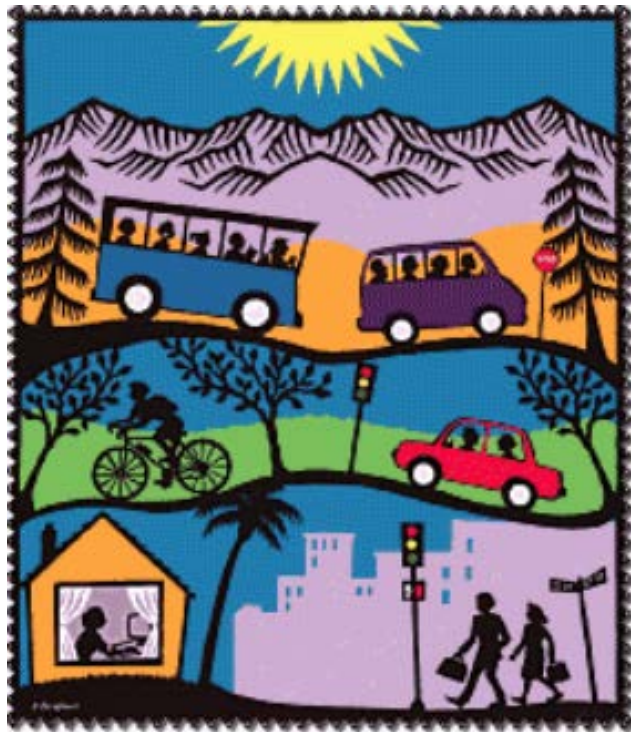




RIDESHARE PROGRAM



GUIDELINES

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Transportation Services Rideshare Program Summary

If saving time and money is important to you, sharing transportation to and from work could be the answer you've been looking for. Transportation Services has developed local programs to help employees find alternative modes of transportation and be rewarded at the same time. Let us help you find a better way.

Alternative modes of transportation include carpooling, vanpooling, electric vehicles, bicycling, walking or taking the train or bus. It's called Ridesharing! Besides the money and time you personally save, you can earn rewards and incentives for ridesharing.

PROGRAM GUIDELINES

Faculty, staff and working students, who arrive to work between 6:00 AM and 10:00 AM, Monday through Friday, are eligible to participate. An alternative mode of transportation must be used (i.e., carpool, vanpool, EVC, mass transit, bicycle, walk or Metrolink).

CSUSB Student Assistants must register quarterly and provide a supervisor signed enrollment form and a copy of their current class and work schedule.

PROGRAM ELIGIBILITY

Employees must be half time or more in an appointment that exceeds six (6) months. **Emergency hires are not eligible to participate.** The minimum days of participation is two (2) days per week for the entire month, utilizing an alternative mode of transportation. Consideration will be given for holidays, campus closures and vacation.

To qualify as a carpooler, the entire carpool group must be faculty, staff, or a working student employed by CSUSB. The group must travel together between their residences and their worksites for the majority of the total trip distance. Dropping children off at day care does not qualify.

PROGRAM REGISTRATION

Eligible participants must complete a Transportation Registration Form and submit to Transportation Services in UH-039. Incentives will be effective on the first of the following month.

- **Student Assistants** must register quarterly and provide Transportation Services with:
 - Completed Student Registration Form
 - Current Work and class schedule
 - Verification form signed by their current supervisor

PROGRAM INCENTIVES

- **Coyote One Credits** – If you carpool, bicycle or walk to work, you may be eligible to receive a \$1.00 incentive per participation day credited to your Coyote One card. Incentives are distributed on a quarterly basis.
- **New Rideshare participants** may also have the opportunity to earn an additional \$2.00/day of Stater Bros. gift cards from the county during their first three months in the program.
- **Carpool Parking Permit** - Carpool parking stickers are issued to staff and faculty carpool groups at no cost. They are available in the Transportation Services office located in UH-039.
- **EVC** – We offer 10 free EVC stations throughout campus.
- **Preferential Parking** - If you bicycle or walk you are entitled to a complimentary parking permit six (6) days per calendar year. If you are a Vanpool participant you are entitled to a complimentary parking permit three (3) days per quarter. Please contact Transportation Services for details.
- **Guaranteed Ride Home** – Faculty and Staff rideshare participants who carpool, vanpool, bike, walk, or take public transportation to work are eligible for an emergency ride home. **(See Guaranteed Ride Home guidelines below)**
- **Carpool Match List** – Assistance finding a rideshare partner available to campus community interested in carpool or vanpooling to campus.
- **Great Work Perks Membership** - You are eligible to receive discounts for more than 2500 merchants.

INCENTIVE GUIDELINES

Incentives are available to eligible state employed Faculty, Staff, and Student employees who are registered in the program. Transportation Services will make random checks of corresponding Monthly Logs to evaluate the accuracy of the days recorded by Rideshare participants. Should any information recorded on the Monthly Log be questionable, Transportation Services may contact the Rideshare participant for further details. A case-by-case review will be conducted by the Transportation Coordinator for any suspicions of misuse.

Incentives are distributed for the previous quarter earned. Transportation Services will notify the Rideshare participants by email when the incentives have been credited to their Coyote One cards.

Transportation Services will periodically evaluate the redemption of the Rideshare financial incentive and determine any necessary changes.

