



County of Orange Commuter Club "Refer-A-Friend" Campaign



Dear Commuter Club Member

Do you know a co-worker who might consider ridesharing? Do they need a gentle push to join a carpool, vanpool, take the bus or train, walk or ride their bike to work? Tell them about the benefits of ridesharing and the Commuter Club. You might even ask them to rideshare with you! Not only will you help them with their commute but you'll also be eligible to win a \$25 certificate redeemable through GiftCertificates.com where you can select gift cards from a variety of retail stores, restaurants and much more. List your name and phone number under the "referred by" section below, make copies of this form and then distribute to co-workers. When they submit this form to us, we'll enter you into the upcoming bi-annual drawing. This is an ongoing effort so please refer co-workers often.

Thank you,

Rideshare Program Staff

Dear "Refer-A-Friend" Candidate:

All eligible rideshare participants can join the County's *Commuter Club* program managed by CEO/Human Resources. The program is designed to recognize and thank County of Orange employees that rideshare to work at least five times per month.

To sign up for the *Commuter Club*, you must verify by signature that you have been in a rideshare arrangement for at least 5 days a month for three months. Then, as a sign-up bonus, you will receive a \$15 Starbucks Card and the following discounts/benefits for as long as you continue to rideshare at least 5 days per month during the current year:

- A *Commuter Club* card that allows you to receive discounts from local merchants, restaurants and venues.
- A chance to win one of eight \$25 gift certificates awarded each quarter and redeemable through GiftCertificates.com.
- You can also participate in the "Refer A Friend" Campaign for another chance to win \$25 each quarter.
- A *Guaranteed Ride Home* Authorization Form to use for transportation in case an emergency arises on a day that you rideshare
- E-mail alerts regarding rideshare program enhancements and transportation-related information
- A \$10 Starbucks Card as an annual thank you gift for renewing your commitment to rideshare each subsequent year

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

Referred By:		Work Phone:	
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I declare that the foregoing information is true and correct. I signify that I have been in a rideshare arrangement now for at least 5 days a month for three months. I also commit to rideshare once a week or five times a month while receiving the benefits of the Commuter Club. I also agree to complete the All Employee Annual Transportation Survey that is distributed to all employees each September.

Signature _____ Date _____

Pony Mail to Rideshare Office, Bldg. 10 or Fax to (714) 653-1148

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.

Incentive / Service	Eligibility	Details
Carpool / Vanpool Classifieds	Any employee interested in finding a carpool or vanpool match. Employees can also register with www.ridematch.info 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.
Try the Train on Us 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.
Try the Bus on Us 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.
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. 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.
Commuter Choice 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 st of the month to receive tickets for the following month.
Guaranteed Ride Home 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.
Advantage/Option Rideshare \$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.
RidesharePlus 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.
Vanpool Incentive \$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.
3+ Carpools Ride Free 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.