COUNTY OF LOS ANGELES

EMPLOYEE COMMUTE REDUCTION PROGRAM
(Rideshare Program)

Employee Transportation Coordinator's Manual

March 2014

Rideshare L.A. County

www.rideshare.lacounty.gov

COUNTY OF LOS ANGELES CALIFORNIA

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Los Angeles County Rideshare Program Manual

SECTION 1: PROGRAM OVERVIEW

Program Mission Statement

Consistent with the Federal Clean Air Act, the mission of the County's Employee Commute Reduction Program (ECRP), also known as Rideshare, is to promote County employee participation in trip reduction and rideshare programs. The ECRP Program is intended to reduce traffic congestion and air emissions from vehicles used for commuting between home and the worksite and to increase the Average Vehicle Ridership (AVR) at County worksites regulated by the South Coast Air Quality Management District (SCAQMD). The goal is to educate and encourage employees to participate in alternative commute modes in order to reduce the number of "drive alone" trips to the worksite. This is accomplished through marketing, educating and providing incentives to employees to increase interest in using alternative modes of transportation when commuting to and from work. Employee Transportation Coordinators (ETCs) are essential to program success. ETCs market Rideshare options to employees by promoting the benefits of Ridesharing, such as saving money, time and protecting the environment.

Program Vision Statement

By 2017, Los Angeles County Rideshare Program will be the nationwide model in which other organizations will base their Rideshare programs and adopt the County's method in surveying the employees, developing new strategies to further increase alternative modes of commuting to work and increasing AVRs at regulated sites.

Program Goals and Benefits

The goals of the County's Rideshare Program are to:

1. Reduce traffic congestion and mobile emissions
2. Achieve the AVR target at all County regulated sites
3. Comply with County Ordinance Chapter 5.90 Vehicle Trip Reduction Requirements
4. Adhere to the SCAQMD Rule 2202 Guidelines (See Section 2)

By promoting and marketing the various Rideshare services, County management and the communities benefit from increased employee productivity, better air quality and improved AVRs. Employees can personally benefit by saving time and money, and reducing commuting stress from traffic. The community benefits from the County's efforts by reducing mobile emissions from the reduction of cars on the road in Los Angeles County. By implementing the ECRP at County regulated sites, we contribute to the overall quality of clean air.

Role of Chief Executive Office (CEO) and Countywide Employee Transportation Coordinator (CETC)

- Management of the County ECRP Program
- Implement countywide air quality rideshare policies and goals
- Liaison between County and SCAQMD
- Monitor the implementation of Rule 2202 ECRP Plans
- Ensure regulated sites comply with Rule 2202
- Implement and direct countywide AVR surveys
- Conduct annual ETC training workshops
- Support the marketing efforts of ETCs at regulated sites
- Track County AVR results
- Facilitate networking among ETCs
- Conduct internal inspections of regulated sites to ensure they comply with ECRP Plan and SCAQMD's Rule 2202

Role of County Departments

- Maintain compliance with Rule 2202
- Ensure the best qualified employees become ETCs
- Encourage employees to Rideshare
- Implement ECRP Plans at regulated sites
- Ensure accurate employee counts for the AVR survey
- Ensure AVR surveys are done in accordance with Rule 2202 guidelines
- Provide administrative support to ETCs

Role of Employee Transportation Coordinator (ETC)

- Maintain compliance with Rule 2202
- Promote, educate and motivate employees to Rideshare
- Prepare and implement Rule 2202 ECRP Plan (Regulated Sites only)
- Promote rideshare strategies to work site employees
- Conduct the site survey process
- Ensure accurate employee counts prior to the AVR survey
- Achieve AVR target
- Continue educating staff on the benefits of ridesharing
- Implement and document all ECRP strategies
- Maintain ECRP Binders for three years
- Attend all ETC trainings conducted by the CEO
- Maintain Master Rideshare Calendar
- Keep CEO informed of any compliance issues or changes of ETCs

SECTION 2: PROGRAM AUTHORITY

County Code Chapter 5.90 Vehicle Trip Reduction--Ridesharing

County Code Chapter 5.90 requires department heads which supervise County employees at any County worksite of one hundred or more employees to promote County employee participation in trip reduction and ridesharing programs. The goal of this ordinance is to reduce traffic congestion and air emissions from vehicles used for commuting to and from the worksite.

Definitions and more details are provided in the County Personnel Administration Handbook – Title V – Personnel, Chapter 5.90. (See Attachment I)

Each site administrator must review annually the ECRP Plan which must consist of AVR data and ECRP Program incentives. The CEO may periodically perform ECRP Plan implementation audits to ensure compliance with the SCAQMD Rule 2202.

South Coast Air Quality Management District Rule 2202

SCAQMD Rule 2202 provides employers with a menu of options designed to meet ambient air quality standards mandated by the Federal Clean Air Act. As an emission control strategy, it is intended to reduce vehicle miles traveled and increase the average vehicle ridership (AVR) of work related trips.

Guidelines for the ECRP and Rule 2202 are consistent with the California Health and Safety Code Section 40717 which establishes compliance requirements for California transportation performance standards.

Rule 2202 establishes annual air quality plan standards for employers which target the reduction of emissions related to employee home to work commutes and promote rideshare strategies which meet AVR goals for regulated worksites with over 250 employees.

Rule 2202 guidelines are provided by the SCAQMD, in addition to training and consulting services. Rule 2202 is a legal mandate and all worksites in the County with 250 or more employees are required to comply with all provisions of the regulation.

SECTION 3: PROGRAM STRATEGIES

Rideshare Strategies

The County's Rideshare Program consists of three main categories of strategies that help reduce employee vehicle trips from home to work:

- Marketing Strategies
- Basic and Support Strategies
- Direct Strategies

At a minimum, five strategies per category must be implemented in order to receive ECRP Plan approval from the SCAQMD. This is also known as "5, 5 and 5". Regulated sites with low or declining AVR's may be required to implement more than five strategies in each category.

Marketing Strategies

These strategies are intended to market the Rideshare Program to employees:

- Attendance at a Marketing Class, at least Annually
- Direct Communication by CEO, at least Annually
- Employer Newsletter, Flyer/Announcements/Memo/Letter to Employees distributed at least Quarterly
- Employer Rideshare Events, at least Annually
- New Hire Orientation, as needed
- Rideshare Bulletin Boards/Commuter Information Kiosks/Display Racks
- Rideshare Meetings/ Focus Group(s), at least Semi-Annually
- Rideshare Website with notices to employees at least Quarterly
- Other Marketing Strategies

The strategies above prepare the ETC to educate employees about the Rideshare Program at their worksite. Additional strategies can also be developed that may be specific to the worksite. For example, an ETC can decide to post Rideshare materials at the worksite cafeteria twice a month to raise employee's awareness of Rideshare options. More in depth explanation of the marketing strategies can be found in the Employee Commute Reduction Program Guidelines (Attachment XI)

Marketing Class

A marketing class can be taken in order to satisfy the "Marketing – Attendance at a Marketing Class" strategy. It is the only ECRP strategy that must be completed before approval of the submitted plan is given for the following year.

Basic and Support Strategies

These strategies are marketed and implemented by the ETC at the worksite. The ETC can use these strategies to incentivize the employee's transition from solo driver to Ridesharer. It is important for the ETC to document all Rideshare services provided to employees at the worksite. The Basic and Support Strategies include:

- Commuter Choice Program
- Preferential Parking for Ridesharers
- Flex Time Schedules
- Rideshare Matching Services
- Guaranteed Return Trip
- Transit Information Center
- Personalized Commute Assistance
- Other Basic strategies. This strategy may include amenities like ATMs on site or a daycare center for employees.

Direct Strategies

The Direct Strategies are the incentives given to employees to Rideshare. It is important for the ETC to document all Rideshare services provided to employees at the worksite. These Direct Strategies include:

- Auto Services
- Parking Cash Out/Parking Management Strategies (Voluntary)
- Bicycle Program
- Points Program
- Compressed Work Week
- Prize Drawings
- Direct Financial Awards
- Start-up Incentives
- Discounted or Free Meals
- Telecommuting
- Employee Clean Vehicle Purchases
- Time Off with Pay
- Gift Certificates
- Transit Subsidy
- Off Peak Rideshare Program
- Vanpool Program
- Parking Charge/Subsidy
- Other Direct Strategies. This may include a Pizza Party or other incentives not describe in any of the other direct strategies.

Each of the aforementioned Direct Strategies can be implemented by the worksite ETC. However, the worksite or department is responsible for funding any events or incentives

identified in the plan. The key to success is to select and implement Direct Strategies that are attainable and can be implemented.

Some of the Direct Strategies are defined below for ease of implementation. All other Direct Strategies can be found in the Rule 2202 – On-road Motor Vehicle Mitigation Options Employee Commute Reduction Program Guidelines (Attachment XI). The Carpool Direct Strategy was removed with the release of the 2013 ECRP plan template.

- **Vanpooling** - A vehicle occupied by seven to 12 people traveling together between their residences and their worksites or destinations for the majority (over 50 percent) of the total trip.

Definition of Carpoolers/Vanpoolers

Employees (can be with various employers), as well as non-employed passengers (i.e., students, children, etc.), are included within this definition as long as they are in the vehicle for the majority (over 50 percent) of the total trip distance. The Vanpool definition is as stated in the previous section above.

- **Carpooling** – A vehicle occupied by two to six people traveling together between their residences and worksites or destinations for the majority (over 50 percent) of the total trip distance.

Example: An employee travels 60 miles to worksite but at 35 miles the employee drops their child off at day care. Since 35 miles is over 50 percent of the total trip distance, this is a carpool.

Public Transit

This includes Metro Rail, Metrolink and buses as an alternative to driving alone to work by car.

Rideshare Partnerships

- **Regional Rideshare Cluster Groups –** A "Cluster" is a regional group of County departmental facilities within a five mile distance who can collaborate on rideshare strategies. Cluster groups can increase the availability of carpool and vanpool opportunities for employees. Worksite ETCs are encouraged to combine rideshare efforts with other County worksite ETCs.

- **City/County Partnerships –** ETCs should explore possible rideshare partnerships with City agencies targeting County employees living or working within City boundaries. Vanpool and carpool opportunities can be greatly increased by widening the Ridematch search.

- **Public/Private Partnerships –** Along with government partners, ETCs can seek out possible large private companies in the area that also might be interested in combining efforts.

