

1999 DART RIDERSHIP SURVEY

## Jim Pierce

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**From:** Jim Pierce  
**Sent:** Tuesday, October 19, 1999 3:36 PM  
**To:** Ron Whitehead  
**Subject:** FW: DART Rideshare Survey Forms

Ron: There always seems to be an interesting twist to things. Do you think it would be OK for Neil to use his car for car pooling? Jim.

-----Original Message-----

**From:** Neil Gayden  
**Sent:** Monday, October 18, 1999 10:13 AM  
**To:** Jim Pierce  
**Subject:** RE: DART Rideshare Survey Forms

Jim,

There are several of us that live in The Colony and at least 2 of us, myself and Mark Acevedo have propane powered take-home cars. I can't speak for Mark and I'm not sure what the Town's policy might be, but I can see an opportunity to do some carpooling. There really would not be any additional cost to the Town for the vehicle usage (the cars go back and forth to The Colony every day). However, for those additional riders we could carry, not having to use their cars a couple of days a week could be viewed as a benefit that would not be accessible to everyone. But if the Town is truly committed to reduce trips, there might be some way to work it out.

## NEIL @ ext 2821

-----Original Message-----

**From:** Jim Pierce  
**Sent:** Monday, October 18, 1999 9:30 AM  
**Subject:** DART Rideshare Survey Forms

Remember those DART commuting/rideshare survey forms a lot of you filled out back in February? Well, the results have finally come back!

The Town of Addison is very interested in promoting car pools, van pools, and use of the public transportation system as a way of reducing traffic congestion, and doing our part to reduce the region's air pollution problem.

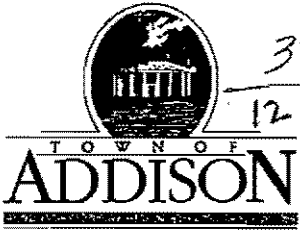
Would you be interested in riding in a van pool or riding the bus to work? If so, I believe the Town would be willing to subsidize costs such that a van pool rider would pay approximately \$34.00 per month, *or less* (depending on the number of riders), and a bus rider would pay approximately \$15.00 per month.

Many people may not be able to van pool or ride the bus. However, I would like you to consider car pooling. Even if you could only car pool once or twice a week, it would help a great deal. If you form a car pool, please let me know. I would also like to know about any of you that are car pooling now - I believe you all deserve some recognition!

I will be sending the survey results out to those that responded as my time permits. For those of you that did not fill out a survey form, if any of this interests you, please contact me. Lets see what we can do to help our community!

Jim Pierce, P.E.  
Assistant City Engineer  
PO Box 9010  
Addison, TX 75001-9010  
972-450-2879

59 possible car pool people Marilyn 2817  
 3.7 people - no match  
 33 people - possible van pool  
 129 total responded



**PUBLIC WORKS DEPARTMENT**

Post Office Box 9010 Addison, Texas 75001-9010

(972) 450-2871

16801 Westgrove

Date 10-18-99

Dear: Slade

Attached are the DART Rideshare Survey results that I E-Mailed you about recently.

As you can see, the survey results are not perfect. Everyone's work address was input as 5300 Belt Line Road, which of course is Town Hall, and everyone does not work there. Also, there are some people that do not work for the Town that may be on your list. They simply came out of DART's database as a possible "match" for a rideshare. It's OK to contact them if you wish.

Even so, your list has enough names for a possible van pool (7 to 15 riders). If you can get enough people for a van, please let me know and I will help with the details.

Don't forget, car pooling or riding the bus are also good options if appropriate.

Please contact me at 972-450-2879 or via E-Mail if you have any questions.

Jim  
 Jim Pierce  
 Assistant City Engineer

Similar Memos Sent:

Date	TO
11/5	Scott Guenther
11/5	Deanna Robinson
"	<del>Chris Brown</del>
"	Gretchen Acevedo
"	Leo Folse

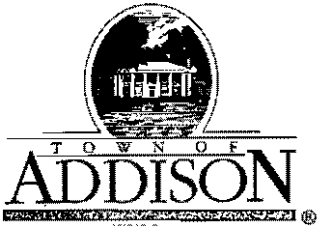
Similar Memos Sent:

Date	TO
<del>11-5</del>	Bill Shipp
11-8	Vanessa Hemzler
Robert Mahoney	Ruby Slaughter
Madelaine Hartman	Sandra Goforth
Casim Defiglia	Carmen Moran
Nichelle Garza	Judy Taylor
Trey Collins	Judy Stefford
Wade Suh	Catherine Tucker
Nichelle Covino	Mary McGaffey
M. Pelley	Joann Smith
Wade Walde	Chris Terry

Lynn Chandler  
 Bruce Ellis  
 Neil Gaydon  
 JoAnn Shuffield  
 Sheryl Donihoo  
 Nell Billeland  
 Don Gibson  
 Marilyn Leblanc  
 Marisol Mirsky-11-22-99

Possible Car Pools:

R. Morevec	Diana Miller
E. Morales	J. Davis
J. Easterling	S. Gonzales
N. Padden	R. Davis
R. Armstrong	R. Bourceton
T. Dunphy	M. Mitchell
C. Johnson	E. McCerley
B. Breis	J. Godley
N. Porchia	L. Campbell
M. Sanchez	T. Franks
M. Hardin	M. Acosta
P. Holland	J. King
L. Calillo	A. Torres
Ricardo Garcia	J. Markiewicz
T. Barajas	S. Tregoning
Marty Zielke	D. Wood.
P. Darnell	T. Olvera
Jim Clark	R. Hunter
Oscar Martinez	B. King
M. Orona	V. Gilmore
M. Murphy	A. Ferguson
Ron Whitehead	P. Gallagher
B. Burt	Jim Pierce
T. Fraham	G. Layman
Kyle Pierce	D. Franklin
M. Rains	A. Eads
Lynn Fast	D. Greene
J. Sharp	T. Hayes
	Alyson
	L. Cervantes
	L. Walden



**PUBLIC WORKS DEPARTMENT**

Post Office Box 9010 Addison, Texas 75001-9010

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16801 Westgrove

Date \_\_\_\_\_

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If you are able to form a car pool, please let me know.

Don't forget, riding the bus is also a good option, if appropriate. Again, if you are able to ride the bus, please let me know. I'll do what I can to get you a discounted bus pass.

Please contact me at 972-450-2879 or via E-Mail if you have any questions.

Jim Pierce  
Assistant City Engineer

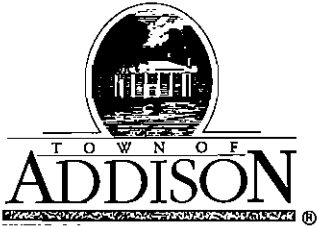
## Jim Pierce

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**From:** Jim Pierce  
**Sent:** Monday, December 06, 1999 5:10 PM  
**To:** Kyle Fortenberry; Tex Jennings; Reagan Randall; Max Steadham; Thomas Foster; Debra Warmke; Joni Ramsey; Charlie Foster; William Rachelur; Ricky Smith; Stephanie Ledgerwood; Russell D King; Edward Gibson; Paul Jackson; Arlie Everett; Roy Baxter; Stephen Dyer; Rexanne Braswell; Christina Lancaster; Barbara Kovacevich; Jeff Smallwood; Thomas Hess; Truman Akins; Gary Punkoney; Mark Metdker; Christopher Kellen; David Benson; Kelly Kirkpatrick; Marvin Collins; Barry Larkin; Larry Sparks; Al Dent; Pam Storaci; Ron Lee; Tony Shanley; Adolfo Camargo; Bob Phillips  
**Subject:** DART Rideshare Program

First of all I want to thank you for participating in the DART Rideshare Survey that we took back in February. I know it has taken a long time, but we finally got the results back from DART. However, unfortunately, the survey did not come up with a rideshare match for you. I wanted to let you know this, but I also want to encourage you to look for future opportunities to car pool, vanpool, or ride the bus, if appropriate.

Jim Pierce, P.E.  
Assistant City Engineer  
PO Box 9010  
Addison, TX 75001-9010  
972-450-2879



**PUBLIC WORKS DEPARTMENT**

Post Office Box 9010 Addison, Texas 75001-9010

(972) 450-2871

16801 Westgrove

Date \_\_\_\_\_

Dear: \_\_\_\_\_

**Subject: DART Rideshare Program**

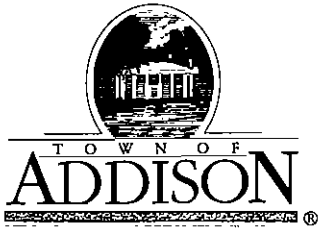
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Jim Pierce, P.E.  
Assistant City Engineer  
PO Box 9010  
Addison, TX 75001-9010  
972-450-2879

*Sample of  
note sent  
to those that  
did not respond  
to E-mail*

*Able to E-mail*

37  
*of those 37, 6 did  
not receive the  
E-mail*



**PUBLIC WORKS DEPARTMENT**

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16801 Westgrove

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If you are able to form a car pool, please let me know.

Don't forget, riding the bus is also a good option, if appropriate. Again, if you are able to ride the bus, please let me know. I'll do what I can to get you a discounted bus pass.

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Jim Pierce  
Assistant City Engineer



*Sent to All Employees.*

**Jim Pierce**

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Jim Pierce, P.E.  
Assistant City Engineer  
PO Box 9010  
Addison, TX 75001-9010  
972-450-2879

## Jim Pierce

---

**From:** Clyde Johnson  
**Sent:** Monday, October 18, 1999 9:37 AM  
**To:** Jim Pierce  
**Subject:** RE: DART Rideshare Survey Forms

I don't think I will be interested for several reasons: (1) I need a vehicle at work from time to time and we don't have a "finance vehicle" any more (2) I don't think there is anyone else that lives in my area of North Dallas (3) I wouldn't want the restrictions that carpooling would place on my mobility and schedule

Thanks anyway.

**Clyde Johnson**  
**Purchasing**  
**972-450-7090**

-----Original Message-----

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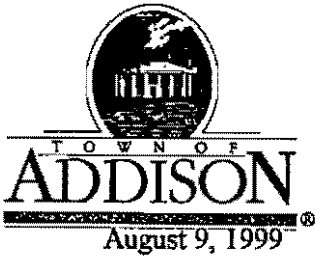
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972-450-2879



**PUBLIC WORKS DEPARTMENT**

(972) 450-2871

Post Office Box 9010 Addison, Texas 75001-9010

16801 Westgrove

Mr. Rafael Sustaita, Sales Supervisor  
DART Consumer Programs  
P.O. Box 660163  
Dallas, TX 75266-0163

Re: Town of Addison -- DART Ridership Survey

Dear Mr. Sustaita:


As you know, in February, 1999, the Town of Addison surveyed its employees to determine if there were opportunities for car or vanpools within our employee group. Since then, there was a reassignment of my contact to another position, and, I understand there were problems with the computer program.

My last contact was in May, with Brenda Whitaker, and I was advised that the software problem was fixed, and I would be receiving information soon.

We are still very interested in this program but as of this date, I have not received any information. I would like to hear from you as to how we can get this project back on track. Please call me at 972-450-2879

Very truly yours,

Town of Addison



James C. Pierce, Jr., P.E., DEE  
Assistant City Engineer

cc: Chris Terry, Assistant City Manager  
John Baumgartner, Director of Public Works



Dallas Area Rapid Transit  
P.O. Box 660163  
Dallas, Texas 75266-0163  
214/749-3278

March 9, 1999

Jim Pierce  
Town of Addison  
16801 Westgrove Dr.  
Addison, TX 75001

Dear Mr. Pierce:

Thank you for your interest in DART. In the past, you have contacted Sonjia Livingston for information and assistance. Sonjia has been promoted to a new position in Market Research.

In the future, if you have any questions about DART Services, please call Rafael Sustaita, Supervisor of Sales at (214)749-3241. Enclosed is one of my business cards for your records.

We also would like you to be aware of all the new and innovative discounted fare programs available to your employees through our Employer Programs, such as the E-Pass. These have proven useful in recruiting and retaining valuable employees. It also includes the DARTvan programs.

If you would like more information about these programs or other ways that DART can provide valuable benefits to your company, please contact me.

Sincerely,

A handwritten signature in black ink, appearing to read "Rafael Sustaita", written over a horizontal line.

Rafael Sustaita, Sales Supervisor  
DART Consumer Programs

*5-4-99 - Follow-up call to Rafael*

DART / Employee Survey

5-4-99

Brenda Whitaker called  
214-749-2724

Software problem fixed

Working on our proposal

Will be in contact soon.

# DART Employee Survey

Rafael Sustaita "took over" from  
Sonja Livingston 214-749-3241

4-12-99: Steve Meyer 214-749-2615 is  
working on the surveys. They have  
just installed a new software system  
and are having difficulties moving from  
one data base to another. Don't  
know exactly when the bugs will be worked  
out. he will call me when report is  
ready. Having trouble with the match  
list. Other components of the report are  
completed.

