

## SAMPLE RIDESHARE POLICIES AND PROCEDURES

Below is a sample document outlining policies and procedures for a CTR program.

We are committed to providing a comprehensive rideshare program for employees in an effort to promote a better quality of life for all of us. The Rideshare Program is strictly voluntary and is available to all full-time and part-time employees.

1. **Carpool Definition:** For the purposes of this program, a carpool is defined as at least two people (over the age of 16) who ride together to and from work. They must commute together more than half the distance to work to qualify.
2. **Vanpool Definition:** A vanpool is defined as 5 to 15 people (over the age of 16) who ride together to and from work. The vanpool may be public or private, but must carry all passengers more than half the distance to work to qualify in this Rideshare Program.
3. **Eligibility:** All full-time and part-time employees that carpool, vanpool, take the bus, walk or bicycle to work at least 60% of their work days per month or 3 days per week are eligible to register for the Rideshare program.
4. **Registration:** All employees who meet the eligibility requirements must fill out a Rideshare Registration form available from the ETC. Each member of a carpool must fill out individual registration forms. The carpool will not be considered registered until a form is received from each member. If a member is not an employee, he/she must fill out a form for our records. Vanpool riders must fill out a registration form listing the name of the primary driver under the section for other members. All transit riders, walkers and bicyclists must also fill out a registration form to receive the incentives of the Rideshare Program.
5. **Parking:** All registered carpools and vanpools will each be given *one* "Reserved Parking" permit. For carpools, the person driving is responsible for displaying the permit at all times. The ETC will issue one permit to each registered carpool and vanpool.
6. **Monitoring:** The ETC will monitor the Reserved Parking area on a continuous basis. Warnings will be issued to those vehicles not displaying the proper permit.
7. **Changes in Status:** If your commute changes, it is your responsibility to advise the ETC as soon as possible. You must notify the ETC of any changes from your original application. It is also your responsibility to notify the ETC as soon as you no longer qualify for the Rideshare Program.
8. **Guaranteed Ride Home:** Each registered participant in the Rideshare Program is automatically eligible for the GRH program. Please see the ETC for more information.

**SAMPLE RIDESHARE REGISTRATION FORM**

Rideshare # \_\_\_\_\_

Name: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Work location/Department: \_\_\_\_\_ Hours: Start \_\_\_\_\_ End \_\_\_\_\_

Date participation begins: \_\_\_\_\_

I use the following mode(s) of transportation at least 60% of my workdays each month, or at least days per week:

Carpool  Vanpool  Transit  Bicycle  Walk  Other \_\_\_\_\_

List the name(s) of other members in your carpool or vanpool (for vanpool, only list the primary driver):

\_\_\_\_\_  
\_\_\_\_\_

*Employees will be required to re-register every 3 months to retain their reserved parking spaces.*

*I hereby certify that I will utilize the above mode of transportation at least 60% of my workdays each month, or at least 3 days per week. Should any changes occur in my participation in this program, I will immediately notify my Employee Transportation Coordinator (ETC). I understand that I am eligible for incentives so long as I meet the program conditions.*

*I have read the policies and procedures for participation in the Rideshare Program and agree to the terms. I understand the Employee Transportation Coordinator may verify this information at any time.*

Registrant Signature \_\_\_\_\_ Date \_\_\_\_\_

Company Use Only  
Renewal of Participation

<u>Date</u>	<u>Comments</u>
_____	_____
_____	_____
_____	_____

ETC Name: \_\_\_\_\_ Extension \_\_\_\_\_