



## **County Vehicle Program Participant Policy Program Year: 2015**

It is the policy of the Board of Supervisors to support a Rideshare Program utilizing County vehicles for regular full time County employees, or with employees of any other public entity with which the County has entered into a Memorandum of Understanding for participation in the County Vehicle Program.

The passenger fares will be determined by Commuter Services in collaboration with Fleet Services and are subject to change as deemed necessary. Every effort will be made to ensure that the vehicles will operate at a 100% cost recovery. Fares will be established based on a vehicle's daily round-trip commute mileage. All passengers will pay the same fare. The fares will be collected via automatic payroll deductions for County employees, and by monthly warrant for non-County employees.

County department owned vehicles will be used as availability permits. Department availability of County vehicles for use in this program will be determined by the County department head or his/her designee in collaboration with Commuter Services. Additionally, County department vehicles may be withdrawn from the program as requested by the County department head or designee providing a minimum two week notice. If you are in a Department Vehicle, please refer to the 2015 Department Vehicle Policy.

### Establishing and Maintaining a Rideshare County Vehicle

Due to the increased number of requests to obtain a County Vehicle, Commuter Services consistently experiences a shortage of County vehicles. It is necessary to limit the number of groups utilizing a County vehicle with less than four (4) participants. The goal of the County Vehicle Program is to reduce the total number of vehicles trips and as a result the best method of making sure each vehicle is being used to its full advantage is to only allow groups with a minimum of four participants.

- A Commuter Services County vehicle is established with a minimum of four (4) participants in a group. No exceptions will be made to this rule in a County vehicle provided by Fleet Services. The ONLY exception is if the vehicle in question is a department owned vehicle and the department head requests and approves use with less than four (4) participants.
- Should participation decrease to three (3) participants, Commuter Services will allow the group to continue utilizing the County vehicle for no more than TWO pay periods. The first pay period is covered by the departing participant's double deduction, and the second pay period deduction will be increased to split the cost of the vacant seat to ensure that costs are recovered for the County vehicle. If the group is unable to find a fourth participant, the group will be disbanded due to low ridership. The group may complete the paperwork to be placed back on the waiting list once a fourth person is recruited. Be advised that it is the group's responsibility to stay on top of their group's participation and be proactive in communicating with Commuter Services about recruitment efforts.
- All current County vehicle groups with three people prior to January 1, 2012 will continue to be grandfathered. However, once participation reaches four participants, all participants understand that the new rule above will be put into effect.

### Commuter Services County Vehicle Program Responsibilities

- Market the County Vehicle Program as a mode of commuter transportation that curbs air pollution, reduces traffic congestion, and ensure the County's compliance with the Employee Commute Reduction Program.
- To ensure that the vehicles will operate at a 100% cost recovery, and collect fares and/or make payroll adjustments via automatic payroll deductions for County employees and by monthly warrant for non-County employees.
- Ensure timely termination of automatic payroll deduction for participants leaving the County Vehicle Program.
- Ensure timely dissemination and collection of required paperwork for all new starts.
- Distribute collected fares to either Fleet Services, or the County department owning the vehicle(s).
- Manage the fleet of vehicles by rotating vehicles when appropriate.
- Maintain a list of available vehicles, and a "waiting list" of employees requesting a vehicle for participation.
- Determine placement of vehicles that will best serve the County Vehicle Program, and the Departments that allow use of their vehicles for commuting purposes.
- Verify driver eligibility by requesting a Department of Motor Vehicle Pull Notice.
- Ensure participant compliance with the County Vehicle Program Participant Policy.
- Make the final judgment to remove an individual from a Rideshare County Vehicle, or disband the entire group.
- Work in conjunction with department heads to provide administrative and recruitment support for department-provided vehicles.
- Ensure all participants have taken or are scheduled to take the County Driver Training course if they have not done so already.

### County Vehicle Captain Responsibilities

- Serves as the main point of contact between Commuter Services and the County Vehicle group.
- Disseminates correspondence from Commuter Services to all participants of their respective County Vehicle. This includes all applicable logs (mileage logs and individual trip logs to other participants in the group, etc.).
- Ensure the mileage and individual trip logs are submitted to Commuter Services in a timely basis, or ensure that another participant in the County Vehicle is delegated and Commuter Services is suitably informed of delegation.
- Remind participants of their respective County Vehicle that they are required to take initiative in the above responsibilities in the event the Captain is not available.
- If the current Captain is unable to adhere to these responsibilities, Commuter Services may request that the task should go to another participant.

## County Vehicle Program Participant Understanding of Responsibilities

**Participants of the County Vehicle Program are required to abide by the following terms and conditions. Participants must keep a copy of the County Vehicle Program Participant Policy. Participants are required to submit acknowledgement of this policy to Commuter Services. Participants who fail to submit an acknowledgement of this policy will not be permitted to participate in the County Vehicle Program.**

Commute Valuation Rule:

Beginning January 2014, individual trip logs will be available in electronic format. Contact County Vehicle Coordinator for link to electronic trip log (e-log).