Ridership — Ways to get the word out  
to the Corporate Community:

ABA

Larry M<sup>d</sup> Callum

~~(972) 233-8833~~

(972) 233-2833

Rotary Club Carmen & Randy  
Prestonwood

Addison Rotary Ron & Len

Toastmasters Andy Cads  
Jody — Resident Newsletter



**Jim Pierce**

**To:** Alyssa Hernandez; Shirley Tregoning; Madeline Hartman; Gretchen Acevedo;  
Michelle Garza; Tracy Collins; Patricia Jones; Jo-Ann Shuffield; Judy Stafford; Randy  
Rogers  
**Subject:** Town/DART Ridership Survey

The Town, along with DART, will be conducting a survey of all Town employees to try to identify opportunities for car pooling, vanpooling, or more use of public transit. The objective is to do what we can to reduce traffic congestion. A message from Ron Whitehead, along with the survey form, will appear in the next paycheck, and the next issue of Town Talk. If you would please be the person to collect the survey forms from your area it would be most appreciated. When all the survey forms are in, please return them to me at the Service Center. Thanks,  
Jim Pierce, Assistant City Engineer, Phone 2879.

# Town Talk

Bldg & Fleet Svcs -

Alyssa

Bldg Inspection -

Shirley Tregoning

City Mgr -

Madelaine

Conf & Theatre Center  
Special Events  
Visitor Services

Critcher Acevedo

Finance

Michelle Garza

Fire

Tracy Collins

HR

Pat Jones

Info Svcs  
Parks

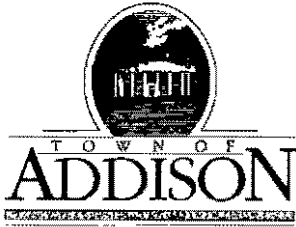
Jo Ann

Police & Courts

Judy Stafford

Recreation

Randy Rogers



CITY MANAGER'S DEPARTMENT

• (214) 450-7000 • FAX (214) 960-7684

Post Office Box 144 Addison, Texas 75001-0144

5300 Belt Line Road

## WHAT CAN WE DO TO REDUCE TRAFFIC CONGESTION?

### VAN POOL? CAR POOL? RIDE THE BUS?

The Town of Addison, with DART's assistance, is taking a survey of all employees to see if there are any opportunities for reducing traffic congestion by way of encouraging the use of van pools, car pools, or riding the bus.

Please fill in the very brief survey form on the reverse side of this sheet. Return the form to your department secretary as soon as possible. We will also provide a form with your next paycheck just in case you need it. Please, just submit one form.

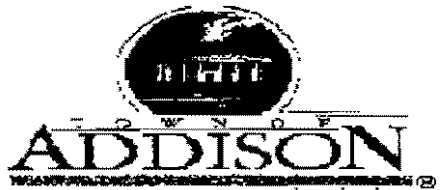
DART will compile the survey information and a match list will be generated that will contain names and phone numbers of other Town employees that live in your vicinity and work the same hours you work. We will then be able to see how many possibilities we have for each option.

Other advantages of using these transit options, beside reducing traffic congestion, include:

- You can save money
- Fewer parking spaces required
- Less air pollution
- Reliable transportation is provided

I want to thank you in advance for your cooperation,

Ron Whitehead, City Manager



**Instructions:** The purpose of this survey is to determine company-specific travel demand and commute patterns for each employee. By completing this survey so that you can receive information on commute alternatives, you can examine and analyze your options, and then decide on what is best for you. The decision to RideShare--be it to save wear and tear on your automobile or save money on high gas prices-- is yours. RideSharing may or may not be for you, but you owe it to yourself to examine the options. If you have any questions, please call DART Commuter Services at (214) 747-RIDE.

**For optimum accuracy, please print in capital letters using only ink and avoid contact with the edge of the box. The following will serve as an example:**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

First Name

--	--	--	--	--	--	--	--	--	--

Last Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--

Street Number

--	--	--	--	--	--	--	--

Street Name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Apartment Number

--	--	--	--	--

City

--	--	--	--	--	--	--	--	--	--

ZIP Code

--	--	--	--	--	--

Work Telephone Number

( 

9	7	2
---	---	---

 ) 

--	--	--

 - 

--	--	--	--

Home Telephone Number

( 

--	--	--

 ) 

--	--	--

 - 

--	--	--	--

At which number would you prefer to be contacted?  Work  Home

Shade circles like this: ● Not like this: ~~○~~ ✓

1. What time does your typical workday begin? 

--	--

 : 

--	--

 AM  PM

2. What time does your typical workday end? 

--	--

 : 

--	--

 AM  PM

3. What is your typical work schedule? (Shade In Only One)

- My work schedule is pretty much the same every workday.
- My schedule varies greatly every work day.
- My schedule could vary within 1/2 hour each day.

4. What days do you travel to and from work? (Shade In No More Than Five)

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

5. How do you usually travel to work? (Shade Only One)

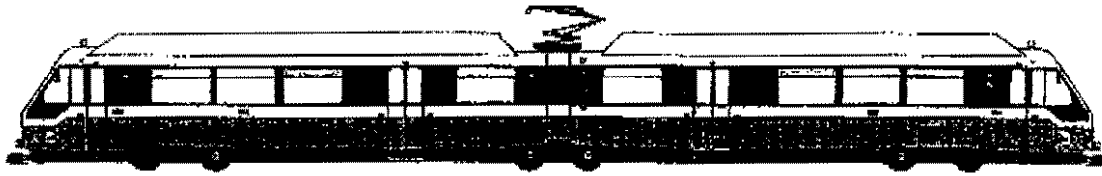
- Drive Alone
- Carpool
- Bicycle
- Motorcycle
- Walks
- Vanpool
- DART Bus
- DART Light Rail
- Trinity Railway Express

6. What is your interest in RideSharing? (Shade Only One)

- Regular
- Occasional
- Not Interested (Survey Only)

7. Based on where you live and the DART system routes, would you be able to commute to work on public transportation?  Yes  No  Don't Know





# DART Official Fax

1/8/99

*Jim: Give me some feedback on this survey - esp wording of last question. Thanks, Sonja*

Number of Pages Sent:

To: Jim Pierce

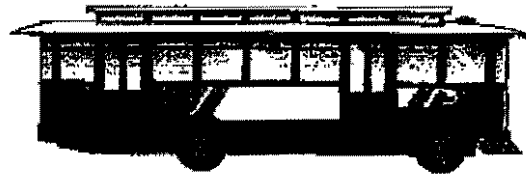
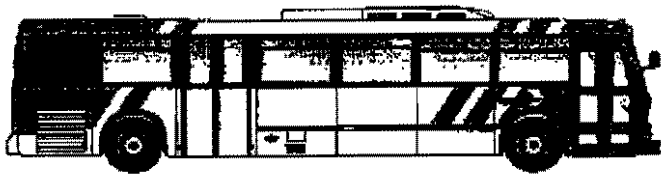
Fax Number: 972/450-2834

Voice Number: 972/450-2879

From: Sonja Livingston

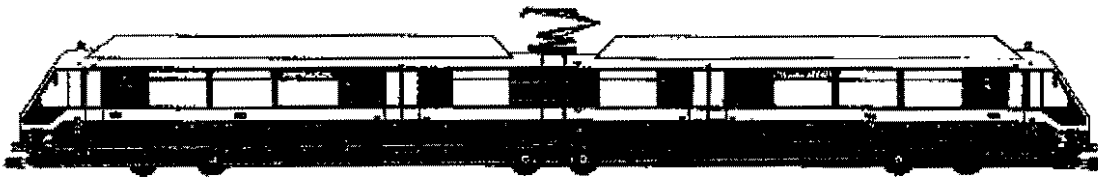
Fax Number: 214/749-3669

Voice Number: 214/749-2686



*Deadline 1/8/99 250*





# DART Official Fax

*Called for  
Revised Survey form  
1-6-99 @ 4:30 PM*

Number of Pages Sent:

To: Jim Pierce

Fax Number: 972/450-2834

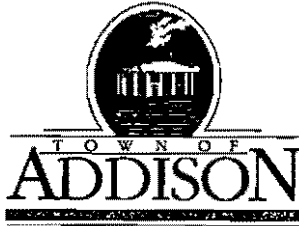
Voice Number: 972/450-2819

From: Suzie Livingston

Fax Number: 214/749-3669

Voice Number: 214/749-2686





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I want to thank you in advance for your cooperation,

Ron Whitehead, City Manager



Instructions: The purpose of this survey is to determine company-specific travel demand and commute patterns for each employee. By completing this survey so that you can receive information on commute alternatives, you can examine and analyze your options, and then decide on what is best for you. The decision to RideShare--be it to save wear and tear on your automobile or save money on high gas prices-- is yours. RideSharing may or may not be for you, but you owe it to yourself to examine the options. If you have any questions, please call DART Commuter Services at (214) 747-RIDE.

For optimum accuracy, please print in capital letters using only ink and avoid contact with the edge of the box. The following will serve as an example:

Grid of letters A-Z for example

Form fields for First Name, Last Name, Street Number, Street Name, Apartment Number, City, ZIP Code, Work Telephone Number, Home Telephone Number

At which number would you prefer to be contacted? [ ] Work [ ] Home

Shade circles like this: [filled circle] Not like this: [X] [checkmark]

1. What time does your typical workday begin? [ ] : [ ] [ ] AM [ ] PM
2. What time does your typical workday end? [ ] : [ ] [ ] AM [ ] PM

3. What is your typical work schedule? (Shade In Only One)
[ ] My work schedule is pretty much the same every workday. [ ] My schedule varies greatly every work day.
[ ] My schedule could vary within 1/2 hour each day.

4. What days do you travel to and from work? (Shade In No More Than Five)
[ ] Sunday [ ] Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday [ ] Saturday

5. How do you usually travel to work? (Shade Only One)
[ ] Drive Alone [ ] Carpool [ ] Bicycle [ ] Motorcycle [ ] Walks
[ ] Vanpool [ ] DART Bus [ ] DART Light Rail [ ] Trinity Railway Express

6. What is your interest in RideSharing? (Shade Only One) [ ] Regular [ ] Occasional [ ] Not Interested (Survey Only)

7. Based on where you live and the DART system routes, would you be able to commute to work on public transportation? [ ] Yes [ ] No [ ] Don't Know







0 8 1 9

*Draft*



# TOWN OF ADDISON



Instructions: The purpose of this survey is to determine company-specific travel demand and commute patterns for each employee. By completing this survey so that you can receive information on commute alternatives, you can examine and analyze your options, and then decide on what is best for you. The decision to RideShare—be it to save wear and tear on your automobile or save money on high gas prices—is yours. RideSharing may or may not be for you, but you owe it to yourself to examine the options. If you have any questions, please call DART Commuter Services at (214) 747-RIDE.

For optimum accuracy, please print in capital letters using only ink and avoid contact with the edge of the box. The following will serve as an example:

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---	---

First Name

Last Name

Street Number

Street Name

Apartment Number

City

ZIP Code

Work Telephone Number

(972) -

Home Telephone Number

() -

At which number would you prefer to be contacted?  Work  Home

Shade circles like this: ●

Not like this: ⊗

1. What time does your typical workday begin?

:

AM  
 PM

2. What time does your typical workday end?

:

AM  
 PM

3. What is your typical work schedule? (Check Only One)

My work schedule is pretty much the same every workday.

My schedule could vary within 1/2 hour each day.

My schedule varies greatly every work day.

4. What days do you travel to and from work? (Check No More Than Five)

Sunday  Monday  Tuesday  Wednesday  Thursday  Friday  Saturday

5. How do you usually travel to work? (Check One)

Drive Alone

Carpool

Bicycle

Motorcycle

Walks

Vanpool

DART Bus

DART Light Rail

Trinity Railway Express

6. What is your interest in RideSharing?  Regular  Occasional  Not Interested (Survey Only)

7. If a DART transit pass was provided by your employer, would you commute to work on public transportation?

Yes  No  Don't Know

Based on where you live and the DART System routes, would you be able to commute to work on public transportation?

Ask

Judy Stafford (Police)

Jerry Wright (Fire)

+ collect the Ridership Surveys

Ask other Depts

# DART Ridership growing – what this means to Addison and You?

## DART patronage up 22.5% in FY 1998

**M**ore than 85 million trips were made on DART last year

DART ridership jumped by almost 16 million passenger trips during 1998 as more people took advantage of the growing network of buses, light rail and commuter trains and high occupancy vehicle (HOV) lanes.

DART enjoyed ridership increases in each of its modes: bus, light rail, Trinity Railway Express (commuter rail) and HOV lanes.

"It's gratifying to see these increases. They reflect the efforts of lots of people at DART who are making customer service and quality a daily priority," DART President/Executive Director Roger Snoble said.

