



BEN FRANKLIN TRANSIT
RIDESHARE

Ben Franklin Transit Rideshare & Vanpool

Participant Withdrawal & Transfer Form

WITHDRAWAL PROCESS:

- WITHDRAWALS SUBMITTED FROM THE **1ST - 15TH** OF THE MONTH:
 - Rider's are responsible for the current month's fare
- WITHDRAWALS SUBMITTED FROM THE **16TH - LAST DAY OF THE MONTH**:
 - Rider's are responsible for half of the upcoming month's individual fares

There are three steps to complete your withdrawal from rideshare. The following steps must be completed by the **15th of the month, or you'll be responsible for the upcoming month's fare**:

1. Notification provided to the Rideshare Department/Rideshare Program Coordinator(s) by the **15th** of the month.
2. Complete and submit this form via email at vanpool@bft.org or by dropping it off at the vanpool drop box located at the front of the administration building.
3. Notify your bookkeeper/reporter of your intent to withdrawal from the group. A copy of the withdrawal form must be given to the bookkeeper/reporter.

Until these steps are completed, your vanpool agreement will remain in effect along with the responsibility of all upcoming month's fare.

TRANSFER PROCESS:

- TRANSFERS SUBMITTED FROM THE **1ST - 15TH** OF THE MONTH:
 - Rider's are responsible for the current month's fare & Account balances must be paid in full before your transfer is approved. Rider will be added to the new route roster on the 1st day of the upcoming month
- TRANSFERS SUBMITTED FROM THE **16TH - LAST DAY OF THE MONTH**:
 - Rider's will remain on their current route's roster for the upcoming month and will be responsible for that route's upcoming month's individual fare (**WITH PRIOR APPROVAL FROM BFT, THE RIDER MAY PHYSICALLY RIDE IN THE NEW GROUP'S VAN AS A TEMPORARY RIDER UNTIL THEY ARE OFFICIALLY LISTED ON THAT ROUTE**).
 - Rider's will be transferred to the new route's roster at the beginning of the following month. (**EX: TRANSFER SUBMITTED MAY 20TH WILL BE LISTED ON NEW ROUTE ROSTER JULY 1ST**)

There are three steps to complete your transfer from one group to another:

1. Notification provided to the Rideshare & Vanpool Department (**All transfers must be approved**)
2. Complete and submit this form via email at vanpool@bft.org, or by dropping it off at the Vanpool drop box located at the front of the BFT's Administration building.
3. Notify your current bookkeeper/reporter of your intent to transfer from the group. A copy of the transfer form must be given to the bookkeeper/reporter.

Thank you for choosing Ben Franklin Transit for your commute!

Rideshare & Vanpool Participant Withdrawal & Transfer Form

A NOTICE OF WITHDRAWAL AND OR TRANSFER MUST BE PROVIDED TO YOUR BOOKKEEPER AND BFT RIDESHARE PROGRAM COORDINATOR

Withdrawal _____

Transfer _____

Withdrawal Date: _____ Transfer Date: _____ Last Day Riding: _____

Name: _____ Current Role: Rider _____ Driver _____

Email: _____ Phone Number: _____

Full Name of Employer: _____ Employer Subsidy: Yes _____ No _____

Current Vanpool Route Number: _____ Current Van Number: _____

Name of current group's Primary Driver or Bookkeeper: _____

*****Prior to eligibility of transfer to new route, current account balance must be paid in full*****

I'll be joining Vanpool Route Number: _____ Van Number: _____ My first day riding: _____

Name of the joining group's Primary Driver or Bookkeeper: _____

Reason for the withdrawal or transfer:

Shift Change _____ Retiring _____ Unresolved Vanpool Issues _____ Other _____

If other, please explain: _____

*Withdrawal/Transfer form was given to current bookkeeper/reporter on this date: _____

*BFT Rideshare & Vanpool was given notification on this date: _____

*Print Legal Name: _____

*Signature: _____ Today's Date: _____

Please note that the withdrawal/transfer form must be submitted to vanpool@bft.org. The deadline for submission is the 15th of the current month. This ensures that any changes can be reflected in next month's fare.

FOR OFFICE USE ONLY

BK/Reporter: Y or N Name of Replacement: _____ Route Contact Updated: _____

Main Driver: Y or N Name of Replacement: _____ Route Roster Updated: _____

WEX Deactivated: _____ Removed Envision: _____ Van Key Returned: _____

Prorated: Y or N Current Account Balance:\$ _____ RidePro Account Status Updated: _____

BFT RPC Signature: _____ Date: _____