



## County of Orange Commuter Assistance Program All-In-One Application



Today's Date:					
First Name:		Initial:		Last Name:	
Home Address:	City:		Zip Code:		
Work Address:	City:		Zip Code:		
Agency/Dept:	Bldg #:		Work Hours:		
Work Phone:	Email:				

The rideshare incentives and services listed below are for County of Orange employees only. All those registering will automatically receive a **Guaranteed Ride Home** Authorization form and instructions. All employees that live in Riverside or San Bernardino Counties will automatically receive applications for incentives (**Advantage/Option Rideshare and/or RidesharePlus**) funded by those counties. The Commuter Assistance Program Guidelines are printed on the reverse side of this form. For questions, 714/647-1931 or [rideshare@ocgov.com](mailto:rideshare@ocgov.com)

**Carpool/Vanpool Classifieds Registration Section - for those that want help finding a ride match**

Yes, list my home city, work hours, work phone number and/or e-mail address in the Carpool/Vanpool Classifieds section of the Commuter Assistance Program web site so other County employees can contact me about carpooling or vanpooling. Also send me a list of other employees with a similar commute. For a larger list of matches include these neighboring cities close to my home city \_\_\_\_\_, \_\_\_\_\_. Work Start Time: \_\_\_\_\_ Work End Time: \_\_\_\_\_

**"Try The Train On Us" Application Section - for those that want to try riding Metrolink to work**

Please send me a complimentary 4-trip (2-day) ticket and the Metrolink Ride Guide. I certify that I have not taken the train to work within the past 90 days. The Metrolink station nearest my home is \_\_\_\_\_ and the station nearest my work is \_\_\_\_\_. See [www.metrolinktrains.com](http://www.metrolinktrains.com).

**"Try The Bus On Us" Application Section - for those that want to try riding the OCTA bus to work**

Please send me a complimentary 1-day bus pass. I certify that I have not taken the bus to work within the past 90 days. The nearest cross streets to my home are \_\_\_\_\_ and \_\_\_\_\_. Nearest cross streets to my worksite are \_\_\_\_\_ and \_\_\_\_\_. See [www.octa.net](http://www.octa.net).

**Commuter Club \* Registration Section - for those that already rideshare**

Yes, I have been ridesharing at least 5 days a month for three months or longer. I would like the benefits of the Commuter Club including the one-time sign up bonus, the annual thank you gift by renewing through the annual transportation survey, participation in the on-going quarterly drawings, and the merchant discounts while I continue to rideshare. The rideshare mode that I typically use is:  
 Carpool  Bus  Train  Vanpool  Bike  Walk  Other \_\_\_\_\_

**Commuter Choice \* Registration Section - for those that already ride the bus, train or vanpool**

Yes, I would like to purchase bus, train or vanpool "tickets" through the payroll deduction process. Please send me the Voluntary Payroll Deduction Authorization form and guidelines required to purchase tickets with pre-tax dollars for a reduction in taxable income of up to \$230 per month. I may also qualify to receive the one-time start up subsidy and get the first month free \*.

**Authorization Section**

*By submitting this form, I acknowledge that I have read the Commuter Assistance Program Guidelines and I understand that above information may be used by the OCHRD/Commuter Assistance Program office to organize carpools, vanpools or distribute requested information. I understand the home address information will only be used to send me information or subsidies that I have requested. I understand that certain incentives will be reported as income. I agree to complete the annual transportation survey distributed to all employees each September.*

\* Certain incentives will be reported as income.

**FAX to 714-653-1148 or scan and e-mail to [rideshare@ocgov.com](mailto:rideshare@ocgov.com)  
or Pony Mail to Rideshare, Bldg 10, 1<sup>st</sup> Floor**

## Commuter Assistance Program Guidelines

These incentives and services managed by the Orange County Human Resources Department are for all County of Orange employees. If you have agreed to be matched with potential rideshare partners, you are agreeing that your work contact information will be shared with other potential rideshare partners. It will be your responsibility to contact individuals you are matched with should you desire to participate in a carpool or vanpool arrangement. Participation is voluntary. Ridesharers are completely responsible for the operation of their carpools or vanpools. The County of Orange has no responsibility or liability for any claims, expenses or damages resulting from any individual's participation in a rideshare mode. For questions, call 714/647-1931 or [rideshare@ocgov.com](mailto:rideshare@ocgov.com).