"In the transit industry, DART is being singled out as an example of public cooperation, efficiency and innovation, DART Board Chairman Norma Stanton of Irving added. "Almost monthly, we host out-of-town transit officials who want to see how DART delivers rail, along with other transit modes. One of the most striking things they see—and a major factor in our success—is the enthusiastic support of our member cities."

That support is reflected in the bus ridership gains posted in 12 of DART's 13 member cities during the past 12 months. To further enhance service, DART is building a new bus maintenance facility in South Oak cliff, new passenger facilities in Addison, South Dallas and Pleasant Grove; and introducing a new fleet of state-of-the-art busses and Trolley-bus sbuttles, all of which are wheelchair-accessible for disabled customers.

Member City	FY 1998	FY 1997	Change
Addison	195,000	154,000	+26.6%
Carrollton	713,000	681,000	+4.7%
Dallas area (includes Cockeril Hill, Highland Park, University Park)	38,460,000	35,009,000	+6.8%
Farmers Branch	214,000	215,000	-0.5%
Garland	2,318,000	2,205,000	+5.1%
Glenn Heights	119,000	113,000	+5.3%
Irving	1,601,000	1,464,000	+9.4%
Plano	825,000	732,000	+12.7%
Richardson	867,000	787,000	+10.2%
Rowlett	106,000	98,000	+8.2%

Jim, this is how I edited the article I sent to you Thurs. There is space for you to introduce the ridership & Addison employees bit. This is for the Jan. newsletter

## **Town of Addison Newsletter**

The Town of Addison will survey its employees to determine which DART Transportation Programs best resolves the issues at hand which are reducing the traffic congestion problem in the area and improving the quality of the air. The Town of Addison has taken a proactive stance and wants you to do the same.

What can you do? First, complete the enclosed survey and submit it to Jim Pierce (972) 450-2879. These surveys will be given to DART for data input. In return, a MatchList will be generated which will contain name(s) and phone number (whether home or work) of other co-workers who live in your vicinity and work the same shift that you work. It is encouraged that you either Vanpool or Carpool into work with others on your MatchList. Other numbers and percentages generated from the surveys will be used by the Town of Addison for consideration to participate in DART's Monthly Transit Pass Program or Annual Transit Pass Program.

By adjusting your commuting habits you will contribute to *Cleaning the Air* and you can save alot of money!

TOWN OF  
**ADDISON**

Faxed

**PUBLIC WORKS**

To: Sonja Livingston

From: James C. Pierce, Jr., P.E., DEE  
Assistant City Engineer  
Phone: 972/450-2879  
FAX: 972/450-2837

Company: DART

FAX #: 214-749-3669

Date: 11-12-98

16801 Westgrove  
P.O. Box 9010  
Addison, TX 75001-9010

# of pages (including cover): 2

Re: Article for Employee Newsletter

Original in mail

Per your request

FYI

Call me

Comments:

Attached are my handwritten  
notes of what the article should  
address -

Jim

P.S. Suggestions for the Survey form

What are we going to do?

(take a survey)

What is our objective?

Save environment

~~Increase carpooling~~  
~~Rides~~

Reduce Traffic Congestion

OZONE

How can we do this?

Increase ~~carpo~~ Ridesharing

Van pooling

Using the DART System

What do you need to do?

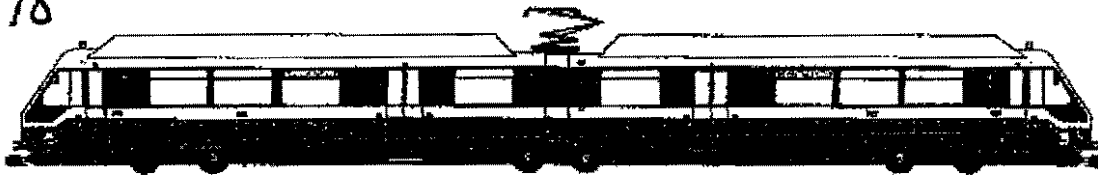
Fill out & return the

Survey form

What will DART Do w the Survey?

We will be in touch!

11-5-78



# DART Official Fax

Number of Pages Sent: 2

To: Jim Pierce

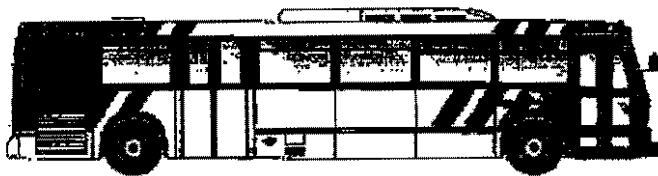
Fax Number: 972/ 450 - 2834

Voice Number: 972/ 450 - 2879

From: Sonja Livingston

Fax Number: 214/ 749 - 3669

Voice Number: 214/ 749 - 2686



*Wait till after  
first of year  
Not happy with  
the letter.*

" Draft "

## Town of Addison Newsletter

The Town of Addison is considering providing free monthly DART Transit Passes starting January 1999 as an added transportation benefit to its employees.

These monthly transit passes are good for *unlimited* trips on DART's bus and train routes. For example, with a DART monthly transit pass dated January 1999 you can travel on DART (to/from work and to run personal errands, etc.) for the entire month!

That could add up to be quite a bit of money saved on gas purchases as well as miles and wear-and-tear spared on your vehicle.

On \_\_\_\_\_ expect to see a short 7-question survey in your check envelopes. Please complete and submit this survey to Jim Pierce (972) 450-2879. This survey will help the Town of Addison determine on average how many passes need to be purchased monthly.

Also, DART will have a presence at the \_\_\_\_\_ location on \_\_\_\_\_ (date) from \_\_\_\_\_ to \_\_\_\_\_. Come out to get answers to your transportation questions; and fill out a survey if you hadn't already done so!

*Another added benefit because you are a part of the "Town of Addison Family!"*



**October 28, 1998****Contact:** Robin Stringfellow  
DART Communications  
(214) 749-2577Deborah Dubin-Rosenberg  
Dubin-Rosenberg & Assoc.  
(610) 793-7710

## **New national education program to sell seniors on transit**

Transit agencies across the country will soon be able to reach out to the elderly with a message of independence and discovery, and to convince more seniors to board public buses and trains. That's the goal of a new national public education program being developed in Dallas with help from Dallas Area Rapid Transit (DART) and local agencies serving senior citizens and people with disabilities.

"Dallas is a perfect place to develop this kind of program, and we're proud to be a host," DART President/Executive Director Roger Snoble says. "We've been working hard to improve the convenience and accessibility of our bus and rail system, especially for people with mobility impairments. Like a lot of transit systems around the country, we want to acquaint more seniors with our services, particularly those who can no longer drive, but are still active."

The challenge, according to Snoble, is to make prospective elderly riders aware that even if they have functional limitations, transit can be a viable means of independent travel. "We need to rekindle their confidence and sense of discovery," he says.

The project is being funded through Project ACTION, a Federal Transit Administration-funded national technical assistance program that promotes cooperative solutions to accessibility issues. Deborah Dubin-Rosenberg, principal of the consulting firm Dubin-Rosenberg & Associates, which received the Project ACTION grant, says the Dallas project will have a far-reaching impact.

"We want to help transit systems and senior citizens across the country find common ground," she explains, noting that the Dallas project will produce radio and television public service announcements aimed at seniors and specially tailored transit training materials for use by transit systems nationwide.

The project got underway in June with meetings of officials from several participating agencies and DART, followed by a series of senior citizen focus groups. The results will guide the development of the education materials and set the tone for the planned public service announcements.

"This is an exciting project because we're bringing together so many talented and dedicated people within the transit and disability communities," Dubin-Rosenberg says. "I don't recall more resources focused on helping transit systems increase ridership among seniors."

"Those with visual and other types of disabilities have provided valuable insights into what is important to them regarding public transportation," says Judy Scott, director of the American Foundation for the Blind Southwest. "With this kind of information, the public education program should be very successful."

Representing those with visual impairments are the American Foundation for the Blind, Dallas Lighthouse for the Blind, Dallas Services for the Visually Impaired, North Texas Taping & Radio for the Blind and the Texas Commission for the Blind. Advocacy groups for seniors include AARP, Advocacy, Inc., Dallas Area Agency on Aging, The University of Texas Health Science Center's Department of Gerontology, the Dallas Information & Referral Service, Blue Cross/Blue Shield, Reach of Dallas and Senior Citizens of Greater Dallas. Representing transportation are DART, the American Public Transit Association, the Texas Department of Public Safety, Greater Dallas Chamber of Commerce and the Community Transportation Association of America.

"The Greater Dallas metropolitan area offers a rich opportunity to find ways to address the needs of transit operators and seniors alike for the purpose of creating a nationally replicable public education model," says Nancy Smith, director of Project ACTION.

"The Dallas area typifies the reliance many communities place on automobile travel. The population of older adults is rapidly increasing and, as last year's *Transit Agency of the Year*, DART has demonstrated its leadership in finding new ways to make transit work for everyone in the community."

Initial focus groups showed that seniors and their family members are most concerned about the ability to reach health care providers, food stores, places of worship and senior centers, Dubin-Rosenberg says. "If seniors use transit for a portion of these trips, we know they'll be rewarded with a more independent lifestyle. That's the message we're trying to communicate."

**Jim Pierce**

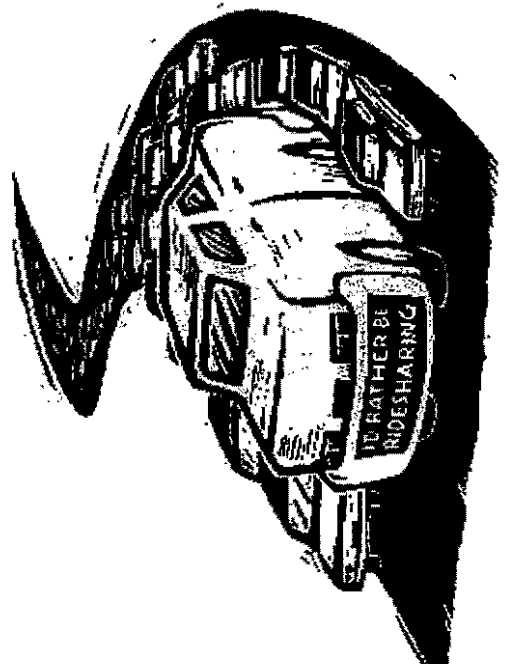
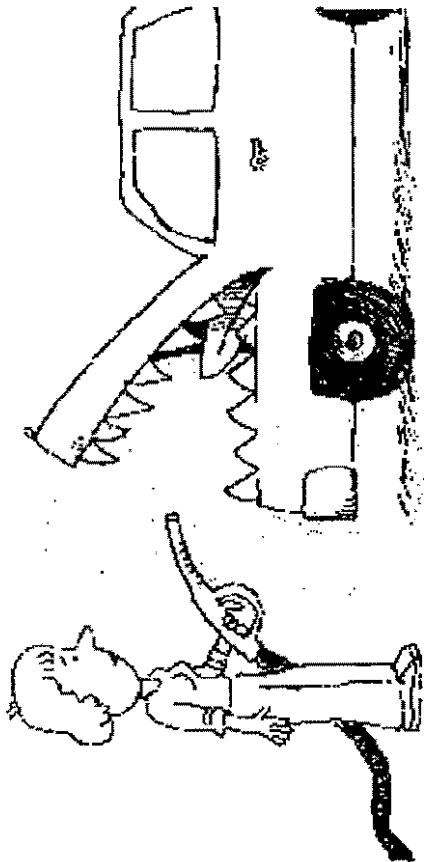
**From:** Ron Whitehead  
**Sent:** Friday, October 02, 1998 11:46 PM  
**To:** Jim Pierce  
**Cc:** Pam Storaci; Marilyn LeBlanc; Jo Ann Smith  
**Subject:** RE: DART Ridership Survey

This works for me. Do it.

—Original Message—

**From:** Jim Pierce  
**Sent:** Wednesday, September 30, 1998 2:18 PM  
**To:** Ron Whitehead  
**Cc:** Pam Storaci; Marilyn LeBlanc; Jo Ann Smith  
**Subject:** DART Ridership Survey

Ron: Is it OK with you if we stuff the payroll checks with a simple survey form that DART uses to do their ridership survey? Its OK with personnel, but they would like to have your OK too. Jim.



# Employee Transportation Needs Survey

9999-1

**Instructions:** The purpose of this survey is to determine company specific travel demand and commute patterns. By completing this survey so that you can receive information on commute alternatives, you can examine and analyze your options, and then decide on what is best for you. The decision to RideShare--be it to save wear and tear on your automobile or save money on high gas prices-- is yours. RideSharing may or may not be for you, but you owe it to yourself to examine the options.