Guaranteed Ride Home

In an effort to encourage more Ridesharers and ease concerns of being stranded due to work duties or other emergencies, the County has implemented a Guaranteed Ride Home Program. For emergencies only, the Guaranteed Ride Home Program ensures that Ridesharers have a guaranteed trip home from work. Pay special attention to the documentation requirements below and in the policy.

ETCs should market the Guaranteed Ride Home Program to employees at the worksite so they are aware of the available options to get home from work in case of an emergency. See Section 5 Employee Rideshare Services and Attachment VI Guaranteed Ride Home Policy.

Documentation requirements:

1. Document that you have eliminated all other commute modes before issuing a voucher for a taxi or authorizing a short term rental or County vehicle
2. Employee must first fill out and sign the Waiver of Liability and return it to the ETC before a voucher is issued (please write down the voucher number)
3. The voucher must be filled out with the following:
    a. Employee's name (passenger name)
    b. Date of issuance to the Employee (date of Guaranteed Ride Home)
    c. Authorization signature (signature of ETC or Employee supervisor)
4. The Activity report must be completed with the voucher number
5. Confirmation report is due to ETC immediately upon the return of the employee to the worksite. If the employee will be on a leave of absence, please document as such.
6. Send the Activity report, Confirmation report, waiver of liability and e-mails or other documentation to the CETC.

Telework

Telework, defined as working at a location other than the conventional office, is an integral part of the County's overall compliance with SCAQMD Rule 2202. Telework is a management option which is voluntary for both the supervisor and the employee. Telework employees must comply with all County Telework Policies, Standards and Procedures related to a safe and secure work environment and accessibility during "core" working hours.

Employee salaries and benefits will not be changed as a result of participation in the County Telework Program.

Employees must sign a Telework Agreement stating the employer and employee responsibilities. Because Telework is voluntary for both the supervisor and employee, the Telework Agreement can be cancelled at any time by the Teleworker or the employee's supervisor (Telemanager).

The provision of Telework equipment, such as a computer, calling card, cell phone, or pager is available only if approved by the department in advance of the Telework assignment.

ETC's at regulated sites are required to keep records on Teleworkers at the worksite, including the number of Teleworkers, how often they Telework per week, training status of Teleworkers and Telemanagers, and the type of assignments completed by Teleworkers.

Telework Training

A certified trainer hired by the Chief Executive Office conducts all Telework Trainings for new and existing Teleworkers and Telemanagers. All County teleworkers must be certified at a Telework Training prior to program participation. After receiving initial certification, Teleworkers and Telemanagers are required to complete a refresher training course every two years. Telework training is available and can be scheduled through the CEO Office of Workplace Programs. For training materials and more information on the Telework program please go to www.rideshare.lacounty.gov/telework.

Telework Policy

The Telework Policy, updated in 2012, can be accessed at:
http://countypolicy.co.la.ca.us/BOSPolicyFrame.htm**.**

L.A. County Vehicle Purchasing Services Program

On February 12, 2008 the Board of Supervisors established a Vehicle Purchasing Services Program (VPSP) for alternative fuel vehicles. The Program provides an incentive for County employees, retirees, family members, and contractors/sub-contractors to purchase "green" vehicles to help lessen the environmental impact when commuting to and from work.

About the Program

This Program:

- Establishes pre-negotiated pricing agreements with dealerships within the County of Los Angeles
- Offers discounted pricing for the purchase or lease of alternative fuel vehicles available to all County employees, retirees, family members, and contractors/sub-contractors
- Offers binding arbitration clauses to resolve disputes between participating dealerships and program participants

Vanpool Marketing Campaign

This campaign is a regular part of the Rideshare program. It focuses on the education of employees in regards to vanpooling and the benefits of joining or starting a vanpool. The marketing of the campaign can be accomplishjed by traditional methods like flyers and posters and more contemporary methods like e-mail and electronic bulletin board posting. This information contains cost estimates for distance and from home to work locations and personalized quotes provided by the two vanpool companies that work with the County of Los Angeles, vRide and Enterprise. Any and all pieces of marketing can be obtained by contacting the Countywide Employee Transportation Coordinator.

SECTION 4: PROGRAM PROCEDURES

Except for establishing Rideshare Partnerships or working with transportation agencies to participate in a mandated Rideshare Event as part of a direct strategy in the ECRP Plan, ETC's should not answer any questions to an outside agency (other than SCAQMD). Any information requested by an outside agency must be referred to the CEO Office of Workplace Programs. If the SCAQMD contacts you, please answer only the questions that are asked, and contact the CETC immediately after the communication.

ETC Training

A mandatory eight hour SCAQMD certified training course must be successfully completed by all appointed ETCs responsible for implementation of SCAQMD Rule 2202 at a worksite with over 250 employees. This certificate is required before implementing any Rideshare Program at a regulated site and when submitting the annual ECRP Plan to the CEO. The required ETC training covers the following:

- Rule 2202 guidelines, criteria and implementation;
- How to prepare and implement an air quality program;
- Information on calculating work site AVR;
- How to market a Rideshare Program.

ETC trainings are scheduled through the SCAQMD at http://www.aqmd.gov/trans/traing.html. Payment and class information is available at this website.

ETC Changes

During a plan year ETCs may change due to a site's resource needs and a new person is designated to take over Rideshare responsibilities. When there is a change in the ETC at the worksite, the following must be done immediately:

1. Contact the Countywide Employee Transportation Coordinator (CETC).
2. Process a memo signed by the highest ranking official at the site detailing the ETC change. Please note that reasons for the change do not have to be included in the memo.
3. The memo must indicate who has been replaced, who is replacing the previous ETC, the date this was effective and the date the new ETC will be attending the SCAQMD certified ETC training course, if not certified already.
4. Please include the site's AQMD site number.
5. Place the words, "Noted and Approved" and a signature line with the name of the Workplace Programs Director under the signature line. (Please see Sample Memo regarding change in ETC – Attachment VIII).

The fees for the training of the new ETC are paid by the site or department. The check must be received by the SCAQMD prior to the date of training. Please contact the SCAQMD if you are unable to attend a training and payment has already been made.

Annual Timeline Rule 2202 Plan Submissions

COUNTY TRIP REDUCTION PROGRAM ANNUAL ACTIVITY TIMELINE

TASK OR EVENT	TARGET DUE DATE
CEO memo on mandatory survey sent to Department Heads.	July 1
Countywide AVR Survey Workshop for ETCs	Held June-July for each Department or Dept. groups
Survey Weeks Distribute survey forms **no earlier** than Thursday of Survey Week. Note: Survey will not be valid if Survey week includes a "Holiday" or if held during California Rideshare Week	Week 1 – Last week of July Week 2 – August Week 3 – August Week 4 – August Week 5 – August/September Week 6 – September/October
Collect, Correct and Review AVR Surveys A 90% response level is the County Mandate	Must be completed within a two-week time frame after the end of the survey week.
Submit completed AVR Survey data to MTA Processing form should be faxed four weeks prior to conducting survey. Not submitting processing form or surveys by date indicated will result in processing delays.)	End of Week 2 in August through end of September
Return of Survey results from MTA (MTA will e-mail your AVR results)	Week 1 of September through Week 2 of October. ECRP plan is due to CEO when results are received
Celebrate Southern California Rideshare Week	First Full Week In October
Complete Required Submission of Annual ECRP Plan	**October 15 for ALL Regulated sites.**
Post 30-Day Employee Notice	November 1
All Departments submit signed Plans to CEO	October 15
CEO submit required Plans to SCAQMD	December 1
CEO conducts Final Status Review of current year ECRP Implementation (Rideshare audits – Pass/Fail)	December 2 – 30

Department Head Memo from the Chief Executive Office

The CEO memo is sent annually to remind ETCs and all Los Angeles County employees that the Average Vehicle Ridership survey is mandatory. It also details some of the procedural and regulatory matters that pertain to the survey. Since all regulated sites will be submitting a good faith effort in the form of an Employee Commute Reduction Plan, the AVR survey is a part of that process. Metro Commute Services processes all surveys submitted electronically by ETCs at no charge. Otherwise, ETCs are required to compute the results of the surveys themselves.

Annual AVR Survey and Reports

All County work sites with over 100 employees are required by County ordinance to conduct an AVR survey. ETC's will receive a copy of the CEO memo to Department Heads directing worksites to conduct the survey (See Attachment II for CEO Memo to Department Heads). Only work sites with over 250 employees are required to survey and submit an Annual Survey Analysis to the SCAQMD. **Sites must ensure an accurate employee count from payroll or human resources prior to the survey**. The AVR survey process must adhere to the following:

- The survey must be taken over five consecutive workdays, Monday through Friday.
- Survey data is collected for employees arriving to the worksite between 6 a.m. and 10 a.m. during the survey week. These are called "in the window" employees or the "in the window count."
- Employees cannot be given a "heads-up" about the survey week.
- Surveys are invalid if only 59% or less of the eligible employees respond.
- For best results, sites should submit a 90 percent or above survey response rate. Any response rate under 90 percent will incur a penalty for non-responses which negatively impacts the AVR calculation results.
- Survey forms must be reviewed for accuracy.
- Survey forms must be two-sided and head-to-head.
- Survey forms must be submitted to MTA for AVR calculation, based on an approved submission schedule.
- AVR survey forms and reports are returned to ETCs and stored in on-site files.
- AVR survey reports, for work sites with 250 employees or more, are received from MTA's Commute Services for use by ETC in completing the annual Employee Commute Reduction Plan due to South Coast Air Quality Management District on December 1.

Los Angeles County Documentation Requirements

All ECRP strategies must be documented. Evidence of implementation must be included in the ECRP Binder. A separate ECRP Binder for each Plan Year is strongly recommended for the storage and filing of all Rideshare documentation. Failure to document is cause for non-compliance of Rule 2202.

Be sure to include documentation for the ECRP strategies in the Plan Year only. More than one Binder can be used for any one year if necessary. A minimum of three years of Rideshare documentation is required under SCAQMD's Rule 2202. It is highly recommended that the ECRP Binder for each Plan Year be organized in the same order as the items in the Countywide Worksite Audit Form (Attachment V). This Audit Form is used by the SCAQMD to conduct audits at regulated sites and it is recommended that the ECRP Binders be organized based on the Audit Form.

