

# Cal Poly Pomona Rideshare Program Policies and Procedures

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## I. Purpose

Cal Poly Pomona offers a Rideshare Program designed to reduce the number of single occupant vehicle (SOV) trips to the campus. A major part of this effort is aimed at faculty and staff and designed to help the campus comply with the Federal Clean Air Act and Southern California Air Quality Management District (AQMD) Rule 2202. The Rule requires employers with 250 or more employees to provide commute options during the peak commute hours of 6-10 AM, which reduces mobile source emissions. A secondary goal of the Rideshare Program is to mitigate parking demand and traffic congestion on the main campus.

## II. General Regulations

### A. Participation

All state, Foundation, and ASI employees are eligible to participate in the Cal Poly Pomona Rideshare program. This is a voluntary program and not a right of employment. Rideshare reserves the right to deny enrollment to anyone who does not meet qualification requirements and/or follow the policies and procedures. Participants must comply with the regulations of the program and must practice good conduct in order to retain participation privileges. Failure to comply may result in program disqualification. Depending on the severity of the abuse, the case may also be referred to the appropriate Dean or Vice President.

### B. Restrictions and Requirements

Members may only receive monthly financial incentives from one commute option. See [Incentive Program III.A.](#)

Members must meet and maintain the qualifications of the program. See [Eligibility V.A.](#)

Tracking forms are required. See [Tracking and Monitoring VII.A.](#)

This policy and procedures document may not contain all Cal Poly Pomona Rideshare program restrictions. There may be other circumstances that arise. Each situation will be evaluated as needed and the appropriate solution will be determined at that time.

### C. Abuse of Incentives

Submitting false information on documents submitted to the Cal Poly Pomona Rideshare Program is misuse of state funds and is illegal. Members who submit false documentation are subject to losing their program participation and/or incentive privileges, disciplinary action or criminal prosecution. Depending on the severity of the abuse, the case may also be referred to the appropriate Dean or Vice President.

### D. Notification of Status Obligation

Employees are responsible for notifying the Rideshare office of changes in

employment status, transportation mode, change of rider, name and address changes, purchase of parking permit, or any update for which they receive incentives.

### **E. Yearly Commute Reduction Plan and Commuter Survey**

The University is required to submit an annual Employee Commute Reduction Plan to the AQMD in compliance with Rule 2202. This plan includes details of the Rideshare program, incentives, and data collected from the Annual Commuter Survey. This survey tracks how employees travel to campus over a five-day period, Monday through Friday. The survey is used to calculate our average vehicle ridership (AVR) by asking employees how they came to work. All state, Foundation, ASI, and student assistant employees are required to complete the survey.

## **III. Incentive Program**

### **A. Commute Options**

Members may only receive financial incentives from **one** commute option. The commute option is chosen at the time of registration. The options are: bike/walk, carpool, vanpool or public transit.

### **B. Carpool, Vanpool, and Bike/Walk Incentives**

These members receive monthly credit to their Bronco Access card on or about the 15<sup>th</sup> of each month.

\$1 a day: Two person carpool, vanpool members

\$2 a day: Three or more person carpool, bicyclists/walkers, and vanpool drivers

\$10 a month bonus: Vanpool members who rideshare 80% or more

### **C. Taxable Income**

Bronco Bucks incentives are taxable income and will be reported to the State Controller's Office on a monthly basis. Tax deductions will be reflected as tax adjustments on paychecks.

### **D. Public Transit Reimbursements**

Members who ride public transit receive a quarterly reimbursement check mailed to their home address. Reimbursements are not considered taxable income.

\$70 maximum to members who ride the bus

\$90 maximum to members who ride the train

### **E. Parking Permit Reimbursement**

Carpoolers, vanpoolers, bicyclists and walkers who purchase a parking permit qualify for a reimbursement of 55¢ a day for each day of ridesharing. Members who rideshare 80% or more during the quarter will receive a maximum reimbursement of \$12 per month, based on the cost of the permit. Parking reimbursement checks are mailed quarterly to the member's home address. Members who do not have parking permits, train/bus riders, do not qualify for parking reimbursement.