**If you have any questions, please call DART Commuter Services at  
747-RIDE  
(214-747-7433).**

**Origin Information**

First Name \_\_\_\_\_

Last Name \_\_\_\_\_

Home Address OR Nearest Intersection

\_\_\_\_\_ Apt. # \_\_\_\_\_

City \_\_\_\_\_ TX.

ZIP \_\_\_\_\_

Work Phone (\_\_\_\_\_) \_\_\_\_\_

Home Phone (\_\_\_\_\_) \_\_\_\_\_

At which number would you prefer to be contacted?

W) Work

H) Home

**Current Travel Information**

1. What time does your typical workday begin? \_\_\_\_\_:\_\_\_\_\_ am/pm

2. What time does your typical workday end? \_\_\_\_\_:\_\_\_\_\_ am/pm

3. What is your typical work schedule? (Check One)

- R) My work schedule is pretty much the same every workday.
- F) My schedule could vary within 1/2 hour each day.
- V) My schedule varies greatly every workday.

4. What days do you travel to and from work?

- Monday through Friday;
- OR check all the following that apply:
- M) Monday  T) Tuesday  W) Wednesday  R) Thursday
- F) Friday  S) Saturday  U) Sunday

5. How do you usually travel to work? (Check One)

- C) Carpool  W) Walk  V) Vanpool  I) Bicycle
- T) Taxi  M) Motorcycle  P) Public Bus  D) Drive Alone

6. What is your interest in RideSharing?

- R) Regular  O) Occasional  S) Survey only (Not interested)

7. Type of car driven:

- A) Large  B) Intermediate  C) Compact

8. Daily one way commute mileage: \_\_\_\_\_ miles

*Thank you for completing this survey.  
The information will assist us in better planning  
for your transportation needs.*

**Contents**

- Introduction
  - Survey Findings
  - Commute Information
  - Recommendations
  - ETC Job Description
  - Survey Sample
  - Sample Density Plot Map
  - Attachments
- 

**Introduction**

The following is a transportation plan for the Town of Addison. This proposal contains a summary of the results of a survey administered to the Town of Addison employees. DART would like to thank James Pierce, Assistant City Engineer, for his assistance in administering this survey.

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**Survey Findings**

Employees returned a total of 200 surveys of which 134 were usable. The following are highlights of the employee survey administered in February, 1999. Below are the results of the site analysis:

**Origin and Destination Information**

- 14.18% have a trip origin within the City of Dallas
- 55.97% have a trip origin within the DART Service Area
- 29.85% have a trip origin outside the DART Service Area but within the Rideshare Service Area (both DART and the T)

**Commute Information**

- 61.9% start the work day between the hours of 7:00 and 8:00am; 65.7% leave work between 4:00 and 6:00pm; 67.0% work a regular work schedule; 33.0% work a flex schedule and 91.3% work Monday through Friday
- 95.5% drive alone
- 20.1% rideshare occasionally; 3.7% rideshare regularly
- 11.2% would be able to commute on public transportation; 34.3% "Do Not Know" if they would be able to commute on public transportation

## **Recommendations**

Based on the survey results, 14.2% of Town of Addison employees reside within the DART service area and have access to DART's bus/rail services. For the 56.0% of Town of Addison employees who live in communities within the DART service area but not close to the services and those outside of DART's service area, consider vanpools and carpools. The Town of Addison's main concern on how to impact air quality and traffic congestion was presented to the employees as a question. Of the 134 employees surveyed, 34.3% of employees responded that they *did not know* if they would be able to commute on public transportation if a transit pass was provided by their employer, DART recommends a combination of rideshare options. Carpools, vanpools and public transit as well as education and information about the DART system .

### ***RIDEMATCH:***

By using the Density Plot Map, employees can be matched by zip code with other employees who live, work and share similar work schedules. Each employee surveyed will receive a personalized matchlist. This list can be used by the employee to contact fellow employees for ridesharing opportunities.

### ***VANPOOLS:***

Vanpooling is an option for those who choose to ride together and live longer distances from the worksite. Employees have a choice between an 8 passenger van or 15 passenger van. The \$400 per month cost of the vehicle is divided between the riders. DART supplies everything, the vehicle, maintenance, a gasoline allowance and insurance. Town of Addison supplies the driver and the group. The DART vanpool can go anywhere as long as the work or home destination is within Dallas, Denton or Collin county. Vanpools can travel on the HOV lanes. This program can be subsidized by the employer and comes equipped with an Emergency Ride Home.

### ***PASS PROGRAMS:***

#### ***Monthly Pass***

Programs can be easily implemented with or without employer subsidies. Passes can be sold at the worksite. The passes are good for unlimited use during the calendar month. The passes are issued on a pre-payment basis with a return option on orders of 11 or more purchased per month. With company subsidies DART will give a \$2 discount on every pass purchased. This program is a pre-tax benefit to your employees and a tax write off to the Town of Addison.

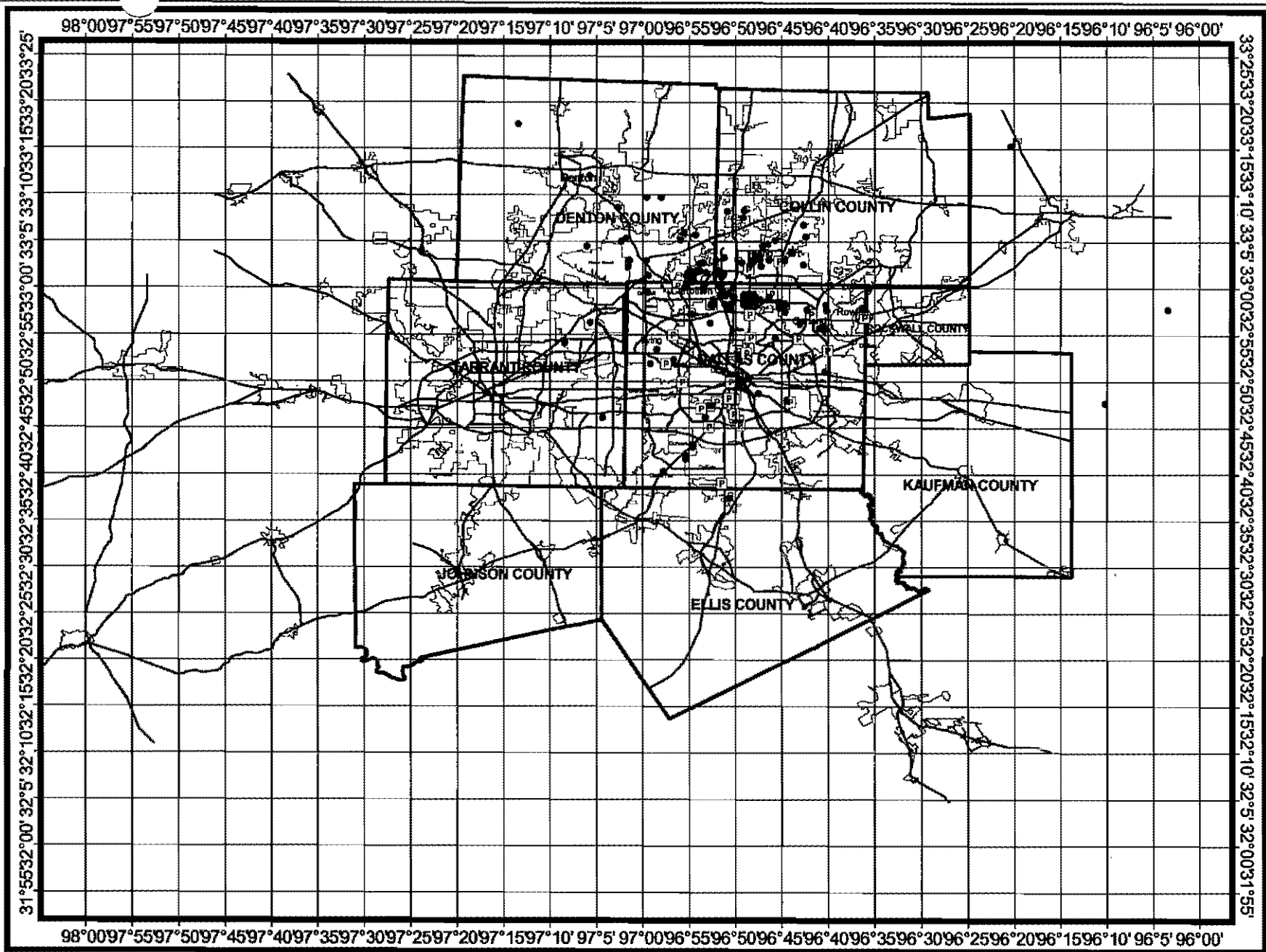
#### ***Annual Pass***

The E-pass is an annual pass program effective for the calendar year. Companies provide the pass as an employer benefit to the employee. Pricing is based on DART service and company size. This program utilizes group rate pricing to provide the lowest priced pass program available. Unlimited transportation on all of DART's fixed services. Includes an Emergency Ride Home.

### ***COMMUTER BENEFIT:***

The IRS allows employers to subsidize their workers' bus/rail passes and vanpool fares up to \$65 per month per employee tax-free. The law is designed to promote the use of public transit by commuters. A transportation fringe benefit allowable by the IRS (IRS Section 132(f) allows companies to purchase monthly discount passes (through DART's Employer Program) annual photo ID bus/rail passes (through DART's E-pass) and/or vanpool fares (through DART's vanpool program) The first \$65.00 of value is tax free. Private employers, non-profit organizations and public agencies can provide the benefit to employees tax-free. Federal government employees and members of the military services are also eligible to receive the transit benefit.





MUNICIPALITY	PERSON PER MUNICIPALITY	PERCENTAGE PER MUNICIPALITY
OUTSIDE INC AREA	46	20.86
ADDISON	16	11.84
CARROLLTON	15	14.52
DALLAS	15	14.52
CLEVELAND	1	0.73
IRVING	1	0.74
PLANO	1	0.74
ROCK HILL	1	0.73
ROWLETT	1	0.73
TOTAL	141	100.00

# TOWN OF ADDISON



## ***Employee Transportation Coordinator (ETC)***

### **WHAT IS AN ETC?**

In an effort to work with area employers in developing and implementing employee transportation programs, a link must be established at the employer level to ensure that employee-demand services are delivered. This vital link is the Employee Transportation Coordinator (ETC).

### **WHY HAVE AN ETC?**

Technology alone cannot fix our traffic problems nor clean the air we breathe. Neither can we spend our way out of these problems. While technology and dollars are essential parts of the eventual solution (more efficient engines, alternative fuels, traffic flow improvements, etc.) these problems also require that we change the way we are accustomed to getting to and from work. But changing habits is hard to do. What we need are personal "change agents," or ETC's. The ETC's provide the human touch needed to remedy our traffic congestion and air quality problems.

With the exception of a few dedicated self-starters, new RideShare arrangements are unlikely to form without the personal intervention of an ETC. Simply distributing RideMatch lists generated by a computer is insufficient. RideSharing arrangements personally initiated and implemented by an ETC are far more likely to succeed.

### **WHAT DOES AN ETC DO?**

- **Personally assists employees in selecting and utilizing a commute method that fits their individual needs.**
- **Shows employees how to save money through reducing commuting costs, such as parking, fuel maintenance, insurance, etc.**
- **Assists employees by making them aware of the convenience and comfort of commuting by avoiding the hassles caused by driving alone.**
- **Assists to increase company productivity and improve employee morale by reducing employee stress, tardiness, absenteeism and turnover associated with commuting difficulties.**
- **Assists to improve the company's ability to recruit and retain skilled employees by expanding access to skilled workers throughout the area.**



Instructions: The purpose of this survey is to determine company-specific travel demand and commute patterns for each employee. By completing this survey so that you can receive information on commute alternatives, you can examine and analyze your options, and then decide on what is best for you. The decision to RideShare—be it to save wear and tear on your automobile or save money on high gas prices— is yours. RideSharing may or may not be for you, but you owe it to yourself to examine the options. If you have any questions, please call DART Commuter Services at (214) 747-RIDE.

For optimum accuracy, please print in capital letters using only ink and avoid contact with the edge of the box. The following will serve as an example:

Grid of letters A-Z for example printing

First Name input box

Last Name input box

Street Number input box

Street Name input box

Apartment Number input box

City input box

ZIP Code input box

Work Telephone Number input box

Home Telephone Number input box

At which number would you prefer to be contacted? [ ] Work [ ] Home

Shade circles like this: [filled circle] Not like this: [crossed circle] [checkmark]

1. What time does your typical workday begin? [ ]:[ ] AM [ ]:[ ] PM

2. What time does your typical workday end? [ ]:[ ] AM [ ]:[ ] PM

3. What is your typical work schedule? (Shade In Only One) [ ] My work schedule is pretty much the same every workday. [ ] My schedule varies greatly every work day. [ ] My schedule could vary within 1/2 hour each day.