The Binder Sections should be as shown below:

Title of Binder should be, "(Plan Year) Rideshare Information and Documentation"

- Section 1
    a. Stamped-Approved copy ECRP Plan (Tab Needed)
        i. Failure to have this in your rideshare documentation can be cause for an immediate Notice of Violation (see Notice of Violation on pg. 18)
- Section 2
    a. Marketing Strategies (Tab Needed)
        i. Strategy 1 (Tab Needed)
        ii. Strategy 2 (Tab Needed)
        iii. Strategy 3 (Tab Needed)
        iv. Strategy 4 (Tab Needed)
        v. Strategy 5 (Tab Needed)
    b. Basic Support Strategies (Tab Needed)
        i. Strategy 1 (Tab Needed)
        ii. Strategy 2 (Tab Needed)
        iii. Strategy 3 (Tab Needed)
        iv. Strategy 4 (Tab Needed)
        v. Strategy 5 (Tab Needed)
    c. Direct Strategies (Tab Needed)
        i. Strategy 1 (Tab Needed)
        ii. Strategy 2 (Tab Needed)
        iii. Strategy 3 (Tab Needed)
        iv. Strategy 4 (Tab Needed)
        v. Strategy 5 (Tab Needed)
- Section 3
        vi. Email Correspondence (Tab Needed)
- Section 4
        vii. Outside Agency newsletters and information (Tab Needed)
        viii. Miscellaneous Rideshare information and documentation (Tab Needed)

Once the ECRP Binder is properly organized and complete, keeping up with the documentation is simple. All that is required is to fill in the appropriate strategy or section.

SCAQMD Rule 2202 Annual Report

An annual ECRP is submitted to the SCAQMD and is known as the Employee Commute Reduction Plan or Rideshare Plan. ETCs must implement all strategies in the ECRP Plan in order to stay in compliance with the SCAQMD Rule 2202. Unregulated sites (249 or less employees) are not required to file a Plan with the SCAQMD unless directed to do so. All regulated sites (250 or more employees) must file an annual ECRP Plan with the SCAQMD.

The ECRP Plan is a good faith effort and success is measured by whether or not a strategy has been implemented on a continuous basis. The ECRP Plan is developed by the ETC and is specific to the ETC's worksite or facility. The ETC completes the AVR survey and uses the AVR score to determine if the plan needs strengthening and where the efforts to increase the AVR should be focused. Worksites with low or declining AVRs must increase the number of Marketing, Basic Support and Direct Strategies until the AVR increases for three years.

SCAQMD Rule 2202 Filing Fees

The CEO Office of Workplace Programs funds routine annual filing fees for Annual ECRP Plans submitted to the CEO by the established deadline. All late ECRP Plan filing fees and any fees other than the routine annual fees paid by the CEO will be funded by the worksite or department. Costs paid by the worksite or department includes: ECRP offset fees, Air Quality Improvement Program (AQIP) fees, and direct strategy implementation costs or expenses.

SCAQMD Rule 2202 Records Maintenance

Worksite ETC's must keep for a period of three years from program approval detailed records of documents that verify the AVR calculation, including surveys and AVR reports.

Worksite ETC's must keep for three years from program approval records that verify **all** Strategies in the ECRP Plan have been marketed, implemented and made available to employees.

Worksite ETC's must submit a copy of Annual Analysis Report and MTA AVR survey data report to the CEO Office of Workplace Programs (WPP). WPP will include these in Countywide central files maintained for SCAQMD Rule 2202.

Rideshare Events

The following is required of any Rideshare Event coordinated by a worksite ETC:

1. A log of all Rideshare Event participants signed by all employees attending the Rideshare Event and included in the ECRP Binder.
2. Pictures with a date stamp must be taken and included in the ECRP Binder.
3. If date stamp is not on pictures, at least one picture of an employee with the flyer advertising the event must be taken and the date of the event must be readable.
4. Worksite ETC's must also be in at least one of the pictures with employees attending the Rideshare Event.

Pizza Party

A three month process must be followed for the Pizza Party Strategy to be valid and accepted by the SCAQMD. Please use the following schedule for all mandated Pizza Party Strategies:

Month 1

1. The ETC must select a date for the event, ensure that a location is available, and document that the location has been reserved.
2. Advertise the Pizza Party event using a flyer or notice and file it in the Rideshare Binder. E-mail the flyer to employees and post it on the Rideshare Bulletin Board.
3. Plan for other items, such as refreshments.
4. Have eligible employees who qualify for the Pizza Party sign the Commitment Form (Pledge) to Rideshare.

Month 2

1. Employees who pledged to Rideshare fulfill their pledge during the month listed on the pledge form.
2. Have employees who fulfilled their commitment to Rideshare sign the second signature line confirming they have fulfilled their pledge at the end of the month.

Month 3

1. Submit to the CEO a request for funding of the pizzas at least 2 weeks in advance of using the Pizza request form.
2. Collect signatures of employees who attend the Pizza Party as a part of the documentation.
3. Hold Pizza Party luncheon. Take pictures and provide documentation for verification.

Prize Drawings

If your ECRP Plan requires direct financial incentives to employees in the form of gift baskets, prizes drawings, or gift cards, the ETC must maintain detailed and accurate records. Note the signature of the recipient date, type of prize received, the amount or value of the prize received and photographs of the winners and prizes. Documenting financial incentives is important.

Workplace Connection Newsletter

The Workplace Connection satisfies the Newsletter strategy in the Marketing Section of the ECRP plan. There must be a set in your current year Rideshare Binder. All previous year binders up to three years must have a complete set of Newsletters in them for that plan year. Distributed bi-monthly by the CEO, the Workplace Connection is dedicated to ridesharing, clean air issues and other workplace programs. Articles range from program and event updates on transportation agencies, articles from SCAQMD, ETC Spotlights and promotional events within the County. ETC's suggestions for possible articles are welcome and should be sent to the CEO's Office of Workplace Programs Countywide ETC.

County Digest

The monthly publication of the County Digest has a "Rideshare Corner" which includes articles and information to promote Ridesharing in the County. Please keep a current set of County Digest publications in the current year Rideshare Binder.

For all other documentation issues, please contact your Countywide Employee Transportation Coordinator.

SCAQMD Rule 2202 Worksite Audit

Regulated worksites may be audited by SCAQMD staff at any time without notice. Therefore, it is important that the ECRP Binders and AVR survey information is organized and kept in a central location. Please contact your Countywide Employee Transportation Coordinator (CETC) immediately after an SCAQMD audit. SCAQMD audits focus on implementing strategies including, but not limited to, Marketing, Basic and Support, and Direct Strategies. The SCAQMD can audit up to three Plan Years so please keep all three ECRP Binders organized and up to date.

Other aspects of a site audit may include the employee count and the site's physical compliance with SCAQMD rules, including the presence of diesel equipment and fleet vehicle information. SCAQMD Rule 2202 ECRP Plan documents, AVR survey forms and all rideshare program files may be audited. ETCs are responsible for maintaining current and accurate Rideshare Program files, AVR survey files and marketing files.

Although AVR survey forms are considered confidential, the SCAQMD auditor may request to review these documents for verification that the survey was conducted properly. If an SCAQMD inspector requests to review the AVR surveys and wants to leave with them, provide **copies** of the documents to the inspector and contact the CETC immediately.

Your CETC or County Transportation Program Manager may perform an informal audit of your site to ensure the site is in compliance with Rule 2202. This audit may be more detailed than an SCAQMD audit to ensure compliance to prevent the possibility of fines and sanctions. A sample CEO audit form is included in Attachment V. Please use the sample audit form to organize your ECRP Binders and as a guide to prepare you for informal and formal inspections.

SCAQMD Notice to Comply/Notice of Violation

If your worksite is found non-compliance with Rule 2202, you will be issued a citation, noting a 30-day period for remedies to bring your worksite into compliance. If worksites do not correct and respond to the SCAQMD within the stated timeframe, a Notice of Violation will be issued by the SCAQMD. This Notice of Violation can result in monetary fines, mandatory implementation of identified rideshare strategies or financial incentives that will be paid by the worksite or department. Any fines, penalties or fees that are levied against the County for non-compliance of Rule 2202 will be paid for by the regulated site or department which received the Notice of Violation.

SECTION 5: EMPLOYEE RIDESHARE SERVICES

- **Guaranteed Ride Home** – A Basic Support Strategy in the ECRP plan, the Guaranteed Ride Home service provides an emergency ride home for employees who carpool, vanpool or take public transit on a day that they require transportation services. Use of the program is limited to emergency situations only. Emergency circumstances include illness, injury, unplanned overtime, personal or family crisis and situations when a carpool driver has to leave the worksite with the carpool vehicle.

  County policy supports regional air quality enhancement and traffic mitigation by encouraging employees to rideshare (carpool, vanpool and public transit) when commuting to and from work. In support of these goals, a guaranteed ride home program for employees who rideshare by using carpools, vanpools or public transit is encouraged. Please market this important guarantee to all Ridesharers and potential Ridesharers. If employees are aware of the Guaranteed Ride Home Program, they are more likely to consider Ridesharing.

  As a commuting incentive supporting the SCAQMD's Rule 2202, five guaranteed ride home options are available to employees, based upon management priorities and commuting distance:

  1. Co-worker Assistance
  2. Public Transit
  3. Taxi Service
  4. Short-term Auto Rental
  5. County Vehicle

  If the trip is required as a result of personal or family emergency, the department cost of the trip may be paid out of petty cash and reimbursed through the CEO's Guaranteed Ride Home Fund. Proper authority is required to authorize payments. Receipts are mandatory. Reimbursements are made on a case-by-case basis. Please see Attachment VI for program policy and details.

- **Ride Matching Services** – Identifies potential rideshare matches for interested employees. By using an in-house data base, MTA's web site or by calling 511, ETC's can provide Ridematching services through five sources which will help employees find potential rideshare partners who live in their neighborhood area:

  1. **Annual Ride Guide** – Employees can request a personalized Ride Guide when completing the County's annual Rideshare Survey.
  2. **Special Request Ride Guide** – Employees can also submit a special request to MTA and receive a Ride Guide anytime during the year through their local Employee Transportation Coordinator (ETC).
  3. **MTA Ridematch AVR/Zip Code Directory** – ETC's receive a work site directory listing employees by zip code and work schedules after the Annual Survey is completed.

4. **MTA's Website** – ETC's can direct employees to the MTA's website at www.mta.net to find possible regional Ridematching options, including non-County ridesharers.
5. **Metro's 511** - ETC's can direct employees to dial 511 from the counties of Los Angeles, Orange, Riverside, San Bernardino and Ventura. Southern California 511 is a free traveler information service that gives you live traffic reports, transit planning and commuter service information in the Los Angeles area via a toll-free phone number and website. Call 511 or visit www.Go511.com to check real time traffic speeds, find traffic alerts, view live traffic cameras, plan a trip on a bus or train, and even find a carpool or vanpool partner.