Incentive / Service	Eligibility	Details
<b>Carpool / Vanpool Classifieds</b>	Any employee interested in finding a carpool or vanpool match. Employees can also register with <a href="http://www.ridematch.info">www.ridematch.info</a> or call 1-800-COMMUTE.	Employee contact information is added to the carpool/vanpool interest database posted on-line and shared with other employees with similar interests. Employees are encouraged to contact others on the list with similar commutes. Employees may be contacted directly by other County employees. Participants receive the Carpool discussion checklist and related startup incentive applications that may apply.
<b>Try the Train on Us</b> Free 4-trip (2-day) Ticket	Any employee who has not ridden Metrolink to work during the past 90 days. A viable Metrolink route must service the commute route.	Employee will receive a complimentary 4-trip (2-day) ticket provided by Metrolink and supporting material. Ticket is valid on any Metrolink line and is valid for 60 days. If not able to use, the ticket should be returned so that it can be re-circulated before it is invalid. Employee may receive follow up information directly from Metrolink.
<b>Try the Bus on Us</b> Free 1-day pass	All employees who have not ridden OCTA Bus to work during the past 90 days. A viable local bus route must service the commute.	Employee will receive a complimentary 1-day OCTA pass and supporting material. If not able to use, the pass should be returned so that it can be re-circulated. Employee may receive follow up information directly from OCTA.
<b>Commuter Club*</b> \$10 to \$15 Gift Card, Merchant Discounts, Quarterly Drawings	Any employee who rideshares at least 5 work days per month for 3 months or longer. Those that continue to rideshare 5 work days a month can use the Commuter Club Card for discounts and may qualify for the annual thank you gift and quarterly drawings.	New members will receive a \$15 Starbucks Card. All members will automatically be entered into ongoing quarterly drawings for one of eight \$25 gift cards. Participation is renewable each year through the annual transportation survey process. Renewing members receive a \$10 Starbucks Card. All members receive a Commuter Club Card good for discounts from participating merchants for as long as they continue to rideshare. All receive a Guaranteed Ride Home Authorization form.
<b>Commuter Choice</b> Purchase tickets pretax and get one month free*	All employees who purchase OCTA Bus, Metrolink or vanpool tickets on a monthly basis through the payroll deduction process. One-time only first-month free applies if no other County of Orange startup subsidy previously received.	This program offers you pretax savings up to \$230 per month on approved commuting options. Commuter Choice Program Guidelines are provided on the Voluntary Payroll Deduction Authorization form which must be submitted by the 1 <sup>st</sup> of the month to receive tickets for the following month.
<b>Guaranteed Ride Home</b> Free ride home by taxi or rental car	This is funded by OCTA and certain guidelines will apply. All employees who have used a rideshare mode on the day that the valid emergency situation arises. Limited to 4 GRH trips per 12 months. Form must be signed by supervisors.	Valid emergencies are unplanned situations such as family emergencies, illness, or unscheduled overtime. Planned or scheduled trips such as a doctor's appointment or overtime that was known prior to coming to work are not valid emergencies. The Guaranteed Ride Home Authorization form is required (available on-line or see your HR Manager). All Commuter Club Members receive an authorization form.
<b>Advantage/ Option Rideshare</b> \$2 Per Day for First Three months	This is funded by RCTC and SANBAG and certain guidelines apply. New ridesharers living in western Riverside County or San Bernardino County. Participant can not have participated in a rideshare arrangement within the past 90 days.	Receive \$2 per day for each day you rideshare to work for 3 months. Incentives are paid in the form of gift cards. The incentive begins once an employee uses one or more alternative transportation modes to work at least 5 days per month for 3 consecutive months. Gift cards are provided after completing 3 months of ridesharing. This is a one-time only startup incentive.
<b>RidesharePlus</b> Merchant Discount Card	This is funded by RCTC and SANBAG and certain guidelines apply. Existing ridesharers living in western Riverside or San Bernardino Counties who rideshare at least one day a week for three months.	Participants receive a Merchant Discount card that allows them to receive discounts at almost 500 businesses including national restaurant chains, bowling, skating, baseball, movies and more. One time registration and yearly renewal application required.
<b>Vanpool Incentive</b> \$400 Per month / Van	This is funded by OCTA and certain guidelines apply. Vanpool must be leased by an employee through VPSI or Enterprise Vanpool.	New vanpool groups can get a reduction in the monthly lease amount up to \$400 per month. Coordinated through VPSI and Enterprise Vanpool.
<b>3+ Carpools Ride Free</b> on the 91 Fwy Express Lanes	You must order a "transponder" and ride in the designated lane on the 91 Fwy Express Lane. Must register and set up account as 3+ carpool.	3+ Carpools ride free (except when traveling eastbound Monday through Friday 4-6 p.m. when tolls apply at a 50% discount).

\* Certain incentives will be reported as income.