Work Program utilizes Metro buses to provide rides for Team Members that are in need of transportation to and from work, at the Kalamazoo locations, at no cost to the Team Member.

**How the program works:**

A Team Member must indicate interest in the program by completing the appropriate form with Human Resources.

A badge with a bus pass will be issued.

When entering the Metro bus to travel to and from work, the Team Member will be required to present the badge and bus pass to the driver.

**Terms and Conditions:**

Team Member must be actively employed.

The pass is only to be used by the Team Member.

This offer is only to be utilized while being transported to and from work on the days the Team Member is scheduled to work.

Violation of the terms, will be considered theft under the Member Conduct rules outlined in the handbook and employment will be terminated.

**I understand the above expectations with regard to utilizing the CLS Bus to Work Program. I further understand that if I violate the terms and conditions of the program, my employment is subject to termination.**

**Name Printed Date**

**Signature**