



**SUSTAINABLE TRANSPORTATION REBATE PROGRAM**

SU-PR-01  
Rev.:03  
Date: 2018/03/27

The Sustainable Transportation Rebate Program was introduced in 2014 as part of AET Group’s Sustainable Transportation Policy. This policy was developed to minimize carbon emissions from employee commutes, and to help achieve AET Group’s public commitment to reduce greenhouse gas (GHG) emissions by 40% below 2011 levels by 2021. This program provides a rebate for employees who purchase a low-emitting vehicle compliant with LEED vehicle standards, public transit passes or a bicycle.

**Eligibility Requirements:**

- This program is available for all full-time employees who have passed their probationary period (significant others are not eligible).
- For vehicles to be eligible for the rebate program, they must be either hybrid/electric or be listed on the LEED certified vehicle registry available at the following link: <http://www.greenercars.org/news/list-leed-qualified-cars> .
- As a condition for receiving the Sustainable Transportation Rebate, employees must comply with the following requirements that include, but are not limited to: the emission calibration or hybrid system (if applicable) on vehicles must not be modified.
- Vehicle/bike ownership must be retained by the employee for a minimum of 36 months from the vehicle/bike purchase or lease date.
- Rebate recipients must remain employed at AET for a minimum of 36 months from the vehicle/bike purchase or lease date.
- Rebate recipients who do not retain the vehicle/bike for the minimum 36-month period, or whose employment is terminated (either voluntarily or involuntarily) within the minimum period, will be required to reimburse AET for all or part of the rebate amount, according to the following schedule:

Vehicle retention period	Amount of rebate to be reimbursed to AET Group
0 – 6 months	100%
6 months – 12 months	75%
12 months – 24 months	50%
24 months – 36 months	25%
Greater than 36 months	0%

**Application Process:**

1. Complete the rebate application form.
2. Attach a photocopy of the Bill of Sale (vehicle) or purchase receipt (transit pass/bike).
3. Submit the application and the Bill of Sale or purchase receipt copy to the Office Administrator.

Sustainability Team Chair

Owner Representative



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**Rebate Amounts:**

- Hybrid/Electric Vehicle: \$1500 every three years
- LEED Certified Vehicle: \$1000 every three years
- Public Transit: 100% coverage, up to \$600 per year
- Bicycle: \$250 every 2 years

**Review**

This policy shall be reviewed annually by the Sustainability Team, revised accordingly and approved by the Chair and Owner Representative.

Sustainability Team Chair

Owner Representative