



## Cal Poly Pomona Rideshare Vanpool Program

### Passenger Agreement

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#### Eligibility Requirements

To join the Cal Poly Pomona Rideshare Vanpool program you must be a Cal Poly Pomona state employee over 18 years of age as one of the following:

- 12 month permanent or probationary, part-time or more
- Temporary staff appointment with a 90 day contract or more
- Temporary lecturer with one quarter appointment or more
- Temporary emergency appointment with a 90 day contract or more

All employees must:

- Must report to work between 6-10 AM
- Complete a Vanpool Passenger Agreement and a Rideshare registration form
- Agree to the Cal Poly Pomona Rideshare Policies and Procedures

#### The Vanpool Program

- A vanpool is a vehicle occupied by 7-15 people traveling together between home and work for 51% or more of the total trip distance, arriving between 6-10 AM. (AQMD Rule 2202)
- Participation in the Vanpool Program is voluntary and not a condition of employment. Work hours are not to be used to conduct vanpool business without prior supervisory approval.
- The Vanpool Program may be withdrawn at any time. The program will be evaluated periodically and may be modified or discontinued with appropriate notice to members.
- Vanpools are strictly for travel between the driver's home, designated pick-up points, and Cal Poly Pomona. All vans are state vehicles and are not for private use. No one may use the van for personal use at any time. Personal use violation will result in immediate termination of the vanpool agreement.
- Only Cal Poly Pomona employees registered with the Rideshare office are allowed to ride the van. Van members may not allow family members or any person who is not approved by the Rideshare office to ride in the van.

- All vanpool members must agree to ride the van four to five days per week *except* for authorized time off for vacation, illness, jury duty, leave of absence, medical appointments, or other non-commute days. Any exception to the 4-5 days a week minimum must be approved by the Rideshare office.
- The vanpool members assist the Rideshare office to help maintain more than six full time riders at all times. Less than six passengers may result in the vanpool ending immediately and the participants may be asked to form a carpool.
- Vehicles may be exchanged at any time to meet the program needs.
- Submitting false claims to the Rideshare Program is misuse of state funds and illegal. Riders who submit false claims 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.
- Should the van need to be serviced or repaired for an extended period of time passengers must provide their own transportation until the van is repaired unless Rideshare has a loaner van available.
- Vanpool members are not reimbursed for work time lost due to commute conditions.
- The university is not responsible for collision or damages sustained by passenger's personal vehicles parked in "pick-up area" parking lots.
- No animals are allowed in the van at any time except Seeing Eye dogs.
- Employees misusing state vehicles may be personally liable for damages to persons or property and all legal expenses because the act is outside of the course and scope of their employment during the misuse. Employees who misuse state vehicles are also subject to disciplinary action by the university.
- This agreement will immediately terminate if/when: there is no qualified driver or alternate, the van is not drivable, or the members breach any of their obligations under the terms of the driver or passenger agreements.
- There may be unforeseen circumstances that arise and the Rideshare office will address each circumstance separately.

### **Incentives**

Members receive monthly credit to their Bronco Access card on or about the 15th of each month based on the Rider Log submitted by the driver.

\$1 a day: each day a member rides the van

\$2 a day: each day a driver drives the van

\$10 a month bonus: members who ride 80% or more during the month

If a van is unable to make its daily run, members may carpool that day and still receive \$1 for that day.

If a member doesn't ride the van to work in the morning, but chooses to ride the van home, the incentive for the day will not be paid due to the AQMD Rule 2202.

Members who purchase a parking permit are mailed quarterly reimbursement checks:

55¢ per day for each day of ridesharing

Members who participate 80% or more during the quarter will receive a maximum reimbursement of \$12 per month, based on the cost of the permit

### **Vanpool Billing:**

- Vanpool bills are e-mailed to members and are due on or about the 15<sup>th</sup> of each month. If a member does not have access to e-mail the driver will notify them of the amount due.
- A \$10 late fee will be added to payments made after the due date.
- Billing is calculated on this formula:  
 $(\text{monthly mileage} \times 8\text{¢}) + (\text{monthly fuel}) \div (\text{number of riders}) = \text{payment per rider}$

The monthly mileage is multiplied by 8¢ to calculate the maintenance fee. This fee covers all vehicle repairs and regular maintenance without causing drastic changes to the monthly bills. The maintenance fee is reviewed by the Rideshare office at the beginning of each fiscal year and is subject to change.

- Vanpool agreements may be revoked for non-payment of vanpool charges to Rideshare. This action will jeopardize future participation in the Rideshare Program and incentive privileges.
- Members registered to ride the van during the month pay for the full month regardless of the number of days riding on the van. Bills are never pro-rated.
- Members must give the Rideshare office a two week notice to be removed from the billing.

### **Passenger Responsibilities**

- Be on time at your pick up point. Drivers must adhere to scheduled departure times. Vans wait no more than five (5) minutes beyond the designated departure time for passengers in the morning and evening.
- Keep current on monthly payments. Vanpool agreements may be withdrawn for non-payment of vanpool charges. This action will jeopardize future in with the Rideshare Program and incentive privileges.
- Give the Rideshare office a two week written notice in order relinquish the seat on the van and to be removed from the vanpool billing. This requirement is waived under the following circumstances: Employment is terminated without 14 days notice; the university directs a permanent shift or work location change without 14 day notice.
- Contact the driver if you foresee any problems with your arrival times. Repeated tardiness or "no shows" may result in removal from the van.

- Limit personal calls on cell phones while riding the van. Misuse of cell phones may result in removal from the van if it interferes with vanpool safety by creating distractions or unsafe situations for the driver.
- Understand and respect the responsibility the driver has for all passengers. The driver is responsible for working with the passengers in regard to seat assignment if necessary, radio use, air-conditioning and heat, pick-up locations, or other related issues.
- Be aware of any sensitive issues and discuss with the driver individually if needed. Issues that cannot be resolved in this manner may be referred to the Rideshare office for arbitration.
- Do not smoke, consume alcohol or any illegal controlled substances while driving, riding, or operating the van at any time.
- Obey all California State University policies, including the non-discrimination and sexual harassment policy. Do not verbally, physically, or sexually abuse, harass, or intimidate any passenger.
- Comply with the mandated seat belt laws. Drivers are responsible for enforcing the seatbelt policy.
- Inform the driver of any changes that would affect riding the van.
- Do not add or remove accessories or equipment from the van.
- Notify the Rideshare office of changes in employment status, name and address, department, work schedule or any update for which they receive incentives.
- Attend any mandatory vanpool meetings scheduled by the Rideshare office.
- Read and sign the Cal Poly Pomona Vanpool Passenger Agreement.



**Cal Poly Pomona Rideshare Vanpool Program**

**Passenger Agreement Signature Page**

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\_\_\_\_\_  
Print Name

Van # \_\_\_\_\_ First payment due \_\_\_\_\_

Driver(s) name \_\_\_\_\_

**Driver 1** Work phone \_\_\_\_\_ Home Phone \_\_\_\_\_

**Driver 2** Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

AM Pick up \_\_\_\_\_ PM Pick up \_\_\_\_\_

Notes: \_\_\_\_\_  
\_\_\_\_\_

Two week notice is required to remove your name from the billing.

I have read, understand, and agree to abide by this Vanpool Passenger Agreement. I have received a copy of the Cal Poly Pomona Vanpool Passenger Agreement and understand failure to comply may result in my inability to participate in the vanpool program.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Rideshare Coordinator

\_\_\_\_\_  
Date