

## City of Summit Ridesharing Program Instructions for Prepaid Parking Customers

Welcome to Summit's ridesharing program with Lyft. We are thrilled to have you join us in our effort to reduce congestion in our local parking lots.

Please read this entire email, as it contains vital information about the program and instructions on how to get your ride, when and where you need it.

### **Important details:**

- All trips must take place Monday through Friday between the hours of 5AM and 11PM.
- The number of rides is capped at two per weekday; one trip from within the city of Summit to the Summit train station, and vice versa for the return trip.
- The Lyft pickup and drop-off location at the train station will be at the intersection of Railroad Avenue and Maple Street; however, to receive the subsidized fare, you must enter "40 Railroad Avenue" in the app as the train station address.
- Summit residents who pre-pay for a monthly parking pass at the train station will be charged a \$0 cost per ride.

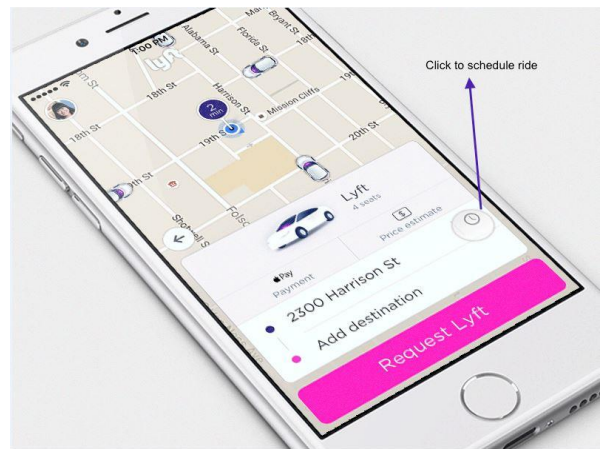
### **How to request your subsidized ride:**

1. Open the Lyft app.
2. Choose a Lyft vehicle; all other choices will be billed to you as the customer. The City of Summit is only responsible for Lyft rides (not Line, Plus, Premier, Lux or Lux SUV).
3. Enter your pickup address and destination (remember: your trip must be between a Summit address and "40 Railroad Avenue" as the train station address), and tap "Set Pickup Location."
4. Continue through the app to request a ride.

**Lyft offers scheduled rides for up to 30 minutes or one week prior to your ride.**

Still have questions? You can email [parking@cityofsummit.org](mailto:parking@cityofsummit.org) for additional information. We look forward to riding with you!

**Lyft Cancellation Policy:** There is a \$5 cancellation fee that will be billed to the customer. In addition, there is a \$10 scheduled ride cancellation fee.



If you need assistance you can contact Parking Services Manager Rita McNany or Lyft [directly](#).

Thank you for participating in this program.

Rita McNany  
Parking Services Manager  
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