- **Annual Ride Guide** – Provides an excellent informational tool for existing and potential ridesharers. The Ride Guide is a commute planner that informs employees on possible carpool and vanpool matches in your area, nearest park and ride lots, transit information, and personalized commuter information, which includes a carpool lane map, benefits and amenities at the work site, and statistical information on the individuals drive alone commute. Ride Guides are sent by MTA to ETC's for distribution as part of the post survey process.

- **Metro Rewards** – Provides a great incentive program for ridesharers and potential ridesharers. This program rewards employees who have been ridesharing for a minimum of eight times per month for the past three consecutive months by offering a discount Entertainment book. Metro Rewards application, Excel spreadsheet, Process Description and Q & A for Commuters is in Attachment VII. Electronic copies can be obtained by contacting the CETC.

- **Independent Vanpool Referral Services** – ETC's should assist employees looking for a vanpool by referring them to independent vanpool drivers and representatives. ETC's should keep a list of existing vanpools at their work site.

  ETC's can also refer employees to the following vanpool service companies:

  vRide Vanpools – www.vRide.com (800) 826-7433

  Enterprise Vanpools – www.vanpool.com (800) 826-4367

- **CEO Workplace Programs Rideshare Web Page** – Located at http://www.rideshare.lacounty.gov, has information on carpooling, vanpooling, public transit, light rail, Metrolink, Telework and more.

SECTION 6: MARKETING AND PROMOTION

- **Calendar of Rideshare Promotional Themes by Month**

JANUARY **"Carpool Month"** *New Year's Day* *Make a Resolution to Aggressively Promote Ridesharing* *Develop Rideshare Action Plan for work site.* *Create Rideshare Binder for new Plan Year*	**FEBRUARY** **"Vanpool Month"** *Update Rideshare files with Stamped approved plan if received by this month.*	**MARCH** **"Walking Month"** *Teleworker Appreciation Week is First Full Week of the month* ***When approved plan is received – Create timeline of plan implementation***
APRIL **"Metrolink Month"** *Remember to Change your Clock and Spring Forward for Daylight Savings Time - Then call a fellow ETC and set up a Networking Meeting* *Promote "Foot Power" to drive alone commuters and participate together in the March of Dimes annual Walk America event.*	**MAY** **"Bicycle Month"** *National Bike Month. California Bike to Work Week, usually scheduled prior to Memorial Day Weekend. Bike to Work Day is normally scheduled on Thursday of Bike to Work Week* *MTA's Annual Diamond Awards*	**JUNE** **"Ride the Bus Month"** *Summer begins this month, what a great time to schedule a "Meet and Greet" zip code Ridematch meeting*
JULY **"Telework Month"** *ETC Annual Rule 2202/Survey Workshop scheduled by the CEO, Office of Workplace Programs*	**AUGUST** **"Park and Ride Month"** *EZ Pass Anniversary is on the 25 – the Pass makes it easier to ride public transit. Encourage employees to buy the EZ Pass and support the County's Clean Air efforts* *Begin preparing for Rideshare Week in October*	**SEPTEMBER** **"Ride the Light Rail Month"** *Promote "Ride the Metrolink to L.A. County Fair"* *Reminder: Last week to Survey is the 3rd Week of September*
OCTOBER **"Rideshare Month"** *Rideshare Month – Rideshare Week is the first full week of the month. Host a Rideshare Fair. Remind employees that ridesharing is a great way to commute* *SCAQMD Clean Air Awards* **All ECRP signed plans due Oct. 15th.**	**NOVEMBER** **"Get a Ridematch Month"** *A month for giving thanks and a month to remind employees that Ridesharing reduces stress – especially during the holidays*	**DECEMBER** **"Drive Safely Month"** *Enjoy the holidays and send a "Thank You" E-Mail to Ridesharing Employees* *CEO submits ECRP plans to the AQMD December 1.* *Promote Metrolink' s Holiday Express.*

- **Workplace Connections Newsletter** – The Work Place Connections Newsletter can be obtained at any time from http://rideshare.lacounty.gov/workplace-connection/. This newsletter is an essential part of the Rideshare documentation and the current year's newsletters must be in the current ECRP Binder under its own section within the Marketing portion of the binder. Previous years' newsletters must be in the corresponding binders as well.

- **Departmental Newsletter and Intranet** – Promote rideshare awareness using newsletters/intranet promoting Ridematching services and other incentives that site offers, (i.e., preferred parking, child care services).

- **Rideshare Brochures** – Contains information on ridesharing and is good to include in new employee orientation packages. These brochures are provided by the CEO's Office of Workplace Programs.

- **Rideshare Fairs** – Invite local transportation agencies to educate and sponsor incentives for employees who use alternative modes of transportation and provide transportation information to employees.

- **Rideshare Events and Special Offers** – Promote events and special offers as part of the ETC's on-going service to employees. The ETC should use promotional flyers, e-mail blasts, bulletin boards, and internal newsletters to alert employees on events of interest, like:

  -- Southern California Rideshare Week
  -- Metrolink' s Holiday Express Trains
  -- Bike to Work Day
  -- Metrolink to the L.A. County Fair
  -- MTA News (Free Rides on the Pasadena Gold Line)
  -- And any other promotions from the various transportation agencies.

ETC's should routinely check the transportation links listed on the CEO Rideshare webpage at http://rideshare.lacounty.gov/resources to find events and special offers.

L.A. County Rideshare ETC Network Directory

SCAQMD Rule 2202 requires that County department work sites with over 250 employees appoint an on-site Employee Transportation Coordinator. The role of the ETC is defined on page 6.

See Attachment XII for the ETC Network Directory.

To receive a current directory of ETCs, please contact the Countywide Employee Transportation Coordinator (CETC).

Communication Strategies

These are many ways an ETC can "get the word out" about Rideshare information, alerts for commuters on specific commute modes, and other general information regarding Ridesharing.

- **Intranet Websites** – Through the CEO's website, employees can access the County's Rideshare web page by clicking on "Workplace Programs" and then clicking on "Rideshare Program" on the menu on the left.

  ETCs are also encouraged to use their department's web site to promote ridesharing. This is a valuable tool to keep employees updated on the department's rideshare program.

- **L.A. County Rideshare Brochure** - Information on ridesharing can be found in this easy to use brochure. The brochure is a great tool for educating employees on ridesharing and should be included in new employee orientation packages. These brochures are provided by the CEO, Office of Workplace Programs and can be accessed on-line by visiting the CEO Rideshare Webpage.

- **Bulletin Boards** – Please keep your Rideshare Bulletin Boards up to date with Rideshare information. Information about all Direct Strategies in the ECRP Plan must be included on the Rideshare Bulletin Boards. Your contact information should be included on the Bulletin Board in case employees have questions about Rideshare options. The Guaranteed Ride Home Program should also be advertised on the Bulletin Boards to inform employees about options.

- **Newsletters** – Rideshare information is promoted in the County Digest and Workplace Connection distributed Countywide to all employees. ETC's are also encouraged to actively promote ridesharing in their department newsletters, featuring ridesharing employees, on-site services and rideshare fairs.

- **Electronic Communication** – Along with internal newsletters, ETC's should routinely use E-Communication as part of rideshare promotions. E-mails, Web blasts, and Electronic Message Boards are excellent tools to mass promote a rideshare message.

When employees are aware of rideshare options, they are more likely to try Ridesharing. Please use as many of the communication strategies as possible to spread the Rideshare message. Adding just 10 Ridesharers per year at the worksite can increase your AVR significantly.

SECTION 7: INFORMATION RESOURCES

- **WPP Rideshare Web Page** .....http://www.rideshare.lacounty.gov

- **South Coast Air Quality Management District**.....www.aqmd.gov

- **Transportation Agencies**

Metropolitan Transportation Authority.....www.metro.net
Metrolink .....www.metrolinktrains.com
vRide Vanpools ..... www.vRide.com
Enterprise Vanpools ..... www.vanpools.com
Big Blue Bus ..... bigbluebus.com
City of Santa Clarita Transit ..... www.santaclaritatransit.com
Antelope Valley Transit Authority ..... www.avta.com
Foothill Transit ..... www.foothilltransit.org
San Bernardino Associated Governments ..... www.sanbag.ca.gov
Segway of Los Angeles ..... www.segway.la
Los Angeles County Bicycle Coalition ..... www.la-bike.org
Montebello Transit ..... www.cityofmontebello.com/depts/transit
City of Los Angeles Department of Transportation ... www.ladottransit.com
Enterprise Vanpools ..... www.vanpools.com

SECTION 8: POLICIES, REPORTS AND SAMPLE FORMS

- Trip Reduction Policy 5.90 .....Attachment I

Los Angeles County Code Chapter 5.90

VEHICLE TRIP REDUCTION—RIDESHARING

Sections:

5.90.010 - General.
5.90.020 - Definitions.
5.90.030 - Increase in average vehicle ridership.
5.90.040 - Procedural requirements for ECRP.
5.90.050 - Exemption from SCAQMD Rule 2202.

5.90.010 - General.

This chapter sets forth the actions department heads which supervise County employees at any County worksite of one hundred or more employees must take to promote County employee participation in trip reduction and ridesharing programs. These programs are intended to reduce traffic congestion and air emissions from vehicles used for commuting between home and the worksite. This chapter also is intended to establish requirements at least as effective as Rule 2202 of the South Coast Air Quality Management District ("SCAQMD") in increasing Average Vehicle Ridership at County worksites.

(Ord. 2012-0027 § 1, 2012: Ord. 90-0042 § 1 (part), 1990.)

5.90.020 - Definitions.

For the purpose of this chapter, the following definitions apply:

For the purpose of this chapter, the following definitions apply:

A. "Alternate transportation" means the use of non-motor vehicle modes of transportation. Walking and bicycling are examples.

B. "Average Vehicle Ridership (AVR)" means the figure derived by dividing the employee population at a given worksite that reports to work weekdays between 6:00 a.m. and 10:00 a.m. by the number of vehicles* driven by these employees commuting from home to the worksite during these hours. The AVR is calculated using a weekly averaging period. The applicable employee population is multiplied by the number of weekdays in the selected averaging period, then divided by the total number of vehicles driven by these employees to the worksite during the same period.

