



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

Today's Date:					
First Name:		Initial:		Last Name:	
Your City of Residence:			Your City of Residence Zip Code:		
Work Address:		City:		Work Zip:	
Agency/Dept:		Bldg #:		Start Time:	
Work Phone:		Email:			

The rideshare incentives and services listed below are for County of Orange and Superior Court employees. All those registering will automatically receive a Guaranteed Ride Home form and instructions. Employees that live in Riverside or San Bernardino Counties may be eligible for incentives funded by those counties. The Commuter Assistance Program Guidelines are on page two of this form. For questions, call (714) 647-1931 or rideshare@ocgov.com. Certain incentives will be reported as income. The startup incentives are one-time only and apply if no other startup subsidy was previously received for that mode. Allow two weeks for processing.

"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 monthly payroll deduction process. Please send me the Voluntary Payroll Deduction Authorization form and guidelines. These forms are also available on-line.

"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 EV Other: _____

"Carpool/Vanpool Classifieds" registration section for those that want help finding a ride match

Yes, please list my work address, work city, work hours, work phone number, home city and first name on the Car/Vanpool Classifieds list available on the HR Portal so other County employees can contact me about carpooling or vanpooling.

"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 have not received this incentive in the past. The Metrolink station nearest my home is _____ and the station nearest my work is _____. See 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 have not received this incentive in the past. The nearest cross streets to my home are _____ and _____. The nearest cross streets to my worksite are _____ and _____. See www.octa.net.

"Start-A-Vanpool" application section for those that lease a vanpool vehicle for an OC vanpool group

I certify that I have leased a vanpool vehicle to share the commute with three or more County of Orange employees and will complete a vanpool information form with passenger information.
 Start Date of Lease: _____ Vanpool Service Provider: _____. Vanpool Number: _____.

"Get A Charge On Us" application section for those that lease or purchase a battery electric vehicle (EV) to commute

I certify that I have leased or purchased an electric vehicle (EV) to commute to work. Type: _____
 Date of Lease: _____ or Date Purchased: _____. Attach a copy of lease or proof of purchase.

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 that certain incentives will be reported as income. I agree to complete the annual transportation survey distributed to all employees each September.

**Pony Mail to Rideshare, Bldg 10, 1st Floor
(Allow two weeks for processing)**

Commuter Assistance Program Guidelines

These incentives and services managed by the Orange County Human Resources Department are for all County of Orange and Superior Court 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. Certain incentives will be reported as income. The startup incentives are one-time only and apply if no other startup subsidy previously received for that mode.

Incentive / Service	Eligibility	Details
Commuter Choice Income Tax Savings and first 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	This program allows the use of pretax dollars (up to the amount established by the IRS) per month on approved commuting options (reducing your taxable income). Commuter Choice Program Guidelines are provided on the Voluntary Payroll Deduction Authorization form which must be submitted by the 1 st of the month to receive tickets for the following month.
Commuter Club \$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. Complete the All-in-One form.	New members receive a \$15 Starbucks Card. All members are entered into ongoing quarterly drawings for \$25 gift cards. Participation is renewable each year through the annual transportation survey process. Renewing members receive a \$10 gift card. All members receive a Commuter Club Card good for discounts from participating merchants for as long as they continue to rideshare.
Carpool / Vanpool Classifieds Free Match List	Any employee interested in finding a carpool or vanpool match with fellow OC or SC employees. Employees can also register with www.ridematch.info or dial 511 and say, "Orange County Rideshare". Complete the All-in-One form.	Employee contact information is added to the carpool/vanpool interest list posted on the HR Portal 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.
Try the Train On Us Free 4-trip Ticket	Only employees who have not ridden Metrolink to work during the last 90 days. A viable Metrolink route must service the commute route. Complete the All-in-One form.	Employee will receive a complimentary 4-trip ticket and supporting material. Ticket is valid on any Metrolink line and is valid for 45 days. Employee may receive follow up information directly from Metrolink. This is a one-time incentive. Go to www.metrolinktrains.com for schedules.
Try the Bus On Us Free 1-day pass	Only employees who have not ridden OCTA Bus to work during the past 90 days. A viable local bus route must service the commute. Complete the All-in-One form.	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. This is a one-time incentive. Go to www.octa.net for schedules.
Start-A-Vanpool \$300 + \$300	Any employee that leases a vanpool vehicle for sharing the commute ride with at least three other County of Orange employees. Complete the All-in-One form.	The employee leasing the van receives a \$300 gift card three months after lease is signed and another \$300 gift card at six months. Vanpool must be in use during each consecutive three month period. Vanpool roster information required.
Get A Charge On Us \$100	Any employee that leases or purchases an electric vehicle (EV) to commute to work. Complete the All-in-One form.	The employee who has leased or purchased an electric vehicle (EV) will receive \$100 by submitting a copy of the lease or proof of purchase. The EV must run on electricity stored in batteries and have an electric motor.
Guaranteed Ride Home Free taxi ride home	Employees who have used a ride share mode on the day that the valid emergency situation arises. Limited to two 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 are not valid emergencies. The Guaranteed Ride Home form is required (available on-line or see your HR Manager).
\$2/Day Rideshare Incentive Gift Cards	New ridesharers living in western Riverside County or San Bernardino County. Participant can not have participated in a ride share mode within the past 90 days.	Receive \$2 /day that you rideshare to work. Incentives are paid in the form of gift cards. The incentive begins once an employee uses a rideshare mode to commute to work at least five days per month for three consecutive months. Apply on-line at www.ierideshare.com using the code of OC333.
RidesharePlus Rewards Merchant Discounts	Existing ridesharers living in western Riverside or San Bernardino Counties who rideshare at least one day a week for three months.	Participants receive a special version of the Entertainment Book which contains premium discounts coupons to use at dining, entertainment, and other service venues. Apply on-line at www.ierideshare.com using the code of OC333.
Vanpool Incentive \$400 Per month / Van	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. Forms and guidelines provided by VPSI and Enterprise Vanpool. Go to www.octa.net for more information.
3+ Carpools and EVs Ride Free on 91 Express Lanes	You must order a "transponder" and ride in the designated lane on the 91 Freeway Express Lane. Must register and set up account as 3+ carpool.	3+ Carpools and electric vehicles ride free (except when traveling eastbound Monday through Friday 4-6 p.m. when tolls apply at a 50% discount). Must set up the transponder account accordingly at www.91expresslanes.com