



# Cape Girardeau County Transit Authority

## **P&G and Gilster Ride to Work Program Policy and Procedure**



The Cape Girardeau County Transit Authority (CGCTA) offers transportation services to and from work for employees of **Procter & Gamble** and **Gilster-Mary Lee** to help reduce commuting costs. Riders must adhere to the policies and expectations outlined below. Failure to comply may result in suspension or termination of ridership privileges.

### **Payment and Scheduling**

- All riders must set up **payroll deduction** with their employer to use this service.
- Weekly cost:
  - **Gilster-Mary Lee:** \$60 per week
  - **Procter & Gamble:** \$30 per week
- Payment arrangements must be completed with your employer **by 4:00 PM on the Friday prior** to the week transportation is needed.
- **No same-week payments** will be accepted. CGCTA will not allow late or on-the-spot payment.

### **Pick-Up Locations and Schedule**

<b>Gilster- Mary-Lee Route</b>	
<b>Pick-Up Location</b>	<b>Time</b>
Save-A-lot	5:00 AM / PM
Walmart Supercenter	5:15 AM / PM

<b>Procter &amp; Gamble Route</b>		
<b>Pick-Up Location</b>	<b>Arrival</b>	<b>Departure</b>
937 Broadway	5:15 AM / PM	5:20 AM / PM
Mobil (S. Sprigg)	5:25 AM / PM	5:30 AM / PM
Town Plaza	5:35 AM / PM	5:40 AM / PM
Jackson City Park	6:05 AM / PM	6:10 AM / PM
D Mart (Fruitland)	6:20 AM / PM	6:25 AM / PM
Arrival at P&G	6:45 AM / PM	7:40 AM / PM

**Note:** CGCTA will **only** pick up and drop off at the locations listed above. No additional stops will be made for any reason.


### **Rider Rules and Expectations**

1. No food or beverages on board.
2. No smoking or vaping.
3. No drugs or alcohol use (including marijuana).
4. Be respectful to drivers and other passengers:
  - No loud music, yelling, or inappropriate language.
5. Remain seated whenever the vehicle is in motion.
6. Do not request unscheduled stops — **they will not be honored.**

**Violation of these rules may result in suspension or loss of service privileges.**

### **Contact Information**

For questions or concerns, please contact CGCTA:

 **573-335-5533**, Option 0