4. What days do you travel to and from work? (Shade In No More Than Five) [ ] Sunday [ ] Monday [ ] Tuesday [ ] Wednesday [ ] Thursday [ ] Friday [ ] Saturday

5. How do you usually travel to work? (Shade Only One) [ ] Drive Alone [ ] Carpool [ ] Bicycle [ ] Motorcycle [ ] Walks [ ] Vanpool [ ] DART Bus [ ] DART Light Rail [ ] Trinity Railway Express

6. What is your interest in RideSharing? (Shade Only One) [ ] Regular [ ] Occasional [ ] Not Interested (Survey Only)

7. Based on where you live and the DART system routes, would you be able to commute to work on public transportation? [ ] Yes [ ] No [ ] Don't Know



## T

Longitude Latitude

96° 48° 32° 59'	TOM DUNPHY	16603 RUSTIC MEADOWS DR	DALLAS	75248	545A	400P
96° 51° 32° 54'	CLYDE JOHNSON	3751 NORTHAVEN RD	DALLAS	75229	800A	500P
96° 54° 33° 0'	PHILLIP DARNELL	3100 BELFLOWER LANE	CARROLLTON	75007	800P	800A
96° 50° 32° 58'	BRAD FREIS	4799 AIRPORT PKWY	ADDISON	75001	530A	400P
97° 3° 33° 9'	RUSSELL KING	3601 LYNCHBURG	CORINTH	76208	700A	700A
96° 39° 33° 2'	DAN WOOD	4016 BOSQUE DR	PLANO	75074	630A	630A
96° 58° 33° 10'	ED GIBSON	840 SPRINGBRANCH DR	LITTLE ELM	75068	700A	500P
96° 50° 32° 60'	RUBY SLAUGHTER	4753 OLD BENT TREE	DALLAS	75287	630A	500P
96° 45° 33° 2'	ROBERT MAHONEY	3000 DEEP VALLEY ROAD	PLANO	75075	700A	430P
96° 50° 32° 58'	DEANNA ROBINSON	4799 AIRPORT PKWY	ADDISON	75001	800A	500P
96° 50° 32° 58'	JAMES EASTERLING	4799 AIRPORT PKWY	ADDISON	75001	800P	600A
96° 58° 32° 51'	TRUMAN AKINS	2806 STAFFORD ST	IRVING	75082	800P	600A
96° 51° 32° 56'	GARY PUNKONEY	4010 BROOKHAVEN CLUB	ADDISON	75001	1000A	800P
96° 50° 33° 1'	THOMAS OLVERA	4341 HORIZON NORTH PKWY	DALLAS	75287	800P	600A
96° 49° 32° 58'	ROY HUNTER	15935 BENT TREE FOREST	DALLAS	75248	300P	230A
96° 58° 33° 0'	MIKE MURPHY	300 EAST ROUNDGROVE RD	LEWISVILLE	75067	800A	500P
96° 52° 32° 56'	ARLIE EVERETT	0 RT 2 BOX 33	POINT	75472	1000A	800P
96° 54° 33° 40'	MARK METDKER	105 TEXOMA DR	WHITESBORO	76273	800A	500P
96° 51° 32° 57'	RON WHITEHEAD	3919 BOBBIN LN	ADDISON	75001	800A	600P
96° 49° 32° 57'	TONY BARAJAS	14222 DALLAS PARKWAY	DALLAS	75240	630A	500P
96° 36° 32° 54'	BECKY BURT	1724 NOVEL CR	GARLAND	75040	700A	430P
96° 38° 33° 7'	JIM CLARK	611 HIGH MEADOW	ALLEN	75002	700A	430P
96° 51° 32° 44'	RICARDO GARCIA	1723 FERNDALE	DALLAS	75224	700A	430P
96° 45° 32° 57'	BRUCE KING	721 W BELTLINE	RICHARDSON	75080	700A	430P
96° 53° 32° 38'	PAUL JACKSON	1314 CEDAR RUN DR	DUNCANVILL	75137	530A	430P
96° 54° 32° 37'	RONALD LEE	4418 CLEARWATER TRAIL	CARROLLTON	75010	700A	430P
96° 52° 32° 42'	OSCAR MARTINEZ	12810 WILMINTON DR	FARMERS BR	75234	700A	430P
96° 59° 32° 49'	EUGENIO MORALES	2706 ROCK ISLAND RD	IRVING	75060	700A	500P
96° 41° 32° 44'	MODESTO ORONA	7803 COURTNEY	DALLAS	75217	700A	430P
96° 51° 32° 56'	H PORCHIA	3800 SPRING VALLEY RD	ADDISON	75244	700A	430P
96° 49° 33° 8'	WILLIAM RACHELUR	7500 ROLLING BROOK DR	FRISCO	75034	700A	430P
96° 37° 32° 53'	MANUEL SANCHEZ	2313 ARCAD DR	GARLAND	75041	700A	400P
96° 31° 32° 59'	RICKY SMITH	2350 COUNTYLINE RD	WYLIE	75098	700A	430P
96° 44° 33° 2'	JAMES STRICKLAND	2921 NEWPORT CIRCLE	PLANO	75075	800A	500P
96° 47° 33° 8'	JODY GARCIA	11105 KNOXVILLE LANE	FRISCO	76036	800A	500P
96° 49° 32° 58'	CHRIS TERRY	15675 WITT PLACE	ADDISON	75248	800A	600P
96° 50° 32° 58'	BILL SHIPP	16300 LEDGEMONT LANE	ADDISON	75001	800A	500P
97° 7° 33° 13'	LEAH ADAMS	418 AUDRA LN	DENTON	76201	730A	430P
96° 46° 33° 2'	MICHELE COVINO	3545 BIG HORN TRAIL	PLANO	75075	800A	500P
96° 54° 32° 59'	CATHERINTUCKER	1422 NORTHRIDGE	CARROLLTON	75006	830A	530P
96° 52° 33° 2'	SCOTT GUENTHER	2125 BRESEE	CARROLLTON	75010	900A	600P
96° 48° 32° 58'	MARTY ZIELKE	1230 EVERGREEN	RICHARDSON	75080	800P	800A
96° 46° 33° 2'	JEFF SHARP	3500 PARKHAVEN	PLANO	75075	800P	600A
96° 50° 32° 58'	MICHAEL HARDIN	0 BOX 71	ADDISON	75001	800P	600A
96° 41° 32° 56'	LESLIE WALDEN	3908 O'HENRY DR	GARLAND	75042	530A	400P
96° 52° 33° 1'	PATRICK HOLLAND	2031 AVIGNON	CARROLLTON	75007	945A	800P
97° 10° 32° 52'	TONY SHANLEY	3408 BLUE QUAIL	BEDFORD	76021	1000A	800P
96° 53° 33° 5'	LOUISE CALVILLO	5053 STANLEY DR	THE COLONY	75056	700A	530P

Town of Addison - Master List

Longitude Latitude

96° 43° 33° 5'	LORRAINE CERVANTES	1108 KESSER DR	PLANO	75025	630A	500P
96° 47° 33° 2'	VANESSA HEINZERLING	2400 VERONA CT	PLANO	75093	800A	500P
96° 50° 32° 59"	TIMOTHY HAYES	4500 SOJOURN LN	ADDISON	75001	1000A	700P
96° 49° 33° 0'	MARISOL MIRSKY	4808 HAVERWOOD LANE	DALLAS	75287	800A	500P
96° 42° 32° 56"	AL TORRES	4022 LINDENWOOD LN	GARLAND	75042	630A	330P
96° 59° 33° 10"	PAMELA STORACI	1231 OAK VIEW CT	OAK POINT	75068	815A	530P
96° 54° 32° 59"	MARILYN LEBLANC	2301 OAKWOOD	CARROLLTON	75006	800A	500P
96° 46° 33° 2'	JOANN SMITH	2103 PROMONTORY PT	PLANO	75075	800A	500P
96° 44° 33° 4'	MADELINE HARTMAN	1825 WALTERS DR	PLANO	75023	800A	500P
96° 54° 33° 1'	DAVE WILDE	1711 SOUTHAMPTON DR	CARROLLTON	75007	730A	430P
96° 55° 33° 5"	ALYSSA HERNANDEZ	5509 SAGER DR	THE COLONY	75056	800A	500P
96° 53° 33° 0"	DONALD GIBSON	1820 E PETERS COLONY	CARROLLTON	75007	800A	500P
96° 45° 32° 57"	JEFFREY KING	721 W BELT LINE RD	RICHARDSON	75080	730A	430P
96° 50° 33° 0"	AL DENT	4223 MILLVIEW	DALLAS	75287	730A	430B
96° 44° 33° 4'	CARMEN MORAN	2233 CHADBOURNE	PLANO	75023	800A	500P
96° 47° 32° 58"	RAE ARMSTRONG	15744 TERRACE LAWN	DALLAS	75248	815A	515P
96° 45° 33° 3"	ELAINE DIFIGLIA	3332 BUCKLE LN	PLANO	75023	800A	530P
97° 2° 33° 2'	ANDREW EADS	1214 SPRINGWOOD DRIVE	LEWISVILLE	75067	800A	600P
96° 42° 32° 57"	TAMMY FRANKS	1109 SHADYGLEN CIRCLE	RICHARDSON	75081	800A	500P
96° 41° 33° 3"	MICHELLE GARZA	1800 SPRING CREEK PKWY	PLANO	75074	800A	500P
96° 42° 33° 2'	SANDRA GOFORTH	1617 JASMINE LN	PLANO	75074	800A	600P
96° 42° 32° 56"	RANDOLP MORAVEC	1323 DUNBARTON DR	RICHARDSON	75081	810A	630P
96° 50° 32° 58"	MINOK SUH	16951 ADDISON RD	ADDISON	75001	730A	500P
96° 52° 33° 2"	JUDY TAYLOR	2109 LAVACA TRAIL	CARROLLTON	75010	730A	530P
96° 55° 33° 6"	MARK ACEVEDO	4101 MALONE AVE	THE COLONY	75056	800A	600P
96° 55° 33° 6"	MARK BROCHTRUP	4125 CALDWELL	THE COLONY	75056	730A	500P
96° 40° 32° 54"	CHRIS EVANS	1422 BLUE BIRD LANE	GARLAND	75042	800A	600P
96° 39° 32° 56"	WILL GILLELAND	2014 SYLVAN	GARLAND	75040	800A	500P
96° 53° 32° 55"	JOHN GODLEY	12718 EPPS FIELD RD	DALLAS	75234	810A	515P
96° 44° 32° 57"	DON GREENE	303 HILLCREST	RICHARDSON	75081	745A	500P
96° 41° 32° 57"	THOMAS HESS	1806 WINDSONG	RICHARDSON	75081	620A	600P
96° 49° 32° 57"	NOEL PADDEN	5800 PRESTON OAKS ROAD	DALLAS	75240	800A	600P
96° 38° 33° 5"	LOYD CAMPBELL	1312 WOODMONT	ALLEN	75002	700A	700A
96° 0° 32° 44"	REAGAN RANDALL	0 BOX 116	WILLSPOINT	75169	700A	700A
96° 47° 33° 9"	LARRY SPARKS	11304 CREEKWOOD DRIVE	FRISCO	75035	630A	700A
96° 54° 33° 1"	MICHEL MITCHELL	1731 SOUTHAMPTON	CARROLLTON	75007	800A	700A
96° 51° 32° 58"	ED MCCARLEY	4010 BROOKHAVEN CLUB	ADDISON	75244	800A	500P
97° 5° 32° 42"	BARRY LARKIN	1714 PALMWOOD TR	ARLINGTON	76014	700A	700A
96° 39° 32° 56"	SHERYL DONIHOO	1902 WYATT	GARLAND	75040	800A	500P
96° 57° 32° 35"	MAX STEADHAM	330 SHORT ST	CEDAR HILL	75104	700A	700A
96° 50° 33° 44"	JEFF SMALLWOOD	441 EARL RD	SADLER	76264	630A	700A
96° 56° 32° 49"	TEX JENNINGS	932 APPLE TREE	IRVING	75061	600A	700P
96° 49° 32° 32"	KELLY KIRKPATRICK	501 BLUEBONNET	RED OAK	75154	730A	430P
96° 36° 32° 56"	LYNN CHANDLER	2905 LAKE VALLEY DR	GARLAND	75040	800A	500P
96° 50° 32° 58"	JAMES ELLIS	16300 LEDGEMONT	ADDISON	75001	730A	500P
96° 54° 33° 0"	JOHN FOLSE	1615 BRIGHTON	CARROLLTON	75007	730A	500P
96° 36° 32° 56"	NEIL GAYDEN	7120 FOX DR	THE COLONY	75056	800A	500P
96° 48° 32° 57"	SHIRLEY TREGONING	6119 COPPERHILL DR	DALLAS	75248	800A	500P