Parking and transit reimbursement periods are:

1<sup>st</sup> Quarter – July, August, September – paid October 25

2<sup>nd</sup> Quarter – October, November, December - paid January 25

3<sup>rd</sup> Quarter – January, February, March - paid April 25

4<sup>th</sup> Quarter – April, May, June - paid July 25

#### IV. Commute Definitions

**Carpool** - a vehicle occupied by 2-6 people traveling together between home and work or destination for 51% or more of the total trip distance. *AQMD Rule 2202.*

**Vanpool** - a vehicle occupied by 7-15 people traveling together between home and work or destination 51% or more of the total trip distance. *AQMD Rule 2202.* For vanpool passenger information go to:

[http://www.dsa.csupomona.edu/parking/files/passenger\\_agreement\\_3-2009\\_5303.pdf](http://www.dsa.csupomona.edu/parking/files/passenger_agreement_3-2009_5303.pdf)

For CSU vehicle use policy go to:

[http://www.calstate.edu/HRAdm/Policies/csumv\\_policy\\_guideline.pdf](http://www.calstate.edu/HRAdm/Policies/csumv_policy_guideline.pdf)

**Bike/Walk** - a person who walks or rides a bike the entire distance from home to campus. Riding any type of motorized bicycle or riding the bus then walking to campus does not qualify.

#### V. Eligibility

##### A. Program Eligibility

To join the Cal Poly Pomona Rideshare Program potential members must:

- Share the ride 51% or more of the total trip distance between home and campus.
- Arrive to campus between the hours of 6-10 AM.
- Be a state, Foundation or ASI employee, part time or more, defined as:
  - 12-month permanent or probationary position
  - Temporary lecturer with an appointment of one quarter or more
  - Temporary appointment of 90 days or more
  - Temporary emergency appointment of 90 days or more

Teaching assistants, graduate assistants, student assistants are not eligible. If an appointment cannot be verified, the employee will be asked to provide a copy of their appointment letter or contract.

#### VI. Registration

##### A. Registration

Employees must complete a Cal Poly Rideshare Registration Form. Applicants must

provide home address, work location, employment status and other general information. Incomplete forms may cause delays in program enrollment. The Rideshare office must receive and approve registration forms, and the new member must have an orientation before incentives can be paid.

### **B. Evaluation**

Eligibility is based on the criteria specified in [section V.A.](#) The Rideshare office will review the registration, then approve or deny the applicant. If further information is required, or the applicant does not qualify for program enrollment, the applicant will be notified via the e-mail address they provided.

### **C. Enrollment Confirmation**

After the application has been approved members may start claiming incentives on Daily Record forms. Incentives claimed prior to the designated 'start date' will not be paid.

## **VII. Tracking and Monitoring**

### **A. Daily Rideshare Record**

Members must keep track of how they commute to campus on the Daily Rideshare Record forms. Vanpool members do not need to turn in a Daily Record as the van driver provides a daily rider log for all passengers. Forms may be submitted in person, by fax, e-mail, drop box, or through campus mail. The Rideshare office is not responsible for fax failures or mail delays. Daily Records must be received by the due date on the form. Claims on tracking forms must be true and correct. Incentives will not be paid on late forms, no exceptions. Program disqualification may result if a member reports false information.

### **B. Maintaining Program Eligibility**

Members must submit Daily Records on a consistent basis to be eligible for incentives and benefits. Failure to regularly submit monthly forms may result in program disqualification and loss of program benefits. Allowance is made for employees working one quarter per year, on sabbatical, temporary assignment, medical leave, etc.

### **C. Valid Days to Claim Incentives**

Incentives will only be paid out for scheduled workdays Monday - Friday to employees who arrive on campus to work between 6-10 AM. Members cannot claim incentives on sick days, vacation, holidays, travel days, jury duty, off peak hours, campus closure or any non-commute days.

### **D. Daily Record Courtesy Reminder**

Rideshare will make every effort to send a monthly e-mail reminder to alert members of the Daily Record due date. It is the member's responsibility to send in tracking forms by deadline even if no reminder is sent.

### **E. Monitoring**

Daily Records will be monitored indiscriminately for consistency by the Rideshare office. In-depth audits will be performed at random by the Rideshare office and the AQMD.

## VIII. Parking and Enforcement

### A. Rideshare Parking

Preferred parking spaces are designated for Rideshare members who display a Rideshare parking sticker on their parking permit. The spaces are reserved for members Monday through Friday, 7 AM-1 PM. After 1 PM, any employee with a valid Faculty/Staff parking permit is allowed to park in the Rideshare spaces.

### B. Preferred Parking Rideshare Sticker

Stickers are issued to members upon registration and when annual/quarter parking permits are issued. Carpool stickers expire on the same date as the parking permit. Rideshare will only issue one (1) parking sticker per member. Stickers are not transferable.

Members are responsible for renewing Rideshare parking stickers each time a new parking permit is purchased. Rideshare will notify annual permit holders when annual stickers are available.

Daily records are reviewed to ensure that each member continues to meet program eligibility requirements and is an active member prior to issuing a new sticker. Rideshare reserves the right to recall parking stickers as warranted.

### C. Carpool Parking Probation

Carpool members who have not met program requirements, specifically failure to submit tracking forms, will not be issued a new carpool sticker. Members will be placed on "probation" for three (3) months and must reestablish themselves in the program by submitting tracking forms during their probationary period. Renewal requests will be evaluated once the probationary period is over.