C. "Central City Area (CCA)," also known as Performance Zone 1, means the Los Angeles City area bounded as described below:

1 By the Santa Monica Freeway (Route 10) from Union Avenue to Alameda Street;

2. Alameda Street from the Santa Monica Freeway to Sunset Boulevard;

3. Sunset Boulevard from Alameda Street to the Harbor Freeway (Route 110);

4. The Harbor Freeway from Sunset Boulevard to the Hollywood Freeway (Route 101);

5. The Hollywood Freeway to Temple Street;

6. Temple Street from Belmont Avenue to Union Avenue; and

7. Union Avenue from Temple Street to the Santa Monica Freeway.

D. "CEO" means the Chief Executive Officer of the County of Los Angeles.

E. "Department head" means a person formally designated as an acting department head, the employee who has the highest classification in a department which has no regularly appointed department head or designated acting department head, as well as regularly appointed department heads.

F. "Employee" means any person employed by the County.

G. "Employee Transportation Coordinator ("ETC") means a person who has completed a training program in transportation management approved by the SCAQMD's Trip Reduction Training Coordinator Advisory Committee. The training program must include, but need not be limited to: review of available commuter matching resources and services, detailed explanation of the eligible activities listed in Section 5.90.030D, explanation of the relationship between transportation management and air quality, and guidance in developing a trip reduction plan. The CEO will provide a list of training programs developed by the Trip Reduction Training Coordinator Advisory Committee to each department head subject to the ordinance codified in this chapter.

H. "Ridesharing" means the cooperative effort of two or more people traveling together. Utilization of carpools, vanpools, bus pools, taxi pools, trains and public transit are all methods of ridesharing.

I. "Ridesharing and trip reduction incentives" mean inducements offered to individuals to encourage ridesharing and trip reduction. Examples of incentives are included in Section 5.90.030D.

J. "Source/receptor areas" means areas established by the SCAQMD based on air monitoring and geographical and meteorological factors. A source area is that area in which air contaminants are discharged. A receptor area is an area in which the contaminants accumulate and are measured. An area can be a source area, a receptor area, or both. The map in Exhibit 5.90.030 shows the source/receptor areas established by the SCAQMD.

K. "Telework" means an alternate method of work where the employee, also known as the Teleworker, works from home or a location closer to their home like a branch office.

L. "Worksite" means a building or grouping of buildings located within the County which are in actual physical contact or separated solely by a private or public

roadway or other private or public right-of-way, which is owned or operated by the County, and which is the location of employment of one hundred or more employees.

(Ord. 2012-0027 § 2, 2012: Ord. 90-0042 § 1 (part), 1990.)

* *Vehicles counted shall exclude bicycles, transit vehicles, buses serving multiple worksites and cars stopping en route to other worksites. SCAQMD-approved low pollution vehicles shall also be excluded.*

5.90.030 - Increase in average vehicle ridership.

A. Within ninety days of the effective date of the ordinance codified in this chapter, the CEO shall prepare an Employee Commute Reduction Plan ("ECRP") applicable to each department head who supervises employees at a worksite which shall meet the requirements of this chapter.

B. The ECRP must specify the measures the department head will take to achieve the specified AVR for employee vehicles subject to the ordinance. SCAQMD AVR targets are:

1. 1.75 AVR in Performance Zone 1, which is comprised of the Central City Area of Source Receptor Area 1;
2. 1.5 AVR in Performance Zone 2, which is comprised of Source Receptor Areas 1 (excluding the Central City Area), 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, 18, 19, 20, 21, 22, 23, 32, 33, 34 and 35;
3. 1.3 AVR in Performance Zone 3, which is comprised of Source Receptor Areas 13, 14, 15, 24, 25, 26, 27, 28, 29, 30, 31, 36, 37, 38, 39 and 40. (See Exhibit 5.90.030 for locations of specific source/receptor areas.)

C. The ECRP shall be prepared by a certified ETC and shall include:

1. Designation of a certified ETC responsible for implementation of the ECRP.
2. An inventory of current measures used by the department head intended to achieve increases in AVR.
3. A verifiable estimate of the existing AVR at the worksite, as defined in Section 5.90.020B. In the case of multiple worksites in close proximity although separated by more than one right-of-way, a single ECRP may be prepared for all worksites.
4. A list of specific incentives the department head will undertake which can reasonably be expected to lead to achievement of the target AVR level within twelve months of plan approval.

D. Increasing AVR may be achieved by, but is not limited to the following:

1. Direct financial incentives for ridesharing;
2. Establishment of carpool, bus pool or vanpool programs;
3. Partial or full subsidization of parking for ridesharing employees;
4. Full or partial subsidization of carpools, vanpools, bus pools, shuttles or use of public transit;

5. Provision of an allowance for employees to utilize company-owned fleet vehicles for ridesharing purposes;
6. Preferential parking for vehicles used for ridesharing;
7. Facility improvements which provide preferential access and/or egress for ridesharing employees;
8. Facility improvements to encourage use of bicycles;
9. Active use of a computerized rideshare matching service such as the Metropolitan Transportation Agency's ("Metro") Rideshare Matching Services or an effective in-house rideshare matching service;
10. Compressed work weeks such as a 4/40 or 9/80 work schedule where employees work forty hours in fewer than five days in one week or eighty hours in fewer than ten days in two weeks;
11. Flexible work hours that facilitate employee ridesharing;
12. Telework.

(Ord. 2012-0027 § 3, 2012; Ord. 90-0042 § 1 (part), 1990.)

5.90.040 - Procedural requirements for ECRP.

A. The CEO must update the ECRP annually based upon each department head's annual review and report.

B. Each department head must, on an annual basis, review its implementation of the ECRP. The review shall focus on ridesharing and trip-reduction incentives offered by the department head. The review shall consist of a report to the CEO that:
   1. Estimates AVR levels attained;
   2. Verifies that the ECRP incentives have been offered;
   3. Describes use of those incentives offered by the department head;
   4. Evaluates why the ECRP did or did not work, and explains why proposed revisions to the ECRP are likely to achieve the AVR target levels;
   5. Lists additional incentives which can reasonably be expected to correct deficiencies; and
   6. Explains why the additional incentives are likely to result in achieving AVR target levels.

C. The CEO may perform follow-up audits on a selective basis. The CEO shall notify the department heads of the submittal deadline for the review and update.

D. The review and updated ECRP shall be prepared twelve months from the date of the initial ECRP preparation.

(Ord. 2012-0027 § 4, 2012: Ord. 90-0042 § 1 (part), 1990.)

5.90.050 - Exemption from SCAQMD Rule 2202.

A. The CEO shall, within ten days of the effective date of the ordinance codified in this chapter, make written application to the Executive Officer of the SCAQMD for exemption from the SCAQMD'S Rule 2202, on the basis that the requirements of this chapter are at least as effective as the SCAQMD'S Rule 2202 in increasing average vehicle ridership at County worksites.

B. In order to maintain the County's exemption from the SCAQMD'S Rule 2202, the CEO shall submit an annual report to the Executive Officer of the SCAQMD describing the trip reduction incentives being offered by the County and the annual AVR levels achieved at the County's worksites.

(Ord. 2012-0027 § 5, 2012: Ord. 90-0042 § 1 (part), 1990.)

- Sample Memo to Department Heads from CEO ..... Attachment II

County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
http://ceo.lacounty.gov

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors

GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

June 25, 2014

To: All Department Heads

From: William T Fujioka
Chief Executive Officer

2013 AVERAGE VEHICLE RIDERSHIP SURVEY

Beginning the week of July 22, 2014, the County will be conducting the annual mandatory Average Vehicle Ridership (AVR) survey. Metro will administer the survey calculation process on behalf of the County using their web-based interface to tally survey information. The Chief Executive Office and Metro will meet with County Employee Transportation Coordinators (ETCs) to review the survey process and procedures.

The AVR survey is an integral component of the County's Employee Commute Reduction Program, commonly known as Rideshare. The survey is conducted annually as required by the County's Trip Reduction Ordinance (County Code Chapter 5.90) and the South Coast Air Quality Management District's (SCAQMD) Rule 2202 for worksites with more than 100 employees. County ETCs must conduct their survey during one of the following weeks: July 21, July 28, August 4, August 11, August 18 or August 25, 2014 (Attachment).

County worksites with more than 250 employees will use the survey results to complete their annual Rule 2202 Employee Commute Reduction Plan, which is due to the SCAQMD by November 26, 2014.

THIS SURVEY IS MANDATORY. With the exception of employees designated as temporary, seasonal, volunteer, or field workers, **all** County employees must be surveyed if they report to the worksite between 6 a.m. and 10 a.m. Please ask your Human Resources or Payroll section to determine the total employee count **and** the

Sample

number of employees expected to arrive between 6 a.m. and 10 a.m. for all of your department's worksites before the designated survey week. Accurate employee counts are critical to ensure a valid and successful survey. Departments not verifying and documenting employee counts may receive penalties and fines from the SCAQMD for conducting an invalid survey at the site(s) in question.

Our goal is for each worksite to achieve a survey response rate between 90 and 93 percent to ensure the best possible AVR results. An increasing AVR is a fundamental element in getting annual Rideshare plans approved by the SCAQMD. Plan approvals keep the County in compliance with Rule 2202 and help departments avoid penalties and additional fees.

If you have any questions or need additional information, your staff may contact Eddie Washington, Assistant Director, Office of Workplace Programs, at (213) 974-1347 or ewashington@ceo.lacounty.gov.

Thank you for your cooperation and support of cleaner air through Ridesharing.