## Town of Addison - Master List

Longitude Latitude

96° 53' 33" 1"	JO ANN SHUFFIELD	1815 PRIMROSE LN	CARROLLTON	75007	800A	500P
96° 52' 32" 58"	CRETCHACEVEDO	2231 SPRING LEAF DR	CARROLLTON	75006	800A	515P
96° 54' 32" 60"	ROB BOURESTOM	1726 BIG CANYON TRAIL	CARROLLTON	75007	630A	630P
96° 49' 32" 56"	JOSE CAMARGO	5423 PETERSON LANE	DALLAS	75240	500A	200P
96° 52' 33" 1"	TRACY COLLINS	18916 TUPELO LN	DALLAS	75287	800A	500P
96° 45' 33" 1"	DAVID BENSON	2609 BRENNAN	PLANO	75075	700A	700A
97° 7' 32" 54"	ROBERT PHILLIPS	3522 WINDSOR FOREST DR	GRAPEVINE	76051	730A	530P
97° 7' 33" 4"	BARBARA KOVACEVICH	295 OAK TRAIL DR	DOUBLE OAK	75077	800A	600P
96° 59' 33" 2"	MARVIN COLLINS	402 E STATE HWY 121	LEWISVILLE	75075	430P	200A
96° 36' 32" 48"	JONI RAMSEY	2413 HEATHERDALE DR	MESQUITE	75150	600A	300P
96° 50' 33" 2"	PATRICK GALLAGHER	6305 PARK MEADOW LN	PLANO	75093	1000A	800P
96° 52' 32" 59"	STEVEN GONZALEZ	2522 TRINITY MILLS	CARROLLTON	75006	300P	200A
96° 36' 32" 53"	RON DAVIS	2702 COUNTRY VALLEY	GARLAND	75043	700A	600P
97° 3' 33" 5"	DON FRANKLIN	305 CUERO PLACE	HIGHLAND VILLA	75077	600A	500P
96° 54' 32" 37"	CHARLIE FOSTER	1704 TURTLE POINT	DESOTO	75115	400P	200A
97° 2' 33" 5"	CHRISTIN LANCASTER	1401 SWALLOW CIR	LEWISVILLE	75077	100P	1000P
96° 49' 33" 3"	JUDY STAFFORD	5961 KENSINGTON	PLANO	75093	700A	600P
96° 12' 33" 17"	DEBRA WARMKE	0 RT 1, BOX 703	CELESTE	75423	600A	430P
96° 45' 33" 3"	GREG LAYMAN	2828 GLEN FOREST LN	PLANO	75023	600A	500P
96° 53' 32" 59"	RON PELKY	2007 CEDARWOOD DR	CARROLLTON	75007	645A	445P
96° 48' 32" 58"	DIANA MILLER	6019 BLACKBERRY LANE	DALLAS	75248	800A	500P
96° 45' 32" 45"	JIM PIERCE	6916 ECHO BLUFF	DALLAS	75248	800A	500P
97° 2' 33" 1"	JERRY DAVIS	1778 CIRCLE CREEK DR	LEWISVILLE	75067	700A	500P
96° 53' 33" 1"	JEFF MARKIEWICZ	3732 WOODSIDE ROAD	CARROLLTON	75007	600A	400P
96° 32' 32" 56"	REXANNE BRASWELL	7801 BORDEAUX LN	ROWLETT	75089	545A	245P
96° 41' 33" 3"	STEPHAN LEDGERWOOD	2001 E SPRING CREEK PKY	PLANO	75074	400P	830P
96° 46' 32" 58"	AMY FERGUSON	1230 EVERGREEN	RICHARDSON	75080	630A	500P
96° 45' 32" 57"	MARR RAINES	800 ST LUKES	RICHARDSON	75080	800P	600A
96° 53' 33" 1"	LYNN FAST	1842 CASTILE DR	CARROLLTON	75007	700P	600A
96° 59' 32" 58"	VERNON GILMORE	124 SIMMONS DRIVE	COPPELL	75019	730A	530P
97° 32' 29" 57"	ROY BOXTER	4404 CR 168	MCKINNEY	75070	700A	700P
97° 1' 33" 34"	STEVE DYER	725 KIOWA DR EAST	LAKE KIOWA	76240	700A	700A
97° 16' 33" 20"	THOMAS FOSTER	5820 MICHAEL RD	SANGER	76266	700A	700P
96° 52' 32" 59"	THOMAS GRAHAM	2538 BRIARDALE DR	CARROLLTON	75006	700A	700A
96° 43' 32" 52"	CHRIS KELLEN	10017 LINKWOOD DR	DALLAS	75238	700A	700A
96° 50' 32" 58"	MARY MCGUFFEY	16300 LEDGEMONT LN	ADDISON	75001	800A	530P
96° 50' 32" 58"	KYLE PIERCE	4798 AIRPORT PKWY	ADDISON	75001	700A	700P
96° 50' 32" 58"	KYLE FORTENBERRY	4798 AIRPORT PKWY	ADDISON	75001	700A	1200P

## **Attachments**

1. **Sign up Sheets**
  - a. Vanpool
  - b. Discounted Monthly Pass
  - c. Carpool
2. **Vanpool Application/Forms**
3. **Monthly Pass Programs**  
**Letter of Agreement**
4. **Order Forms/Contracts**
  - a. Discount Monthly Pass
  - b. Discount Pass By Mail
  - c. Pass By Mail
  - d. E-pass

**DART FARESHARE  
SIGN-UP FOR VANPOOL PROGRAM**

1. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
2. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
3. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
4. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
5. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
6. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
7. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
8. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
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10. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
11. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
12. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
13. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
14. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
15. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
16. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
17. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
18. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
19. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
20. \_\_\_\_\_ ZIP CODE \_\_\_\_\_



**DART FARESHARE  
SIGN-UP FOR DISCOUNTED MONTHLY PASSES**

	<u>Name</u>	<u>Local</u>	<u>Premium</u>	<u>Other</u>
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____
6.	_____	_____	_____	_____
7.	_____	_____	_____	_____
8.	_____	_____	_____	_____
9.	_____	_____	_____	_____
10.	_____	_____	_____	_____
11.	_____	_____	_____	_____
12.	_____	_____	_____	_____
13.	_____	_____	_____	_____
14.	_____	_____	_____	_____
15.	_____	_____	_____	_____
16.	_____	_____	_____	_____
17.	_____	_____	_____	_____
18.	_____	_____	_____	_____
19.	_____	_____	_____	_____
20.	_____	_____	_____	_____

**DART FARESHARE  
SIGN-UP FOR CARPOOLERS**

1. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
2. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
3. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
4. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
5. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
6. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
7. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
8. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
9. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
10. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
11. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
12. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
13. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
14. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
15. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
16. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
17. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
18. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
19. \_\_\_\_\_ ZIP CODE \_\_\_\_\_
20. \_\_\_\_\_ ZIP CODE \_\_\_\_\_

# Enterprise Rent-A-Car Vanpool Program

## Instructions

(Don't Return This Sheet With Your Application)

If you have any questions, please call Steve Meyer at 214-749-2615. Please read and follow the instructions as all forms need to be filled out completely and, where necessary, signed. You may have as many Additional Drivers as you wish and you may add more at any time. For reporting purposes, we do need complete information on all passengers. A new passenger roster should be completed and sent each month with the monthly payment.

When all paperwork is filled out, it is quickest to fax the information to Steve Meyer, DART Vanpool Coordinator, 214-749-3669. You may also mail the completed paperwork to Steve Meyer, Dallas Area Rapid Transit, P. O. Box 660163, Dallas, Texas 75266-7246. The van cannot be ordered until all information is complete

### Route Information Instructions

The stops should be listed in the order in which the van usually travels to work, beginning with the point where the vehicle is kept. The stops should be listed with an identifying name, where possible, as well as an address or intersection, city and ZIP code. An acceptable listing would be "First Baptist Church, First and Maple, Forney 75126." Unacceptable would be "Forney." You may add as many intermediate stops as needed.

Please provide your daily round-trip mileage as accurately as possible. If you are unable to provide you mileage, send a list of the streets and highways taken along your route so that we may calculate the mileage for your vanpool.

The route information is needed for two reasons. First, the information is placed in DART's RideShare database so that callers with similar commutes may be matched with your vanpool. The second reason is that the route information determines the level of Federal and local subsidy for your vanpool.

# Enterprise Rent-A-Car Vanpool Application

DART Use:

## PRIMARY DRIVER

Type or Print All Information

Personal Information: You must list at least 3 Years of residence and employment history. Use separate sheet if necessary.

### PRIMARY DRIVER INFORMATION

First Name	Middle	Last	Home Phone Number	Social Security Number	
Street Address		City	State	ZIP	Years at this Address
Previous Address (if less than 3 years)		City	State	ZIP	Years
Employer Name	Address		City		State ZIP
Position	Type of Business	Annual Income	Employment Yrs.	Months	Work Phone
Former Employer (if less than 3 years with current employer)	Type of Business	Annual Income	Employment Yrs.	Months	

### DRIVER'S SPOUSE INFORMATION

Spouse's Name: Last, First, Middle		Social Security Number	Driver License Number	Phone Number
Employer	Address		Employment Yrs.	Months Annual Income
Nearest Relative Not Living With You: Name, Address			(Area Code) Phone Number	Relationship

### DRIVING INFORMATION (Primary Driver)

Birthdate	Driver License Number	State	Expiration Date
Total Years Driving Experience	Total Years Licensed in State	If Licensed less than 3 Years, list Previous State(s)	
Name & Address of Your Automobile Insurance Company		Your Automobile Insurance Policy Number	
Number of Moving Violations in Last 3 Years	Number of "At Fault" Accidents in Last 3 Years		

### AUTOMOBILE INFORMATION

Year, Make, Model	Lien Holder	Purchase Price	Monthly Payment	Current Balance

I certify that the above statement and supporting schedules, if any, are complete and accurate as of the date indicated. I authorize Enterprise Rent-A-Car to investigate my credit, driving record, and employment history in connection with the establishment, maintenance, and collection of my account.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

Signature of Spouse (if applicable) \_\_\_\_\_ Date \_\_\_\_\_

# Enterprise Rent-A-Car Vanpool Application

DART Use:

## ADDITIONAL DRIVER

Name of Primary Driver: \_\_\_\_\_

**Type or Print All Information**

**Personal Information: You must list at least 3 Years of residence and employment history. Use separate sheet if necessary.**

### ADDITIONAL DRIVER INFORMATION

First Name		Middle	Last		
Home Phone Number			Social Security Number		
Street Address		City	State	ZIP	Years at this Address
Previous Address (if less than 3 years)		City	State	ZIP	Years
Employer Name	Address		City		State    ZIP
Position	Type of Business	Work Phone		Annual Income	Employment Yrs.    Months
Former Employer (if less than 3 years with current employer)		Type of Business		Annual Income	Employment Yrs.    Months

### DRIVING INFORMATION

Birthdate	Driver License Number	State	Expiration Date
Total Years Driving Experience	Total Years Licensed in State	If Licensed less than 3 Years, list Previous State(s)	
Name & Address of Your Automobile Insurance Company		Your Automobile Insurance Policy Number	
Number of Moving Violations in Last 3 Years	Number of "At Fault" Accidents in Last 3 Years		

### AUTOMOBILE INFORMATION

Year, Make, Model	Lien Holder	Purchase Price	Monthly Payment	Current Balance

I certify that the above statement and supporting schedules, if any, are complete and accurate as of the date indicated. I authorize Enterprise Rent-A-Car to investigate my credit, driving record, and employment history in connection with the establishment, maintenance, and collection of my account.