### *Carpool Parking Regulations*

- Rideshare stickers must be displayed properly on the parking permit.
- Members who drop off qualified carpool partners at an off campus location are eligible to park in Rideshare spaces.
- Members may only park in the reserved Rideshare spaces on days they carpool to campus.

### *Enforcement:*

- Parking & Transportation staff will enforce rideshare parking rules to ensure all regulations are being followed.
- Parking tickets may be issued to vehicles without a valid Rideshare sticker that are parked in reserved carpool spaces during the time stickers are required.
- Rideshare is not responsible for any parking tickets issued to members.
- Random audits will be conducted to ensure Rideshare members are parking in the carpool spaces according to policy.

- Members who abuse Rideshare parking privileges are subject to program disqualification. See [General Regulations II.C.](#)

## IX. Transit Program

Bus riders are reimbursed to a maximum of \$70 per month. Train riders are reimbursed up to a maximum of \$90 per month. Reimbursement checks are mailed to members' home address quarterly. See [Financial Incentive Payments III.D.](#)

### *Train and Bus Reimbursement Regulations:*

- Members must submit their expired transit pass or receipt attached to the Daily Record by the due date. Late forms will not be processed for reimbursement, no exceptions. See [Daily Rideshare Record VII.A.](#)
- Members may only receive financial incentives from one commute option. See [Commute Options III.A.](#)
- Monthly passes must be used 50% or more during the month as reported on the Daily Record for a full reimbursement at the discretion of Rideshare.
- Monthly passes used less than 50% will be reimbursed on a per day basis for the number of days on the Daily Record at the discretion of Rideshare.

## X. Supplementary Programs

### **A. Guaranteed Ride Home (GRH)**

Active members may receive a complimentary ride home in the event of a personal emergency or illness during scheduled work hours.

#### *A GRH emergency is defined as:*

- Becoming ill at work.
- An immediate family member becomes ill or is injured and is in need of your assistance. 'Immediate family' is defined as a close relative residing in the household of the employee.
- Unexpected overtime. (If a supervisor asks a member to work overtime without prior notice.) Planned overtime is excluded.
- A carpool driver has to leave unexpectedly during the day, leaving a carpool partner without a ride home.
- Other urgent situations should be discussed with Rideshare before a guaranteed ride is arranged.

#### *Arranging Service:*

- Member must rideshare on the day the GRH service is requested.
- Members notify the Rideshare office as soon as possible.
- Members complete a GRH Voucher.
- Members' supervisor must sign the Voucher giving prior approval that the member is leaving campus due to an emergency situation.

#### *GRH Regulations*

- Members must forward a completed Follow-up Report to Rideshare within seven days of returning to work.

- Maximum usage: three (3) times per fiscal year.
- Using GRH due to a late or missed train is not allowed.
- Members using GRH for situations not defined above will be invoiced the cost of the service.

## **B. \$10 Referral Incentive**

Rideshare members who refer a faculty/staff employee who in turn becomes a new rideshare member will be given \$10 in Bronco Bucks for each qualified referral. A new rideshare member is defined as an eligible faculty/staff employee, never previously enrolled in the Cal Poly Pomona Rideshare program and has begun reporting activity on Daily Records.

### *Eligibility for Referral Program Incentive*

#### ***Referring member***

- The referring member must be actively participating in the Rideshare program by turning in daily rideshare records on a consistent basis.
- The referring member must notify the Rideshare office prior to the time the new member is enrolled for confirmation of eligibility.
- Inactive members are not eligible for this incentive.

#### ***New Member***

- The new member must be eligible to enroll in the Rideshare program as stated in section IV.A.
- New members must qualify according to the AQMD Rule 2202.
- The new member must report rideshare activity the month that they enroll and must have reported at least five (5) rideshare days during the month.

### *Incentives for Active Rideshare Members*

- The \$10 incentive will be applied to the referring member's Bronco Access card within three months of each referral and is taxable income.

### *Disqualification for a New Referral*

Active rideshare members will be disqualified from the receiving the \$10 incentive for the following reasons:

- If the new member does not turn in a daily record for the month in which they enrolled or participation was less than five days that month.
- If the new member's daily rideshare record is turned in after the due date.
- If the new member was previously enrolled in Cal Poly Pomona Rideshare.
- Falsification of the new rideshare member's daily rideshare record.
- A new member may not refer another new rideshare member if they are both enrolling at the same time and are in the same rideshare arrangement. (A new member may refer another new member at any time after they complete and turn in a daily record for one month.)

All referrals are subject to review and may be declined to prevent abuse of the program.

This program is subject to change at any time.