WTF:BC:FC
EW:mr

Attachment

c: Administrative Deputies
Human Resources Managers
Employee Transportation Managers and Coordinators

Sample

2014 COUNTY TRIP REDUCTION PROGRAM
YEARLY TIMELINE OF EVENTS

TASK OR EVENT	TARGET DUE DATE
ETC Spring Workshop	March 27, 2014
Countywide AVR Survey Workshops for ETCs: • Sheriff • Children and Family Services (DCFS) • Health Services/Public Health (DHS/PH) • All other County sites • Public Social Services	 June 18, 2014 June 25, 2014 July 16, 2014 July 16, 2014 August 2014 (Day to be determined)
Activities for conducting the Survey Week: • Determine total number of employees at site. (It is critical that this is done correctly) • Determine total number of window employees at site (report between 6 a.m. to 10 a.m.). • Check for your survey week at right. • Distribute AVR Surveys no earlier than Thursday of Survey Week, 4 p.m. Note: Survey will not be valid if survey week includes a "Holiday" or if held during California Rideshare Week.	**Survey Weeks for Specific Departments and Facilities** **July 21, 2014** – Civic Center Multi-Site – 1 and 2 **July 28, 2014** – DHS, PH **August 4, 2014** – Sheriff, ISD **August 11, 2014** - DCFS, Probation **August 18, 2014** – Vermont Complex Branch I & II, Department of Human Resources, Public Library, DA **August 25, 2014** – Child Support Services, LACERA, Registrar Recorder-County Clerk, Public Works, Public Social Services
Celebrate Southern California Rideshare Week	October 6 - 10, 2014
Civic Center Clean Air Rideshare Fair	October 9, 2014
Rule 2202 Trip Reduction Plans Preparation Workshops	September/October 2014
Plan due for sites whose AVR went down (Signature page not required)	Immediately after AVR final report is received from Metro.
Departments Submit **Signed** Plans to CEO	**October 15, 2014**
CEO Reviews Submitted Plans	October 16 - 25, 2014
CEO Delivers all Plans to SCAQMD	December 1, 2014
CEO ECRP Audits of 2012/2013 plans	December 2014 – February 2015
CEO conducts Final Status Review with SCAQMD	December 2, 2014 – February 26, 2015

Sample

Rideshare L.A. County

www.rideshare.lacounty.gov

Chief Executive Office
Office of Workplace Programs
500 W. Temple St.
Los Angeles, CA 90012

Clean Air Enriches Lives

EMPLOYEE TRANSPORTATION COORDINATOR (ETC) FAQ SHEET

Information and Questions

Q. What do I do if I have a general question about Rideshare, ECRP or my duties as an ETC?

A. First, try to find the answer to your question in the ETC Manual. The Table of Contents has a list of topics included in the Manual. The ETC Manual is designed to provide general information about ETC duties and responsibilities.

Q. Who do I contact if I have a question on ETC duties or anything related to Rideshare and can't find the answer in the ETC Manual?

A. Contact Eddie Washington, County Transportation Program Manager at (213)974-1347 or ewashington@ceo.lacounty.gov, or Juan Arredondo, Countywide ETC at (213)974-1182 or jarredondo@ceo.lacounty.gov.

Q. How much time does it take per week to execute the strategies in my plan?

A. Once you have completed all steps specified in your plan to date, it can take as little as an average of an hour to four hours per week to maintain a Rideshare program, but this is if you are organized.

Q. If I receive correspondence from any outside agency, should I let Juan or Eddie know?

A. Yes, as soon as possible. Please do not respond to correspondence or phone calls from outside agencies. Please refer all inquiries or contacts to Juan or Eddie.

Vanpools

Q. If I want to get more information for an employee who wants to know more about Vanpooling, who can I contact?

A. You can contact vRide at (800)826-7433 or the Enterprise Vanpool Program at (800)826-4367.

ECRP Plan and Plan Information

Q. When is my Employee Commute Reduction Plan (ECRP) plan due to the CEO for review?

A. Your plan, ETC certificate and Marketing Certificate, if applicable, are due to the CEO on November 1 for review. After documents are reviewed, they will be forwarded by the CEO to the SCAQMD on or before December 1.

Q. How do I outline what to do for the new ECRP plan to stay in compliance with the AQMD?

A. Read and become familiar with the contents of your plan. List all the strategies you are to execute and create a calendar with due dates and requirements to complete these tasks. If you need a calendar, contact Juan Arredondo.

Q. What do I do if the Administrator or ETC at my site changes?

A. Contact Juan Arredondo ***as soon as the change(s) occur***. Prepare a letter on department letterhead advising the AQMD of the change. Please add a line and the words "Noted and Approved" under that line after the body and signature of the letter (see Attachment X in the ETC Rideshare Manual). Please list the Director of Workplace Programs under "Noted and Approved". Send this letter to jarredondo@ceo.lacounty.gov. ***Please do not send ANYTHING to the AQMD.*** All changes pertinent to your ECRP plan must be reported to the CEO first. The CEO will forward the information to the AQMD.

Personalized Commute Assistance and Ridematching

Q. How do I help find a ride-match for my employees who request one?

A. All site ETCs have access to the Ridematch.info website and can add or match employees who are interested in Carpooling or Vanpooling. If you need your login information, please contact Juan Arredondo. You can also help employees by mapping out their commute using public transportation using Metro's Trip Planner. Metro's Trip Planner can be found at the following website: http://socaltransport.org/tm_pub_start.php.

Bulletin Boards and ETC Information

Q. What kinds of things can go on my bulletin board?

A. Your bulletin board must be updated monthly and should have all the Direct Strategies detailed in your plan. After that, you may place additional Rideshare information as you see fit. If you need blank flyers for any of the Direct Strategies, contact Juan Arredondo.

Q. If I need to educate employees on who their ETC is, what is the best way to do that?

A. All of the employees at your site should know who the ETC at their site is. If your employees have e-mail access, then sending an e-mail with an interesting subject line can do the trick. Flyers on bulletin boards also work. Some sites like to use the public address system to highlight Rideshare information and at regular staff meetings. Those are good starts, but you need to see what works best at your site and using a picture of you in all of these methods would help even more.

Audits

Q. What if the SCAQMD comes out to conduct an audit?

A. Provide the inspector with all requested information and answer only the questions they ask. Do not offer any additional information other than what is asked. Contact the CETC immediately after the audit.

Please note that the CEO may conduct informal inspections from time to time to ensure the site is in compliance with Rule 2202. Please use your Audit Form to ensure your ECRP Binders are properly organized. All ECRP Strategies must be implemented and documented to pass an audit.

Q. How long do I have to keep documentation of Rideshare activities?

A. All documentation of Rideshare activities must be maintained for three years in addition to the current active plan year.

Q. Do I have to keep records of the AVR survey information?

A. Yes, AVR survey data must also be maintained for three years. Keep in mind that the survey is conducted prior to the plan that is submitted.

Q. How do I pass and audit?

A. Use the Audit Checklist form (Attachment V in the ETC Manual) as a guide to ensure you have all the required documentation in the ECRP Plan.

Rideshare Events

Q. What are my responsibilities when conducting and wrapping up a Rideshare Event or Fair?

A. A rideshare event or fair can be as simple as a table and transportation agency information such as bus schedules. You can also incentivize participation by holding opportunity drawings for people who show up. You need to have a sign-in sheet, the materials and literature you will be handing out and a camera to take pictures of the event. You will need to either date stamp the pictures using the camera's features or take a picture of the flyer for the event with someone holding the flyer. Then you file all documents and pictures in your rideshare binder. If prize drawings are given away, be sure to document this and have winners sign a log sheet for proof.

Q. How do I conduct a Pizza Party?

A. First, you must hold a pledge event two (2) months before the Pizza Party. At this event, all the employees who want to pledge to rideshare will fill out a pledge form (available from Juan) with the date of the pledge next their signature.

Next, employees fulfill their pledges by ridesharing in the month before the Pizza Party.

Once the commitment has been fulfilled, the employee returns to the ETC at a separate event or at the Pizza Party to sign the bottom portion of the pledge form confirming that they have fulfilled their commitment to rideshare. Then they are rewarded with a slice or two of pizza.

The Pizza Party is separate from a Rideshare Event. The Pizza Party is considered a Direct Strategy and the Rideshare Event is considered a Marketing Strategy.

Prize Drawings

Q. My ECRP Plan includes $200 in prize drawings. Who pays for this?

A. The site or department funds the prize drawings.

Q. My ECRP Plan includes $100 worth of prize drawings but we only provided $75 in prizes. What happens?

A. Your site would be in violation of Rule 2202 and subject to fines and penalties which will raise the annual amount of required prize drawings in the future.

Q. What if the regulated site has more than one County department located in the building. Does the lead department pay for the prize drawings?

A. If there are multiple County departments at the site, the lead department responsible for implementing the Rideshare plan may request the other department's to pay an equal share of the prize drawings.

Vanpool Marketing Campaign

Q. What is the Vanpool Marketing Campaign?

A. The Vanpool Marketing Campaign is aimed at increasing the overall Vanpool Ridership by educating and informing employees about vanpooling and also helping employees form vanpool.

Q. What are the different materials that will be distributed for the Vanpool Marketing Campaign?

A. Brochures, flyers and web links will be created and distributed to ETCs countywide in order to get the word out about vanpooling. ETCs can request these items by contacting the CETC.

Clean Vehicle Purchase Program

Q. What is the Clean Vehicle Purchase Program

A. The Vehicle Purchasing and Services Program or VPSP, is a countywide program that gives county employees a special fleet vehicle rate on the purchase of their next car. Rideshare is promoting Clean Vehicle purchases through this program as a part of the Rideshare message and Mission: To promote the reduction of mobile emissions through various methods within Ridesharing. One of those methods is driving an alternative fuel vehicle

Q. How do I access the VPSP?

A. Please got to the County website at http://web.co.la.ca.us/lacounty/vpsp.htm. There you can get more detailed information about the program.

Q If I want to market this, are there any material available?

A. Yes, please let your CETC know that you need marketing materials and you will be sent brochures and flyers.

If you have any other questions about the County's Rideshare program, please contact Eddie Washington, County Transportation Program Manager at (213) 974-1347 or ewashington@ceo.lacounty.gov. You may also contact Juan Arredondo, Countywide ETC at (213) 974-1182 or jarredondo@ceo.lacounty.gov.

Rideshare L.A. County
COUNTY
www.rideshare.lacounty.gov

Commuter Transportation Survey (Sample)

* Indicates required field

1. First Name * Last Name * Middle Initial

Enter Your Employee ID Number *

3. Home Address (Address is confidential per state law)

Number (No P O Boxes) Street Apt. #

City * Zip Code*

4. Closest Major Intersection to Your Home *

Provide both intersecting street names

5. Contact Phone Number * Is this number:

Area Code Extension Work, Home, Cell

6. Typical Work Hours? * (Circle AM or PM)

AM PM AM PM

Start time Leave time

a. If your work hours vary from [illegible] day pl[illegible] check here ☐

b. If you have up [illegible] one-hour flexibi[illegible] your s[illegible]rt and leave times, please check here ☐

7. Enter Your Department Name

8. Email Address

9. Typical Commute Mode? * (Check one box)

D ☐ Drive alone C ☐ Carpool V ☐ Vanpool P ☐ Public Bus R ☐ Metrolink/Rail

W ☐ Walk B ☐ Bicycle t ☐ telecommute M ☐ Motorcycle

10. ☐ **Yes:** Please send me a RideGuide which provide a list of commuters (including co-workers) who live near me and are interested in sharing a ride to work. The RideGuide also provides information on other ridesharing options such as Metrolink, vanpools and public transit. By checking yes, I understand that my name and telephone number will be provided to other commuters who want to carpool to work.