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

# Enterprise Rent-A-Car Vanpool Program

## VANPOOL PASSENGER ROSTER

DART Use:

Name	Home/Mailing Address	Work Phone	Home Phone
Captain:			
Co-captain/Passenger			
Co-captain/Passenger			
Co-captain/Passenger			
Co-captain/Passenger			
Co-captain/Passenger			
Co-captain/Passenger			
Co-captain/Passenger			
Co-captain/Passenger			
Co-captain/Passenger			
Co-captain/Passenger			
Co-captain/Passenger			
Co-captain/Passenger			
Co-captain/Passenger			
Co-captain/Passenger			
Co-captain/Passenger			
Co-captain/Passenger			

# Enterprise Rent-A-Car Vanpool Program

## The Vanpool's Regular Route to Work

DART Use:

Daily Roundtrip Mileage: \_\_\_\_\_

### The Captain's Home or where the van is kept when not at work:

Location: \_\_\_\_\_

Address: \_\_\_\_\_ City/ZIP: \_\_\_\_\_

On the trip to work, the Van leaves here at \_\_\_\_:\_\_\_\_ ○ AM / ○ PM

On the trip from work, the Van returns to here at \_\_\_\_:\_\_\_\_ ○ AM / ○ PM

*Indicate all intermediate stops between home and work. Use extra sheets if necessary.*

**Stop #1 (check if needed):** On the trip to work, I  pick up /  drop off passengers at this location

Location: \_\_\_\_\_

Address: \_\_\_\_\_ City/ZIP: \_\_\_\_\_

On the trip to work, the Van is at Stop #1 at \_\_\_\_:\_\_\_\_ ○ AM / ○ PM

On the trip from work, the Van is at Stop #1 at \_\_\_\_:\_\_\_\_ ○ AM / ○ PM

**Stop #2 (check if needed):** On the trip to work, I  pick up /  drop off passengers at this location

Location: \_\_\_\_\_

Address: \_\_\_\_\_ City/ZIP: \_\_\_\_\_

On the trip to work, the Van is at Stop #2 at \_\_\_\_:\_\_\_\_ ○ AM / ○ PM

On the trip from work, the Van is at Stop #2 at \_\_\_\_:\_\_\_\_ ○ AM / ○ PM

**Stop #3 (check if needed):** On the trip to work, I  pick up /  drop off passengers at this location

Location: \_\_\_\_\_

Address: \_\_\_\_\_ City/ZIP: \_\_\_\_\_

On the trip to work, the Van is at Stop #3 at \_\_\_\_:\_\_\_\_ ○ AM / ○ PM

On the trip from work, the Van is at Stop #3 at \_\_\_\_:\_\_\_\_ ○ AM / ○ PM

**Stop #4 (check if needed):** On the trip to work, I  pick up /  drop off passengers at this location

Location: \_\_\_\_\_

Address: \_\_\_\_\_ City/ZIP: \_\_\_\_\_

On the trip to work, the Van is at Stop #4 at \_\_\_\_:\_\_\_\_ ○ AM / ○ PM

On the trip from work, the Van is at Stop #4 at \_\_\_\_:\_\_\_\_ ○ AM / ○ PM

### Where you work or where the van is while you work:

Location: \_\_\_\_\_

Address: \_\_\_\_\_ City/ZIP: \_\_\_\_\_

On the trip to work, the Van arrives at work at \_\_\_\_:\_\_\_\_ ○ AM / ○ PM

On the trip from work, the Van leaves work at \_\_\_\_:\_\_\_\_ ○ AM / ○ PM

# Enterprise Rent-A-Car Vanpool Program

## DARTvan Rider Agreement

Date: \_\_\_/\_\_\_/\_\_\_ Captain: \_\_\_\_\_

**As a passenger in the DARTvan Program, my signature at the bottom stipulates that I understand and agree to the following:**

- Participation in the DARTvan Program is entirely voluntary.
- The cost of the vanpool is subsidized by federal and local tax moneys based upon the number of passengers in the vanpool and miles traveled. For this reason, accurate, complete and up to date information is essential.
- It is important that I follow the vanpool group's "Rules of the Road."
- It is important that I am punctual. The van will only wait for the amount of time established in the "Rules of the Road."
- It is my responsibility to do all that I can to ensure a safe operation of the vanpool, including wearing my seat belt.
- I am only able to use the Emergency Ride Home (ERH) service twice in each calendar quarter.
- I am expected to give thirty days notice before leaving the vanpool.
- It is my responsibility to help recruit new riders.
- The rules of the DARTvan program include no smoking in the van at any time, all occupants will always wear their seat belts and alcoholic beverages are prohibited in the van.
- It is my responsibility to pay on time.
- It is my responsibility to notify the Captain as soon as possible when I will be unable to make a commute in the van.
- It is my responsibility to comply with reasonable requests of the Captain.
- It is my responsibility to keep the van clean by taking out everything that I bring into the van.

Passenger's Name:

\_\_\_\_\_  
Printed

\_\_\_\_\_  
Signed

Instructions: Please copy this form and have it signed by each rider. Give the signed copies to Enterprise when the van is delivered or as new riders join the vanpool. It is recommended that the rider also keep a copy of the



# Enterprise Rent-A-Car Vanpool Program

## UNINSURED/UNDERINSURED MOTORISTS and MEDICAL PAYMENTS INSURANCE ELECTION FORM

As an added service, we offer Uninsured/Underinsured Motorist and Medical Payments Insurance coverage. The insurance is for the vanpool as a group and the amount of coverage is for each accident. The extra cost (if any) is payable each and every month that the vanpool is in operation. In order to purchase this extra insurance coverage, simply check the desired level of coverage and fax the form to us along with the applications, route and roster. The charge for the level of coverage you select will be in addition to the basic monthly payment.

### Van Pool Uninsured/Underinsured Motorist and Medical Payments Insurance coverage Rates

	<u>Amount of Coverage per accident</u>	<u>Cost per Month for the Vanpool Group</u>
<input type="checkbox"/>	..... \$100,000	Included in Basic Rate
<input type="checkbox"/>	..... \$500,000	\$11.21 per month
<input type="checkbox"/>	..... \$1,000,000	\$14.27 per month

The added cost (if any) will be the responsibility of the van pool members (and not that of DART or Enterprise Rent-A-Car). Simply include this amount with your regular monthly payments.

By my signature, I hereby agree to pay the corresponding monthly premium indicated above.

Primary Driver:    printed name    \_\_\_\_\_

                                 signature    \_\_\_\_\_

# Employer Monthly Pass Program LETTER OF AGREEMENT



If we'd like to participate in a DART Employer Program and intend to make available to our employees your local and premium monthly passes at the job site.

Please check the appropriate box indicating your choice.

**Discount Monthly Pass Program**

We agree to purchase the passes directly from DART at a \$2.00 discount each and further agree to discount each pass at least \$2.00 more. We understand that a return option applies for orders of 11 passes or more.

**Discount Pass-By-Mail Program**

We agree to purchase the passes directly from DART at a \$2.00 discount each and further agree to discount each pass at least \$2.00 more. We understand there is no return option since we are ordering 10 passes or less.

**Pass-By-Mail Program**

We agree to purchase the passes directly from DART at the retail price with no expectation of subsidies. We also understand that there is no return option with this program choice.

Amount your company  
is subsidizing (per pass)

\_\_\_\_\_  
Name of Company Official

\_\_\_\_\_  
Number of Employees in Company

\_\_\_\_\_  
Local Monthly Pass

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name of Person to Receive Order

\_\_\_\_\_  
Premium Monthly Pass

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Reduced Monthly Pass

\_\_\_\_\_  
Mailing/Delivery Address

\_\_\_\_\_  
Date

\_\_\_\_\_  
Local 11-Ride Bonus Pak

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Accepted by DART

\_\_\_\_\_  
Premium 11-Ride Bonus Pak

\_\_\_\_\_  
Reduced 11-Ride Bonus Pak

\_\_\_\_\_  
Paratransit 10-Pak Stickers

**For Office use only**

Client # \_\_\_\_\_ Customer # \_\_\_\_\_ Sales Rep \_\_\_\_\_

White Copy: M085 Pink Copy: Customer 2 Yellow Copy: DART Revenue Gold Copy: Customer 1

# E-Pass

## AGREEMENT



New

Date of Application: \_\_\_\_\_ Renewal  Submitted By \_\_\_\_\_ Initial \_\_\_\_\_

Applicant: \_\_\_\_\_  
Name of Organization

Contact: \_\_\_\_\_  
Name Title Telephone

Billing Address: \_\_\_\_\_  
Street City State Zip

LOCATION(S)	SLA	EMPLOYEES	RATE	AMOUNT
			\$	\$

Service Level Area (SLA) Rate Chart			
SLA	Employees		
	1-24	25-249	250+
I	\$49	\$41	\$29
II	\$89	\$75	\$64
III	\$173	\$161	\$149

\*Includes Emergency Ride Home

Annual E-Pass:		\$
E-Pass Adjustment ( ) Months		\$
ERH Adjustment		\$
Sub-Total		\$
\$5 Photo Fee		\$
\$720 Contract Minimum Adjustment		+\$
<b>Total</b>		<b>\$</b>

**DATE OF APPLICATION:** The Term of this Agreement shall be from \_\_\_\_\_ through December 31, \_\_\_\_\_.

The Applicant agrees to pay the total due under this Agreement prior to approval and execution of this Agreement by DART. Acceptance of payment does not constitute DART's approval and acceptance of the Agreement. By signing this agreement, the Applicant's Agent represents that he/she is properly authorized to execute this Agreement on behalf of the Applicant, has read this Agreement including the terms and conditions on the reverse, and intends and agrees to be bound by this Agreement.

**MAIL TO: DART Market Development & Sales – P.O. Box 50279 Dallas, TX 75250**

**Applicant Approval**

**DART Approval**

Signature \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Title \_\_\_\_\_

Title \_\_\_\_\_

## E-PASS TERMS AND CONDITIONS

This Agreement, made between the Applicant named herein (hereafter "Applicant") and Dallas Area Rapid Transit, (hereafter "DART"), sets out the terms and conditions under which the Applicant agrees to purchase E-Passes from DART.

**E-PASS DEFINITION AND USE.** An E-Pass is a photo I.D. issued by DART or the Applicant with a valid DART-issued E-Pass decal attached. When displayed, the E-Pass will allow an Eligible Employee to ride free on all parts of DART's fixed route transportation system. DART's fixed route transportation system includes regularly scheduled bus service, the light rail system and the commuter rail system. The E-Pass is not valid on any special services operated by DART or its contractors, including the DART Flyer, charter services, and paratransit services.

**PURCHASE OF E-PASSES.** The Applicant agrees to purchase E-Passes for all Eligible Employees. The Applicant may not resell E-Passes to Eligible Employees for a profit. E-Passes may not be given, resold, or otherwise provided to persons who are not Eligible Employees. Each E-Pass shall expire on December 31 of the calendar year in which it is issued.

**ELIGIBLE EMPLOYEES.** "Eligible Employees" are all full-time employees, owners, partners, including executives, management, and staff, an Employment Location. The Applicant may, at its sole option, include all its part-time and temporary employees as Eligible Employees. Independent contractors of the Applicant are not Eligible Employees. Participants in DART Vanpools will be exempted from participation.

**EMPLOYMENT LOCATION.** "Employment Location" is a single address, place of business, or location at which Eligible Employees work or conduct business on behalf of the Applicant. An Applicant may have more than one Employment Location. The Employment Location for a telecommuting employee is the address, place of business or location with which such employee has primary contract or to which the employee reports. A residence qualifies as an Employment Location only if it is the primary place of employment for the Applicant's Eligible Employees.

**DART-ISSUED PHOTO I.D.** At the request of the Applicant, DART will issue a photo I.D. to each Eligible Employee. The Applicant agrees to pay DART \$5.00 for each such photo I.D. Photos for DART-issued photo I.D.'s may be taken at each Employment Location at a time agreed to by DART and the Applicant. Any future I.D.'s will be taken at DART's Akard Station Retail Store after appointment has been made. The DART-issued E-Pass decal will be affixed to DART-issued photo I.D.'s by a DART representative.

**APPLICANT-ISSUED PHOTO I.D.** DART-issued E-Pass decals shall be affixed to Applicant-issued photo I.D. cards only by an authorized agent of the Applicant and not by the Eligible Employee or any other person. The employee names will be sent to DART on a 3.5 computer disk as a DBF file, formatted with three columns, (first name, last name, decal number) or call (214) 749-2514 for other alternatives.

**REQUIRED DOCUMENTATION.** The Applicant shall maintain an inventory of E-Passes held by Eligible Employees. The Applicant is required to submit such official documentation to DART as DART in its sole discretion may require in order to verify the number of Eligible Employees at each Employment Location. DART reserves the right to audit the number of Eligible Employees by Employment Location.

**\$720 CONTRACT MINIMUM ADJUSTMENT.** If the total of all fees is less than \$720, the minimum fee will be \$720.

**PAYMENT TERMS.** Payment in full for all E-Passes and processing fees shall be made when this Agreement is submitted by Applicant to DART unless a payment schedule is agreed to by DART and incorporated in writing as a part of this Agreement. The Applicant and DART agree that acceptance of payment does not constitute DART's approval and acceptance of the Agreement. DART will issue a refund check to the Applicant in the event the Agreement is not approved and accepted. If any scheduled payments are not made when due DART may consider Applicant to be in default and, at DART's sole option, cancel and revoke E-Passes held by the Applicant or its Eligible Employees. DART may, at its sole option, extend the payment due date and charge interest at the rate of 1% per month on the entire remaining balance due.

**ADDITIONAL ELIGIBLE EMPLOYEES.** The Applicant agrees to pay a prorated E-Pass value for each additional Eligible Employee.

