

## **Business Partners Transit Coalition (BPTC) Shuttle Bus Rider Policy**

1. Bus Pass is required for riding the bus and must be scanned each time a rider boards the bus.
  
2. If a rider has forgotten or misplaced their pass, they must present a business card to the driver and fill out a card provided by the driver. This card can also be downloaded in advance by going to the following internet location. [http://cpowners.com/site/pdf/BUS\\_PASS.pdf](http://cpowners.com/site/pdf/BUS_PASS.pdf)
  
3. New or visiting employees, as well as consultants, need to ask for a pass at their building's reception desk, or contact their HR department and they will be put in contact with the BPTC coordinator for their company.
  
4. If a rider refuses to cooperate with the foregoing, Olson Transportation should contact the BPTC, who will take the actions necessary to identify the individual and the company with which they are affiliated. The BPTC will then communicate with the BPTC coordinator at the rider's employer so that they can address the matter internally.

The BPTC Shuttle bus service is a service paid for by the participating businesses in the Conway Park and Opus Landmark office parks, and the passes are the employers' tool for evaluating the efficacy of the program. Scanning of cards helps ensure that the service is thoroughly evaluated to determine if it is necessary and viable.

If you are interested in riding the shuttle and work in either the Conway Park or Opus Landmark office park, please contact [info@cpowners.com](mailto:info@cpowners.com).