

# County of Los Angeles Vanpool Subsidy 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. Item D4 in the County Code provides for full or partial subsidization of vanpools. The Vanpool Subsidy Program is intended to provide direct financial incentives to eligible County employee contracted Vanpools pursuant to County Code Chapter 5.90 and South Coast Air Quality Management District's (SCAQMD) Rule 2202. Subsidy funding is limited and based on annual allocation which is subject to change. Eligible vanpools must meet minimum requirements, submit the application and obtain approval.

## ELIGIBILITY

The Vanpool Subsidy Program is available to vanpools at County SCAQMD regulated worksites only. Priority will be given to regulated worksites that did not meet their Rule 2202 Average Vehicle Ridership (AVR) Target during the prior AVR survey period. Subsidy awards will be prioritized for regulated worksites with the lowest AVR scores first, followed by other regulated sites below the AVR target and then regulated sites above the AVR target based on remaining available funding. Unregulated sites are ineligible to participate in the Vanpool Subsidy Program. Below are the specific eligibility requirements to participate in the Vanpool Subsidy Program:

1. The Vanpool must be approved to participate in the Metro Vanpool Subsidy Program and already receive the Metro monthly subsidy for at least 30 days
2. The Vanpool must be a Los Angeles County Employee Vanpool arriving at a County-owned or leased building that is an SCAQMD regulated worksite
3. The majority of Vanpool participants must be Los Angeles County employees
4. Both the primary driver and back-up driver of the Vanpool must be Los Angeles County employees
5. Qualifying electric-powered vanpools are eligible to receive a \$650\* monthly County subsidy paid directly to the vanpool provider
6. Qualifying gas-powered vanpools are eligible to receive a \$250\* monthly County subsidy paid directly to the vanpool provider
7. The Employee Transportation Coordinator (ETC) at the worksite must coordinate parking arrangements for the participating Vanpool
8. The ETC at the worksite must coordinate EV charging arrangements for participating electric vanpools
9. Participating Vanpools must apply each year to receive subsidy funding

## **VANPOOL SUBSIDY APPLICATION**

Each eligible County Vanpool that wants to participate in the Vanpool Subsidy Program must first complete an Application and submit it to ISD Rideshare at: [Rideshare@lacounty.gov](mailto:Rideshare@lacounty.gov). Applications can be obtained from ISD Rideshare, the Employee Transportation Coordinator (ETC) at the worksite, or downloaded from the Rideshare website at <https://rideshare.lacounty.gov/vanpool-new/>. Proof of eligibility for the Metro Subsidy Program must be submitted with the County Subsidy Application. Once the application is submitted, the County subsidy will be available within 30 days of approval. The subsidy will continue for the entire calendar year and participating Vanpools must re-apply for the County subsidy at the end of the calendar year. Renewal of the subsidy is subject to available funding and approval.

All County approved Vanpool participants are eligible for the Guaranteed Ride Home (GRH) Program services in case of an emergency or unplanned overtime. The GRH Program provides Rideshare employees only with a free guaranteed ride home in case of an emergency or unplanned overtime. Approval to receive GRH services must be coordinated with the local ETC and a liability waiver form must be completed in addition to other documentation proving the need for service.

## **ETC LOG**

ETCs are required to arrange for parking for qualified vanpools and for access to EV charging for electric vanpools. ETCs are required to keep a log of all Vanpools at the worksite that receive the County subsidy and assist vanpools with maintaining the required number of participants to remain eligible.

## **MARKETING AND PROGRAM ADMINISTRATION**

ETCs are encouraged to create a flyer announcing the Vanpool Subsidy Program and promote to existing Vanpools and use it to encourage the formation of new Vanpools. Employee awareness of the subsidy will be featured periodically in the Rideshare Monthly Clean Air Memos. Information about the Vanpool Subsidy will also be included on the Rideshare Website. ETCs are encouraged to promote the Vanpool Subsidy Program through Department Newsletters, New Hire Orientations, Rideshare events, departmental intranet and staff meetings.

Program Administration:



1100 N. Eastern Avenue  
Los Angeles, CA 90063

Countywide ETC, ISD  
[rideshare@lacounty.gov](mailto:rideshare@lacounty.gov)  
(213) 893-1290

# Vanpool Subsidy Program Application

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Please provide complete responses to the following information to determine eligibility for the Vanpool Subsidy Program. Once completed, please submit the Application and a copy of Metro Vanpool Subsidy Forms and submit to [Rideshare@lacounty.gov](mailto:Rideshare@lacounty.gov) or turn in completed Application and Metro Vanpool Subsidy Forms to your local ETC.

## Vanpool Subsidy Eligibility Questions

Name of individual completing the Application \_\_\_\_\_

Contact information \_\_\_\_\_

Date Application submitted \_\_\_\_\_

Vanpool service provider company \_\_\_\_\_

Contact for Vanpool service provider \_\_\_\_\_

Date the Metro Vanpool Subsidy received \_\_\_\_\_  
(Attach the Metro Vanpool Subsidy approval documents with the County subsidy application)

Vanpool pick-up location \_\_\_\_\_

Vanpool arrival location \_\_\_\_\_

Primary driver \_\_\_\_\_

Back-up driver \_\_\_\_\_

ETC Contact Information \_\_\_\_\_

Vanpool has dedicated parking space \_\_\_\_\_

If electric, Vanpool has access to EV charging at work \_\_\_\_\_

Total number of Vanpool participants \_\_\_\_\_

Total number of County employees participating in the Vanpool \_\_\_\_\_

Total number of non-County employees participating in the Vanpool \_\_\_\_\_

Please provide complete information below for all Vanpool Participants:

Name	Employee #	Department	Regulated Site #
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

\*Subsidy amount is subject to change at any time.

For ISD Use Only

Approved _____	Denied _____
Amount of Subsidy _____	Reason for Denial _____ -
Implementation Date _____	Date of Denial _____