

**SFMTA**Municipal
Transportation
Agency

Community Service Program

Please review the Program Terms and Conditions and complete Part One of this form. After you complete your enrollment at SFMTA, please visit the JBR Partners Community Service Program Office at *44 Gough Street (at Stevenson Street), Suite 207. If you fail to arrange your community service with JBR Partners in a timely manner you may not be able to complete the hours required by the due date and your contract will be cancelled and payment will be required. Citations are not eligible for reenrollment and administrative fees will not be refunded.

Directions to JBR Partners Office located at 44 Gough Street, Suite 207 (between Stevenson Street & Colton Street):

- Walking from the SFMTA: Head southwest on Market Street. Turn left on Gough.
- By transit: The office is served by multiple bus routes and is within distance of the Civic Center Muni/BART stations.

***Once you get to the JBR Office please dial 0207 on the intercom or call the office at 415-829-7073.**

Please do not enter the building without calling and being buzzed in. Do not try to forcibly open the front door.

PART ONE – To be completed by the participant.

First and Last Name: _____

Address: _____

City, State, ZIP: _____

Driver License State & Number: _____ Phone: _____

Vehicle License Plate State & Number: _____

PART TWO – To be completed by SFMTA staff.

Citation(s) Enrolled: _____

Total Citation Amount Enrolled: \$ _____ Service Hours Required: _____

Total Enrollment Fee Due: ☐\$78 ☐\$104 ☐\$155 Required Completion Date: _____

Total Weeks: ☐6 ☐10 ☐14

Maximum number of contracts per year is 2, and a maximum amount of fines and penalties enrolled is \$1,000 per year.

The completion date is the date that your community service hours must be completed and all forms returned to the JBR Partners Community Service Program office.

Plan Number: _____ Clerk Initials: _____

PART THREE – Participant certification to be signed in front of SFMTA staff.

I have read and understood the terms and conditions of the Community Service Program on the back of this contract.

Signature: _____ Date: _____



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Community Service Program Terms & Conditions

The SFMTA, through a program administered by JBR Partners (JBR), allows customers to perform community service in lieu of paying parking and transit violations subject to the following requirements:

- Participant must present a valid government issued I.D. and be at least age 18 at the time of enrollment.
- Citations are not eligible for enrollment if the cited vehicle is currently booted, towed, or previously paid with a disputed credit card charge.
- Prior to enrollment, any fees related to past citations must be paid. This includes, but is not limited to, compliance fees, returned/dishonored check fees, boot fees and special collection fees.
- Citations enrolled in this program are not eligible for an Administrative Review or Hearing.
- Only the Registered Owner may enroll in the Community Service Program. Exceptions can be made with written authorization from the Registered Owner along with a photocopy of their government issued I.D.
- This contract must be successfully completed to receive a DMV abstract for vehicle registration renewal and/or an annual Residential Parking Permit. A participant may purchase a short-term parking permit for a period of no more than 8 weeks while completing a community service plan.
- A maximum of 2 contracts and a combined total of \$1,000 of fines/penalties may be enrolled in this program within a calendar year per person and/or vehicle(s). Participants must complete all outstanding contracts prior to enrolling into a second contract.
- Participants are required to complete 50% of their service hours with the San Francisco Department of Public Works. This work may include manual labor in inclement weather. A waiver may be issued for this requirement to any participant with a disability and/or physical limitations.
- If participants are unable to complete their community service hours in the time period required, the balance owed shall be paid directly to the SFMTA by the due date on the contract.
- No contract extensions or revisions will be granted.
- Rental vehicles are not eligible to participate in the SFMTA Community Service Program.
- Citations that have not been closed with payment or community service hours will be assessed late fees and may be reported to the DMV or the Franchise Tax Board tax refund/intercept program.
- Citations paid at the DMV, Franchise Tax Board, or to the SFMTA while also enrolled in the Community Service Program will not be refunded.

Summary of Administrative Fee, Community Service Hours, and Timeline for Completion Based Upon Amount Owed:

AMOUNT OWED (\$)		FEE	HOURS REQUIRED @ \$14/hour		TIMELINE
From	To	(\$)	From	To	(WEEKS)
50	400	78	4	28	6
401	800	104	29	57	10
801	1,000	155	58	71	14

How to Enroll:

1. Sign up for the SFMTA Community Service Program at the SFMTA Customer Service Center at 11 South Van Ness Avenue. NOTE: Enrollment fee is due at time of sign up.
2. Report to the JBR Partners office located at 44 Gough Street, Suite 207, between the hours of 8:30 a.m. and 5:00 p.m.
3. Complete your community service hours and submit the required paperwork to JBR Partners by the completion date.
 - Penalties will be assessed to enrolled citations if timesheets are not submitted to JBR by the completion date.
 - A partial payment for incomplete community service hours can be made at the SFMTA Customer Service Center before the completion date.