



Fort Benning

# Carpool Rewards

Carpools of 3 or more people who log enough trips each month can earn gas cards.

**Program Requirements (Page 1 of 2)**

## Rules of Eligibility

1. This incentive is provided to civilian and military personnel commuting to Fort Benning on a regular basis. At the time of submission of this application, applicants must reasonably expect to continue to reside in the Columbus area for at least another 12 months.
2. **Carpools must consist of three or more 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 The Clean Air Campaign.  
**Faxes will not be processed.**
2. Only one application is required per carpool.
3. Each carpool partner MUST provide a unique, valid email address on the paper application. These email addresses MUST be the same email addresses used to register and log into the online logging system (see Register in Commuter Rewards Online Section below).
4. The primary driver is responsible for ensuring that The Clean Air Campaign receives the application.

## Step 2 - Register in Commuter Rewards Online

1. **All commute trips must be logged online. No paper logging will be accepted.**
2. In order to participate, all carpool members must register in the Commuter Rewards online logging system.
3. Once we receive your paper application, 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. **A trip is defined as a one-way commute.** Therefore, your travel to work and back is equal to two commute trips.
  - 30 carpool trips with three people earn a \$40 gas card each month.
  - 30 carpool trips with four or more people earn a \$60 gas card each month.
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 The Clean Air Campaign. We are unable to confirm the receipt of applications before this three-week time period has passed.
5. All carpool members will be notified each 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. The Clean Air Campaign has the right to refuse your participation in this program and the right to withhold gas cards if The Clean Air Campaign believes any carpool members have failed to meet this obligation. The Clean Air Campaign reserves the right to contact you and your supervisor to verify the information provided.
7. If a dispute arises regarding any aspect of the Carpool Rewards Program, 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, The Clean Air Campaign'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/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 The Clean Air Campaign 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 The Clean Air Campaign 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, the carpool MUST complete the Form for Changing Primary Driver. Please contact The Clean Air Campaign 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 The Clean Air Campaign if he/she does not receive this email within three weeks of submitting the Form for Changing Primary Driver.

**Note: There are penalties for receiving federal funds fraudulently!** Participants MUST report all behavior truthfully using the Commuter Rewards 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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## Step 1 — Paper Application

MAIL original Carpool Rewards Application for Participation (no fax copies please) to:  
The Clean Air Campaign, Carpool Rewards, 55 Park Place NE, Suite 250, Atlanta, Georgia 30303

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

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

COMMUTER 1 (PRIMARY DRIVER)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ M.I.: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_ County: \_\_\_\_\_

Email: \_\_\_\_\_

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: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ 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 3

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ 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 4

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ 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 5

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_ M.I.: \_\_\_\_\_ Employer: \_\_\_\_\_

Employer Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_

Email: \_\_\_\_\_ 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: \_\_\_\_\_

Carpool ID#: \_\_\_\_\_

Contact: \_\_\_\_\_

ESO: \_\_\_\_\_

Date ID Issued: \_\_\_\_\_