☐ **No:** I do not want to receive a RideGuide at this time.

*Per California Penal Code section 637.6, this information will only be used for ridesharing purposes. Home addresses are neve services are provided by a joint partnership of a four county region: Los Angeles County Metropolitan Transportation Autxorit Autxority, Riverside County Transportation Autxority and San Bernardino Associated Governments.

Attachment IV

Metro

SHARE THE RIDE

For more information on ridesharing call 511and say: "Los Angeles County Rideshare"

PLEASE COMPLETE SIDE 2 →

Sample

Survey Year: 2014

Instructions:

1. You must enter the time you began to work for each day. For sick days, vacation or day(s) off, enter normal start time.
2. Please circle AM or PM for each of the 5 days.
3. Place a check mark ✓ in each column telling us how you got to work. There should only be one mark for each day.

Please fill in columns A – E

	Example					
Survey Week Dates	3/14	/	/	/	/	/
	Monday	A. Monday	B. Tuesday	C. Wednesday	D. Thursday	E. Friday
Time you Began Work for each day	8:30					
Circle AM or PM	AM PM	AM PM	AM PM	AM PM	AM PM	AM PM
Commuter Mode						
Make one selection for each day						
A. Drive Alone						
B. Motorcycle						
C. 2 Persons in Vehicle						
D. 3 Persons in Vehicle						
E. 4 Persons in Vehicle						
F. 5 Persons in Vehicle						
G. 6 Persons in Vehicle						
H. 7 Persons in Vehicle						
I. 8 Persons in Vehicle						
J. 9 Persons in Vehicle						
K. 10 Persons in Vehicle						
L. 11 Persons in Vehicle						
M. 12 Persons in Vehicle						
N. 13 Persons in Vehicle						
O. 14 Persons in Vehicle						
P. 15 Persons in Vehicle						
Q. Bus	✓					
R. Rail/Plane						
S. Walk						
T. Bicycle						
U. Zero Emission Vehicle						
V. Telecommute (reduction of more than 50% of trip)						
W. Noncommuting						
Compressed Work Week Day(s) Off						
X. 3/36 work week days off (2 days)						
Y. 4/40 work week day off (1 day)						
Z. 9/80 work week day off (1 day)						
Other Days Off						
AA. Vacation						
BB. Sick						
CC. Regular Day Off, Jury Duty, LOA, etc.						

Signature: _____ Date: _____

Thank you for your cooperation!

Share the Ride
Call 511 (and say "Los Angeles County Rideshare")

Sample

Metro

Rideshare L.A. County

www.rideshare.lacounty.gov

ECRP Plan Audit Form

Item #	Site name	Audit Date		ETC name
	Site number	Audit Year		ETC Phone
	Audit Checklist	Yes	No	All strategies that are chosen for the indicated plan year must have present in the ECRP binder proof of implemention or a sheet with information on when and how the strategy will be implented. No exceptions.
1	Stamped approved copy of current plan?			Comments
2	Centralized place for files?			
	Marketing Strategies			
3	Marketing Class			
4	Direct Communication			
5	Employer Newsletter, Flyer, Announcements, Memo or Letter at least Quarterly			
6	Employer Rideshare Events			
7	New Hire Orientation			
8	Rideshare Bulletin Boards/Commuter Information Kiosk/Display			
9	Rideshare Meetings/Focus Groups, At least Semi-annually			
10	Rideshare Website			
11	Other Marketing Strategies			
	Basic Strategies			
12	Commuter Choice Program			
13	Flex time schedules			
14	GRH			
15	Personalized Commute Assistance			
16	Preferential Parking			
17	Rideshare Matching			
18	Transit Information Center			
19	Other Basic Strategies (including Site Amenities)			
	Direct Strategies			
20	Auto Services			
21	Bicycle Program			
22	Compressed Workweek			
23	Direct Financial Rewards			
24	Discounted or Free Meals			
25	Employee Clean Vehicles Purchases			
26	Gift Certificates.			
27	Off Peak Rideshare Program			
28	Parking Charge/subsidy			
29	Parking Cash-out			
30	Points program			
31	Prize Drawings			
32	Start-up Incentives			
33	Telecommuting			
34	Time off With Pay			ETC Signature and date
35	Transit Subsidy			
36	Vanpool Program			
37	Other Direct Strategies			Pass/Fail - Date

Rideshare L.A. County

www.rideshare.lacounty.gov

County of Los Angeles
Guaranteed Ride Home Program

Rideshare L.A. County

GETTING YOU WHERE YOU NEED TO BE

County of Los Angeles
Guaranteed Ride Home Program

Tell me about the "County's Guaranteed Ride Home Program". This program helps employees who rideshare to work get to where they need to be in case of an emergency or illness. Use of the program is strictly reserved for employees that rideshare.

Once the employee arrives at the worksite and it is not possible for the employee to use their regular commute method, the employee should contact their manager. The manager will contact the site's Employee Transportation Coordinator (ETC) for a Guaranteed Ride Home (GRH).
The ETC will:

- Approve the best transportation method for the employee. For example, the method includes a coworker, bus, taxi or rental car. The ETC will document the reason for the use of the program by the employee in a memo or e-mail and submit it to the Rideshare Program or Countywide ETC.
- Have the employee fill out and sign the Waiver of Liability <u>before</u> the employee can use the GRH program.
- Fill out the Waiver of Liability, fill out a taxi voucher if using a taxi and give the employee a confirmation report form. The ETC will fill out the voucher and include:
    - The date;
    - The employee's name, where the trip will start, and where the trip will end; and
    - ETC signature.
- Have the employee, upon reaching the destination, retain the pink copy and return it and the completed confirmation report form to the ETC. A copy of the confirmation report may be given to the employee's manager if requested.
- Allow the department manager to determine the procedure used to acquire a rental car. The employee may rent the car and submit for reimbursement or the department or site may pay for the rental and submit for reimbursement. A letter to request reimbursement must be submitted to the Office of Workplace Programs and include the signed Waiver of Liability, completed Confirmation Report form, and rental agreement or any other documents verifying that a car was rented.
- Receive the original validated ticket if public transportation is used. The ETC will make a copy of the original validated ticket and send the ticket and a letter requesting reimbursement to the Chief Executive Office, Office of Workplace Programs. Monthly pass holders will not be reimbursed unless a method other than public transit is chosen or the transit schedule does not allow timely use of public transit.

The County's Guaranteed Ride Home (GRH) Program was created to support employees who use public transportation, carpool, vanpool, ride a bicycle or walk instead of driving alone to and from work. For more information, contact your site's Employee Transportation Coordinator.

County of Los Angeles Guaranteed Ride Home Program Policies and Procedures

POLICY

County policy (Chapter 5.90 Vehicle Trip Reduction - Ridesharing) supports regional air quality enhancement and traffic mitigation by encouraging County employees to rideshare when commuting to and from work. Use of the Guaranteed Ride Home is encouraged as a commuting incentive supporting the South Coast Air Quality Management District's Rule 2202. Five Guaranteed Ride Home options are available to employees based upon approval, management priorities and commuting distance. Before any method is approved, the employee must first fill out and sign the Waiver of Liability form.

The transportation mode selected for the GRH must be researched and attempted in the following order:

1. **Coworker Assistance**
   An attempt must first be made to match the employee with another employee traveling in the same direction. Before using the other options allowed within the program below, an attempt must be made to arrange a ride with co-workers.

2. **Public Transit**
   A ticket or cash to purchase a ticket must be made available to employees who normally carpool or vanpool. This may meet the employee's needs if time is not critical and bus, rail, or train service is convenient. Reimbursement may be requested if purchased by employee.

3. **Taxi Service**
   A taxi voucher can be provided to employees who:
   - are unable to drive due to illness;
   - work unplanned overtime; or
   - do not possess a valid driver's license

4. **Short Term Auto Rental**
   Auto rental is a good option for employees who live 25 or more miles from the worksite.

5. **County Vehicle**
   If County vehicles are available per department policy, management may make a vehicle available on an emergency basis.

If the trip is required as a result of a personal or family emergency, the departmental cost of a trip may be paid out of petty cash and reimbursed through the Guaranteed Ride Home Fund, CEO. Proper authority is required for the authorization of payments.

ELIGIBILITY

The Guaranteed Ride Home Program is open to all County employees who carpool, vanpool or take public transit on a day that they need transportation service on an emergency basis or for unplanned overtime. Use of the program is limited to emergency situations only. Emergency circumstances include: unplanned overtime; non-life threatening illness or injury; personal or family crisis; and situations when a carpool or vanpool driver has to leave and the rest of the vanpool participants need a ride home. Only one, one-way trip home or to the employees desired drop-off location must be provided per day per employee.

PROCEDURES

The steps below must be followed to receive Guaranteed Ride Home service:

1. The employee must first contact their immediate supervisor. The supervisor determines the need for the service.

2. The supervisor notifies the authorized departmental Guaranteed Ride Home Program Coordinator (usually the ETC) for instruction on how to proceed with the use of the GRH.

3. The Guaranteed Ride Home Program Coordinator determines the eligibility under the Program policies and procedures.

4. If the employee qualifies and is authorized to use taxi service or car rental, the Guaranteed Ride Home Program Coordinator requests the employee to immediately sign the Waiver of Liability (copy attached).

5. The Guaranteed Ride Home Program Coordinator issues a transportation voucher and confirmation report for the employee to fill out. The employee returns the confirmation report to the GRH Program Coordinator upon return to work.

6. The supervisor completes the top half of the transportation voucher.

7. If a bus token or ticket is authorized, it will be issued to the employee through procedures authorized by the department. The employee must return the completed Confirmation Report form to the GRH Program Coordinator.

8. When the employee lives further than 25 miles, it may be cost effective to use a car rental service. Employees may make the arrangements and submit a claim for reimbursement, or the department may establish a vendor purchase order with a car rental agency and submit for departmental reimbursement through the Guaranteed Ride Home Program Fund, CEO. Receipts must be submitted to the Office of Workplace Programs, Room B-1, Kenneth Hahn Hall of Administration, 500 W. Temple Street, Los Angeles, CA 90012 Attention: Countywide Rideshare Coordinator.