INCENTIVES SCHEDULE

The incentives are calculated at \$1.00 for each day of eligible participation. EVC incentives are the free charging stations. Non-commute days will not be calculated. Non-commute days include campus closure days, scheduled days off, sick days, vacation days, or drive-alone days.

Coyote One card incentives are distributed at the end of each earning quarter:

Incentive Schedule

January

April

July

October

CARPOOL PARKING PERMIT GUIDELINES

Carpool Parking Permit Stickers are issued to state employed staff and faculty carpool members, which allows them to park in designated carpool spaces, but does not exempt them from any other provisions of state law or university parking policy. ***You must park in regular parking spaces when not carpooling.***

State employed student workers must obtain a carpool card from the Information Services kiosk each day they carpool in order to park in the reserved carpool spaces. There will be no exceptions.

Faculty and Staff must complete a Carpool Parking Permit Application in order to obtain a carpool sticker. Forms are available at Transportation Services in UH-039. The carpool sticker must be affixed to a valid CSUSB Parking Permit. Failure to do so may result in the issuance of a parking citation. The Rideshare Program is not responsible for any parking citations received while participating in the program.

BICYCLIST AND WALKERS

Eligible participants must complete a Commuter Registration Form and submit to Transportation Services at UH-039. Participants who bicycle or walk to work at least twice a week are eligible to receive financial incentives. Bicycle racks are located throughout the campus (see campus map).

VANPOOL PROGRAM

Participation in the vanpool program is voluntary. The vans are operated by CSUSB faculty and staff. In order to begin a new vanpool group, there must be a minimum of 5 people from the same area. The hours of the van are determined by general consensus of the vanpool passengers.

CSUSB is not responsible for collision or comprehensive damages by passenger-owned vehicles parked in "pick-up or drop-off area" parking lots.

Incentives:

- Participation in the vanpool program provides the following incentives:

- \$1.00 per participation day credited to your Coyote One card. Incentives are distributed on a quarterly basis.
- New participants the opportunity to earn an additional \$2.00/day of Stater Bros. gift cards from the county during the first three months in the vanpool.
- Complimentary parking three (3) days per quarter. Either one of the Information kiosks will issue you a special permit for those days.
- Guaranteed Ride Home (**See Guaranteed Ride Home guidelines below**)

ELECTRIC VEHICLE CHARGING

EVC - There are three wall mounted Electric Vehicle charging stations in each of the East and West parking structures. There are 4 charging stations in lot C. There is a maximum limit of 4 hours per day.

RIDESHARE MATCH LIST

Transportation Services provides a Rideshare Match List that enables Rideshare participants, as well as those who register for the Match List Database, to acquire a list of contacts for people living in their areas. The match list service is exclusive to the CSUSB campus community only.

The Match List will only display names and contact information. Home addresses will not appear on the match list. ***All personal data is kept confidential.***

GUARANTEED RIDE HOME GUIDELINES (GRH)

Transportation Services offers a Guaranteed Ride Home program to state employed staff and faculty participants who carpool, vanpool, bike, or walk to work. The Guaranteed Ride Home is available to CSUSB employees registered in the Rideshare Program on the days alternate transportation is used. If an employee drives alone and needs emergency transportation, the Guaranteed Ride Home program is NOT an option. Faculty and Staff must contact Transportation Services to arrange a Guaranteed Ride.

Emergency situations are defined as:

- The employee becomes ill or injured while at work.
- A member of the employee's family becomes ill or injured while the employee is at work.
- The employee is required by his/her supervisor to work past regular scheduled shift and did not receive prior notification.

The Guaranteed Ride Home program is designed for emergencies only. The Guaranteed Ride Home is not for personal errands, previously planned appointments, regularly scheduled appointments, business-related travel, or planned overtime.

It is the goal of Transportation Services Guaranteed Ride Home Program to have emergency transportation available to the employee within 30 minutes of the initial contact.

There are three means of transportation provided:

1. Parking Services Staff
2. Transportation Services Staff
3. University owned vehicles

To arrange for an emergency ride home:

To schedule an emergency ride home contact Transportation Services at x77433. Requestor must notify Transportation Services by 4:00 PM on the day of the request. Requestor will need to fill out a Guaranteed Ride Home Request Form provided by Transportation Services.

Transportation Services will then notify the requestor what means of transportation will be provided.

MONTHLY LOGS

Monthly logs must be completed and submitted online no later than midnight on the 5th day of the month, or incentives will be denied.

If you plan to be on vacation or take a leave of absence, please continue to complete your monthly logs. If you do not, we will assume that you have dropped from the program. It may be necessary to re-register and incentives may not be awarded for questionable or missing logs. For example, if you plan to take the month of December off for vacation, turn in your December log and simply put "vacation" for each day. Transportation Services is then aware that your enrollment in the program will continue upon your return. The monthly logs can be accessed from any computer with internet access at <http://csusb.mycarpool.net>.

Guideline Changes

All guidelines are subject to change at the discretion of Transportation Services.

AQMD (AIR QUALITY MANAGEMENT DISTRICT) WEBSITE

<http://www.aqmd.gov>

The South Coast AQMD is the air pollution control agency for Orange County and major portions of Los Angeles, San Bernardino, and Riverside counties in Southern California.

Visit the AQMD website and discover...

- Latest Traffic and Road Conditions
- Trip planning, Transit Routing and Schedules
- Park & Ride and Transit Parking Lots
- California Highway Conditions
- Weather forecast and much more