**TERMINATED ELIGIBLE EMPLOYEES.** The Applicant shall provide DART with a list, postmarked before the 15th, of Eligible Employees who were terminated along with each terminated Eligible Employee's canceled DART-issued photo I.D. or that portion of an Applicant-issued photo I.D. with the DART-issued E-Pass decal affixed. Upon receipt of the returned E-Pass, DART will provide a replacement E-Pass for a new Eligible Employee identified under "ADDITIONAL ELIGIBLE EMPLOYEES" for the remainder of the term of this Agreement at no charge to the Applicant, except for photo fees under "DART-ISSUED PHOTO I.D." Credits will only be given if a permanent reduction in work force has occurred, based on an officially and legally verifiable documentation. No cash refunds will be made unless this Agreement is not renewed.

**REISSUE OF LOST OR STOLEN E-PASSES.** An Eligible Employee's lost or stolen E-Pass will be reissued by DART only when requested and authorized by the Applicant. The required reissue fee must accompany such request. The fee for reissuing a lost E-Pass the first time is \$25. The fee for reissuing a stolen E-Pass the first time is \$5 if the request for reissue is accompanied by a verifiable police report, but is \$25 if the request is not accompanied by a verifiable police report. The fee for reissuing a lost or stolen E-Pass the second time is \$50. An E-Pass will not be reissued more than two times. Reissue fees are not refundable under any circumstances. Any found DART I.D.'s should be returned to DART Market Development & Sales, P.O. Box 50279, Dallas, TX 75250.

**EMERGENCY RIDE HOME.** The Applicant's Eligible Employees are entitled to use the Emergency Ride Home (ERH) program administered by the Central Dallas Association Transportation Management Association. Each employee is eligible for 2 trips per quarter of 50 miles one way from work-site. The Applicant may opt out of the ERH program only at the time this Agreement is executed. The ERH program is not available to Eligible Employees if the Applicant has chosen to opt out of the ERH program in this Agreement.

**CHANGE OF EMPLOYMENT LOCATION.** The Applicant must notify DART in writing within 30 days if the Applicant changes one or more participating Employment Locations at any time during the term of this Agreement. The Applicant agrees to pay to DART the prorated increase of all E-Passes if the new Employment Location is in a higher service level area. The Applicant will receive a prorated credit if the new Employment Location is in a lower service level area.

**UNAUTHORIZED USE OF E-PASS.** DART retains the right to confiscate the E-Pass or pursue claims, demands, or lawsuits against, or seek prosecution of, any person who duplicates, alters, or commits unauthorized use of an E-Pass. DART agrees not to pursue any such claims, demands, or lawsuits against the Applicant unless such unauthorized duplication, alteration or use results from the intentional acts, gross negligence or willful misconduct of the Applicant.

**TERMINATION BY DART.** DART may terminate this Agreement or cancel any or all E-Passes if it has reason to believe that information provided by the Applicant has been falsified or E-Passes have been furnished to persons other than Eligible Employees. Termination is effective when DART's written notice of termination is delivered to Applicant. The Applicant's sole remedy for such termination shall be a refund for all cancelled E-Passes that are returned to DART, pro-rated for the number of months of remaining available use at the time the E-Passes are returned.

**TERMINATION BY APPLICANT.** The Applicant may terminate this Agreement by giving DART written notice of the intent to terminate, at least 60 days prior to the termination date. All E-Passes must be returned to DART immediately upon termination. The Applicant shall remain liable for any sums due under this Agreement. The Applicant agrees to pay DART for any E-Passes that are not returned on or prior to the termination date. The amount of such payment will be determined by multiplying the number of E-Passes not returned by \$60, and multiplying the result by the number of months of remaining available use on the termination date. The Applicant shall be entitled to a credit or a refund for all E-Passes purchased under this Agreement, whether returned or not, pro-rated for the number of months of remaining available use on the termination date. Any amounts due to DART under this Paragraph will be subject to interest charges at the rate of 1% per month. If the Applicant discontinues business operations during the term of this Agreement, DART shall consider the Applicant to have terminated this Agreement and retains the right to pursue the remedies set out in this Agreement and all other legal remedies.

**INDEMNIFICATION.** To the extent allowed by law, each party agrees to be responsible for any claims, demands or lawsuits arising out of its own negligence. Nothing contained in this Agreement shall be construed as an express or implied waiver by any party of any legal defenses including but not limited to the defense of governmental immunity. Nothing in this Agreement shall be construed to give rights to any person or entity that is not a party to this Agreement. The Applicant shall be liable for reasonable attorney fees, court costs, and other reasonable expenses incurred if DART pursues legal action to enforce its rights under this Agreement.

**MISCELLANEOUS.** This document contains all of the terms and conditions of the agreement between DART and the Applicant. Any changes or additions to the Agreement must be in writing and signed by all the parties to the original Agreement. The captions or headings on any paragraphs in this Agreement are for reference only and do not affect any of the terms and conditions of this Agreement. Nothing in this Agreement shall be construed to limit the right of DART to establish transit routes or perform any other lawful functions.

For DART \_\_\_\_\_  
Initial

For Applicant \_\_\_\_\_  
Initial

# Pass-By-Mail Program Order Form



**Instructions:**

Date: \_\_\_\_\_

1. DART guarantees mail delivery of monthly passes before the effective month, only if orders are received by the 20th day of preceding month. For example, July monthly pass orders must be received by June 20th. 11-Ride Bonus Paks, Paratransit Coupons and Paratransit Stickers may be ordered at any time during the month.
2. Payment may be made by company check, money order, wire transfer, MasterCard, VISA or Discover.
3. Monthly passes may be ordered for one month only.

Please circle month desired: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

**Customer/Delivery Information (PLEASE PRINT CLEARLY)**

Company Name: \_\_\_\_\_

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

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

City: \_\_\_\_\_, TX Zip Code: \_\_\_\_\_ Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

Please indicate number of passes/paks desired and the dollar amount of order:

Type	Quantity		Price Each	Total Value
Local Monthly Pass	_____	@	\$ 30.00	= \$ _____
Premium Monthly Pass	_____	@	\$ 60.00	= _____
Reduced Monthly Pass	_____	@	\$ 10.00	= _____
Local 11-Ride Bonus Pak	_____	@	\$ 10.00	= _____
Premium 11-Ride Bonus Pak	_____	@	\$ 20.00	= _____
Reduced 11-Ride Bonus Pak	_____	@	\$ 5.00	= _____
Paratransit Coupons (Book of 10)	_____	@	\$ 20.00	= _____
Paratransit Stickers (Page of 10)	_____	@	\$ 15.00	= _____
Total passes/paks _____			Sub Total: \$ _____	
			Total Amount Due: \$ _____	

**Method of Payment:**

Check/money order. Please make payable to Dallas Area Rapid Transit.

Using a Credit Card (check one):  MasterCard  Visa  Discover

Card# \_\_\_\_\_ Expiration Date: \_\_/\_\_/\_\_

Name on card \_\_\_\_\_

Corporate Card  Personal Card, please include drivers license # \_\_\_\_\_

Signature for credit card purchase: \_\_\_\_\_

Wire Transfer. Amount \$ \_\_\_\_\_

To charge by phone, please call (214) 749-3800. There are no return options with Pass-By-Mail orders. Mail the white copy of this order form, along with payment to : DART PASS-BY-MAIL, 1700 Pacific Ave, Suite 101, Dallas, TX 75201.

Office Use Only	Client # _____	Customer# _____	Sales Rep _____
Processed by _____	Date processed _____	Serial# _____	to # _____
White Copy: MD&S	Pink Copy: Customer 2	Yellow Copy: DART Retail	Gold Copy: Customer 1
Green Copy: AE	L. 00011000		

# Discount Pass-By-Mail Program Order Form



Special Instructions: Please submit orders for new passes totalling 10 or less items using this order form to be received by DART no later than the 10th of the month preceding the month for which the passes are valid. For example, for February passes, orders must be received by January 10.

Ordering passes for the month of \_\_\_\_\_

Please send us Passes/Bonus Paks/Stickers as follows:

Type	Quantity	Price Each	Total Value
Local Monthly Passes	_____	@ \$28.00 =	\$ _____
Premium Monthly Passes	_____	@ \$58.00 =	\$ _____
Reduced Monthly Passes	_____	@ \$10.00 =	\$ _____
Local 11-Ride Bonus Pak	_____	@ \$10.00 =	\$ _____
Premium 11-Ride Bonus Pak	_____	@ \$20.00 =	\$ _____
Reduced 11-Ride Bonus Pak	_____	@ \$5.00 =	\$ _____
Paratransit Stickers	_____	@ \$15.00 =	\$ _____
Total passes/bonus paks:	_____	Total amount due:	\$ _____

**Note: Unused passes may not be returned.**

Company Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_

Name of person to receive order \_\_\_\_\_

Please indicate a form of payment:

Check/money order. Mail payment with WHITE COPY of this form to: **DART, 1700 Pacific Avenue, Suite 101 Dallas, TX 75201** or charge by phone, call (214) 749-3800.

Using a Credit Card (check one):  MasterCard  Visa  Discover

Name on Card: \_\_\_\_\_

Card #: \_\_\_\_\_ Expiration Date \_\_\_/\_\_\_/\_\_\_

Signature: \_\_\_\_\_

Corporate Card  Personal Card, please include drivers license # \_\_\_\_\_

Wire Transfer. Amount \$ \_\_\_\_\_

**Office Use Only:**

Client # _____	Processed By _____	Processed Date _____	Sales Rep _____
Customer # _____	White Copy: DART Retail Pink Copy: Customer 2 Yellow Copy: MD&S Gold Copy: Customer 1 Green Copy: AF		

Form DPBM1098

# Discount Monthly Pass Program Order Form



**Special Instructions:** Please submit orders for new passes and returns of unsold passes from the previous month using this order form to be received by DART no later than the 10th of the month preceding the month for which the passes are valid. For example, for February passes, orders must be received by January 10. Orders must total 11 or more items.

**Ordering Passes** for the month of \_\_\_\_\_

Please send us passes and/or 11-Ride Bonus Paks as follows:

_____ Local Monthly Passes	@ 28.00 = \$ _____
_____ Premium Monthly Passes	@ 58.00 = \$ _____
_____ Reduced Monthly Passes	@ 10.00 = \$ _____
_____ Local 11-Ride Bonus Pak	@ 10.00 = \$ _____
_____ Premium 11-Ride Bonus Pak	@ 20.00 = \$ _____
_____ Reduced 11-Ride Bonus Pak	@ 5.00 = \$ _____
_____ Paratransit Frequent Rider Sticker	@ 15.00 = \$ _____

(A) Total value of passes & bonus paks: \$ \_\_\_\_\_

**Returning Passes** for the month of \_\_\_\_\_

We are returning for credit the following unsold fare scrip:

_____ Local Monthly Passes	@ 28.00 = \$ _____
_____ Premium Monthly Passes	@ 58.00 = \$ _____
_____ Reduced Monthly Passes	@ 10.00 = \$ _____
_____ Local 11-Ride Bonus Pak	@ 10.00 = \$ _____
_____ Premium 11-Ride Bonus Pak	@ 20.00 = \$ _____
_____ Reduced 11-Ride Bonus Pak	@ 5.00 = \$ _____
_____ Paratransit Frequent Rider Sticker	@ 15.00 = \$ _____

(B) Total value of returned passes & bonus paks: \$ \_\_\_\_\_

Subtract line (B) from the line (A) amount, enter difference and make payment for this amount \$ \_\_\_\_\_

## Returning Passes

Send returned passes to DART Revenue Administration, P.O. Box 710449, Dallas, TX 75371-0449.

**Note:** Passes returned for credit toward next month's pass order must be postmarked by the 10th of the month in which the passes are valid, for example, July passes must be postmarked by July 10. Orders postmarked after the 10th will be returned and no credit will be applied. For your protection, it is recommended that you return unsold passes via certified mail.

## Delivery of Pass Orders

Orders totalling \$500 or more will be delivered to you by DART courier. Please indicate proper delivery address and the name(s) of the individual(s) authorized to accept the order. Orders totaling less than \$500 will be delivered to you by U.S. mail. Please indicate proper mailing address in appropriate spaces below:

Company Name: \_\_\_\_\_

Name of Person to Receive Order: \_\_\_\_\_

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

City \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone No. \_\_\_\_\_

Check box if address has changed.

## Payment Instructions

Please indicate a form of payment:

Check/money order. Mail payment with **WHITE COPY** of this form to: **DART, P.O. Box 840009, Dallas, TX 75284-0009**

Using a Credit Card (check one):  MasterCard  Visa  Discover

Card #: \_\_\_\_\_ Expiration Date \_\_/\_\_/\_\_

Corporate Card  Personal Card, please indicate drivers license number \_\_\_\_\_

Name on Card \_\_\_\_\_

Signature: \_\_\_\_\_

**For assistance, please call (214) 749-3074.**

Wire Transfer. Amount \$ \_\_\_\_\_

## For Office use only

Client # \_\_\_\_\_ Customer # \_\_\_\_\_ Sales Rep \_\_\_\_\_