9. The employee will telephone contacts shown on the voucher for taxi services and initiate arrangements. Estimated pickup time for taxi service may vary, but is reasonably quick.

10. The employee must provide the partially completed transportation voucher to the taxi driver. The taxi driver must complete the middle portion of the form. Charges noted on the transportation voucher for taxi service **will not** include a tip. The employee is not required to provide a tip to the taxi driver.

11. The employee must obtain a receipt for either the taxi service or the car rental charges and provide it with the transportation voucher to the Guaranteed Ride Home Program Coordinator the day the employee returns to work or within 5 business days of using the GRH program.

12. Upon returning to work, the employee is also required to submit the completed Confirmation Report and receipt to the Guaranteed Ride Home Program Coordinator. Failure to submit these documents will limit the employee on further use of the program and fiscal responsibility for the taxi service or car rental. The report will document program activity and validate charges to the Guaranteed Ride Home Fund, CEO.

Occasionally, circumstances in specific work locations may make it impossible to follow the formal procedures. Every effort must be made to allow for some flexibility in the administration of the program. If vouchers are not available for any of the transportation options, departments may use other payment or employee reimbursement procedures authorized. Such direct expenses incurred by departments or employees may be billed to the County Guaranteed Ride Home Program Fund, CEO, through the Office of Workplace Programs, Chief Executive Office.

DEPARTMENTAL GUARANTEED RIDE HOME COORDINATOR

The Departmental Guaranteed Ride Home Program Coordinator will keep a log of all requests that are processed under the Program and report the activity to the Office of Workplace Programs, Chief Executive Office on a quarterly basis.

MARKETING AND PROGRAM ADMINISTRATION

Employee awareness of this commuter incentive is featured periodically in the County's Workplace Connection. Employee Transportation Coordinators are encouraged to promote the program through Department Newsletters, New Hire Orientations and Rideshare events.

Program Administration:
Office of Workplace Programs
Chief Executive Office
Kenneth Hahn Hall of Administration
500 W. Temple Street, Room B-1
Los Angeles, CA 90012

Juan Arredondo
Countywide ETC
Office of Workplace Programs
jarredondo@ceo.lacounty.gov
(213) 974-1182
(213) 633-4694 Fax

County of Los Angeles Guaranteed Ride Home Program Activity Report

(ETC/GRH COORDINATOR USE ONLY)

Department _____
Date Program used _____

Activity

Mode of Transportation	Voucher number (if applicable) or other relevant information.
Coworker Assistance	_____
Public Transit	_____
Taxi Cab	_____
Car Rental	_____
County Vehicle	_____
Other	_____

Guaranteed Ride Home Program Coordinator
Name (Print or Type) _____Date _____
Telephone _____ Fax _____

Checklist for forms submitted to the Office of Workplace programs:

- ☐ Waiver of Liability
- ☐ Memo or E-mail detailing the reason for the use of the GRH
- ☐ Copy of voucher issued
- ☐ Confirmation Report
- ☐ Activity Report
- ☐ Receipts or other proof of payment if reimbursement is requested along with:
    - Memo requesting reimbursement detailing:
        - Who is to be reimbursed
        - The amount of the fare/rental/public transit
        - The reason for the use of the Guaranteed Ride Home Program
        - The time the employee left the worksite
        - Please copy to Site Administrator on the memo

Send completed forms to:
Juan Arredondo
Chief Executive Office
Office of Workplace Programs
500 W. Temple Street, Room B-1
Los Angeles, CA 90012

County of Los Angeles Guaranteed Ride Home Program Waiver of Liability

"I, _____, understand the guidelines of the Guaranteed Ride Home Program and qualify by traveling to and from work on this day by carpool, vanpool, bus or on foot. I hereby release and hold harmless the County of Los Angeles from any liability, claims and demands of any kind whatsoever, including, but not limited to, any liability for personal injury, loss, theft or damage to my person or loss, theft or damage to my personal property or loss of income. Furthermore, I understand that incorrect use of the taxi service may result in denial of my request for reimbursement of the transportation expenses incurred and restriction from further use of this service.

I, the undersigned, recognize that participation in the County of Los Angeles Guaranteed Ride Home (GRH) Program is strictly voluntary and hereby assume full responsibility for all risk of injury and loss, which may result from my participation in this program. I agree to hold harmless, release, waive, forever discharge and covenant not to sue or bring claim against the County of Los Angeles, it's officers, agents and/or employees from any and all claims resulting from any accident, illness, injury, death or damage, loss or destruction of any property arising or resulting directly or indirectly from my participation in the Guaranteed Ride Home Program.

The Undersigned acknowledges that they have read the forgoing two paragraphs and is fully aware of the legal consequences of signing this waiver.

_____	_____
Supervisor	Department
_____	_____
Employee Name (print)	Employee Number
_____	_____
Employee Signature	Work Location
_____	_____
Date	Time
_____	_____
GRH Coordinator Signature	Date/Time

This is a transportation service provided to all employees that rideshare and is sponsored by the County of Los Angeles as part of the County's Trip Reduction Program.

County of Los Angeles Guaranteed Ride Home Program Confirmation Report

We hope the Guaranteed Ride Home Program has assisted you with your unexpected travel needs. Completion of this report is required within one week after use of the service. Failure to submit this form will result in limitations on future use of this program.

1. Name _____ Employee # _____

2. County Department _____ Phone # _____

3. I Regularly (check one):
   a. Carpool _____ List Fellow Carpooler(s) _____
   _____
   b. Vanpool _____ Vanpool Driver and Phone number _____
   _____
   c. Public transit (i.e., bus, Metrolink) _____
      i. Please identify route _____
      _____

4. Date of Guaranteed Ride Home _____

5. Method of Ride Taxi____ Rental Car ____

6. Reason for Ride My Illness____ Dependent illness/emergency ____
   Unplanned Overtime ____

7. How important is the Guaranteed Ride Home Service to your decision to Carpool, Vanpool or use public transit to work?
   a. ____Very Important ____Important____Not Important

8. Comments on Service _____
   _____
   _____

Please sign this report and give to authorized representative within one week of the guaranteed ride home.

Signature _____ Date _____

Rideshare L.A. County

www.rideshare.lacounty.gov

Share the ride. Share the savings.

Metro Rewards Employee Application

Join Metro Rewards, Los Angeles County's rideshare reward program for dedicated ridesharers, and we'll send you a **savings book** with over $1000 in immediate savings from an Entertainment merchant. You will also have access to obtain additional discounts online from a Metro branded savers guide web site and a mobile App with member access to an additional 100,000 mobile redeemed offers.

To Qualify:

- **You must have been ridesharing with other working adults at least eight workdays a month for the past three months or longer. If not, you do not qualify for this program.**
- You must work at a worksite located in Los Angeles County and be enrolled in Metro Rewards.
- You must sign this form certifying that the information you provide is true and accurate.

COMMUTER INFORMATION (Please print clearly)

Commuter Name (First*) _____ (M.I.)____ (Last*)

Home Address _____ City*_____ Zip*

Home Phone ( ) _____ Work Phone* ( ) _____ Ext.

Employee I.D.*

Fill in your e-mail address to receive the latest Metro updates

This Metro Rewards Employee Application is for: ❑ New Membership ❑ Renewal

How many miles do you travel from home to work (one way)?* _____ miles

Have you been ridesharing at least eight workdays a month for the past three months or longer?* ❑ Yes ❑ No

How many days a week do you usually rideshare to work?* (Check one) ❑1 day ❑2 days ❑3 days ❑4 days ❑5 days

What way do you usually rideshare to work?* (Check one)

❑ Carpool with other working adult(s) ❑ Public Bus/Rail ❑ Bicycle ❑ Metrolink

❑ Vanpool ❑ Walk ❑ Telecommute ❑ Other (Specify)

Commuter's Signature* _____ **Date***

Your signature is required to process this application. This application is confidential and is used to compile a demographic and statistical profile of Los Angeles County commuters. **All fields with an * are mandatory for processing.**

Metro

Rideshare L.A. County

www.rideshare.lacounty.gov

Attachment VIII

Sample ETC Change Letter

County of Los Angeles
CHIEF EXECUTIVE OFFICE
Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
http://ceo.lacounty.gov

WILLIAM T FUJIOKA
Chief Executive Officer

Board of Supervisors
GLORIA MOLINA
First District

MARK RIDLEY-THOMAS
Second District

ZEV YAROSLAVSKY
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

[Date]

Ms. Carol Gomez
South Coast Air Quality Management District
21865 Copley Drive
Diamond Bar, CA 91765

Dear Ms Gomez:

This letter is to inform you that the Employee Transportation Coordinator (ETC) for the [Site Name] of the Los Angeles County [Department Name], site number [Site Number] has changed. [New ETC name] became the ETC on [ETC effective date], replacing [Previous ETC name].

[New ETC] [attended or will attend] ETC training on [Date of ETC Training].

Sincerely,
[Highest Ranking Official signature]

[Highest Ranking Official, Title]

Approved: _____
Loreto Maldonado, Director
Office of Workplace Programs

SSCAQMD Rule 2202 Attachment IX Attachment VIII

- Please go to http://www.aqmd.gov/rules/reg/reg22/r2202.pdf for a document.

- SCAQMD Rule 2202 Implementation Guidelines.....Attachment X
  - Please go to http://www.aqmd.gov/trans/doc/r2202_implementation_guide.pdf

- SCAQMD Rule 2202 E.C.R.P. Guidelines …….Attachment XI
  - Please go to http://www.aqmd.gov/trans/doc/r2202_ecrp_guide.pdf for a PDF of the document.

- Employee Transportation Coordinator Directory.....Attachment XII
  - Please go to http://rideshare.lacounty.gov/wp-content/uploads/2013/04/ETC-Roster.pdf for a listing of all regulated site ETCs.

Rideshare L.A. County

www.rideshare.lacounty.gov

This program manual was created by:

Los Angeles County Chief Executive Office
Office of Workplace Programs

Printed March 2014

If you need additional information, please contact our office:

Eddie Washington
County Transportation Program Manager
ewashington@ceo.lacounty.gov
(213) 974-1347

Juan E. Arredondo
Countywide Employee Transportation Coordinator
jarredondo@ceo.lacounty.gov
(213) 974-1182

Bojidar Marinov
Program Aide II
bmarinov@ceo.lacounty.gov
213-893-1290

Notes