



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:		Zip Code:	
Agency/Dept:		Bldg #:		Work Hours:	
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** 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, call 714/647-1931 or rideshare@ocgov.com. Certain incentives will be reported as income. Allow two weeks for processing.

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 on the Carpool/Vanpool Classifieds list available on the HR Portal so other County employees can contact me about carpooling or vanpooling.

My Work Start Time: _____ My 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 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 3 or more County of Orange employees. Start Date of Lease: _____ Vanpool Service Provider: _____. Vanpool Number: _____. Attach copy of vanpool roster.

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.

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.

Incentive / Service	Eligibility	Details
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".	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. 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. 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. This is a one-time incentive.
Try the Bus on Us Free 1-day pass	All employees who have not ridden OCTA Bus to work. 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. This is a one-time incentive.
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 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.
Start-A-Vanpool \$300 + \$300	Any employee that leases a vanpool vehicle from a vanpool service provider for sharing the commute ride with at least 3 other County of Orange employees.	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.
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 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 special version of the Entertainment Book which contains over \$1,000 in premium discounts coupons to use at dining, entertainment, and other service venues. Rideshare Plus members can also register on-line to gain access to the Savers Guide -- an interactive, online program for over 135,000 discount opportunities nation-wide.
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).