According to the Internal Revenue Service (IRS), the use of County vehicles for commuting purposes has been deemed a taxable benefit to employees. As a result, it is necessary to tax employees on this benefit if the value of the trips exceeds the fare amount paid by the employee. Failure to abide by the IRS regulations could very well cause significant financial consequences not only to the County, but to you as a participant in the County Vehicle Program.

Each participant in each group will be required to complete a personal individual trip log which clearly defines the number of individual trips a participant travels each month. Be advised that completion of the individual trip log is **not** an option, it is mandatory. **Individual trip logs are due to Commuter Services by the 7<sup>th</sup> of each month** so that the County Vehicle Program coordinator can process and submit to ACO Payroll no later than the 12<sup>th</sup> of each month.

Under the IRS' commuting valuation rule, each one-way personal trip is valued at \$1.50 of imputed taxable income for most County Vehicle groups. Other County Vehicle groups may have to assume an annual lease value rule based on employee status.

The total value of the trips is then calculated against the monthly fare paid by each participant. If the value of the trips is less than the amount paid by the participant each month, then no tax will be imputed. If the value of the trips is more than the amount paid by each participant, then the amount will be reflected as earnings to be taxed on the participant's paycheck.

Please see ACO Standard Practice Manual #222 for more information on taxation. Any questions on taxation should be directed to ACO Payroll.

### Participation:

Each participant understands that the County Vehicle Program is a benefit for employees but certain departments have restrictions to deviating schedules. All participants requiring a deviation in schedule in order to join a County Vehicle will require supervisory or managerial approval. Be advised that departments are NOT required to deviate schedules for employees; departmental needs ALWAYS come first.

### Operation:

The Rideshare County Vehicle assigned to a group is to be used only for commuting to and from work. **Under no circumstance is the vehicle to be used for work related business, breakfast, lunch, appointments, meetings or any kind of personal business.**

If a Department Vehicle is being used, that vehicle may be rented by that Department's employees for approved County business through the Department's Vehicle Control Coordinator, and will be required to be maintained at the worksite each business day.

County vehicles are to be used Monday through Friday only, no exceptions. If a participant's normal workday Monday through Friday falls on a County holiday, use of the vehicle may be authorized with prior approval from Commuter Services.

- All participants must receive approval from Commuter Services before they begin ridesharing in a County vehicle. Participants may begin utilizing a County Vehicle on the 1<sup>st</sup> and 16<sup>th</sup> of each month. In the event the 1<sup>st</sup> and 16<sup>th</sup> falls on a holiday or weekend, the participant will begin participation on the next business day.
  - In the event a deduction is not received by Commuter Services by a particular participant (examples include leave of absence, exhausted leave balances, timesheets not turned in, AWOP, etc.), it is up to that participant to contact Commuter Services within one pay period to make arrangements to reissue those missing funds in another manner in order to keep that seat.
  - Commuter Services will notify the Captain within that first pay period that a possible participation change may impact the group due to non-payment of a seat.
  - In the event two pay periods lapse without appropriate pay period deduction being taken, automatic termination from the County Vehicle Program for that individual will be processed due to non-payment of that seat and if the group is unable to recruit a 4<sup>th</sup> person in the event participation drops below 4 participants, arrangements may be made to disband the vehicle due to low ridership.
- Non-County employees are not authorized to drive or ride in the County vehicle until officially assigned to the County Vehicle Program. Officially assigned is defined as "entered into a Memorandum of Understanding (MOU)." Depending on the terms of the Memorandum of Understanding (MOU), non-County employees may participate as riders and/or drivers. Refer to the MOU for clarification.
- **Safety Office Required Driver Training Class: All County Vehicle participants must take the Driver Training course through the Safety Office.**
  - Once a new participant joins a County vehicle and their DMV driver record has been received by Commuter Services with no outstanding issues, authorization to drive, refuel and rent vehicles will be given those who **have** taken the County-required Driver Training class.
    - **For those participants who have not taken the Driver Training class, temporary authorization to drive will be given for a period of 3 months.**
  - Once the employee is notified that this course is required, it is the employee's responsibility to schedule the class. There is no cost for this class for County employees; however a \$25 charge will be incurred by Commuter Services for the employee's failure to show up. This cost will be charged back to the employee's department.
  - Once this class has been completed and verified by email notification, authorization to drive, rent and refuel will be granted.
  - Failure for a participant to take this County Vehicle required class by the date required will result in suspended driving authorization until the class is taken, and Guaranteed Rides Home will be authorized only by taxi service.
- The General Form 30 (Authorization to Drive) that employees complete during their pre-employment process does **not** pertain to driving approval for commuting purposes.
- Participants of each County Vehicle group **MUST** reach an agreement on how the driving responsibility will be rotated among authorized drivers.
  - Commuter Services expects that each participant in the County vehicle contribute to the responsibility of driving. However, if the group as a whole agrees to an alternative

arrangement in order to make an accommodation for a particular rider, then Commuter Services will support the group's decision provided ALL members agree to the arrangement. The County Vehicle Coordinator must be notified via email of the alternative arrangement so that it can be properly documented in the group's general file.

- Drivers of a Rideshare County Vehicle must abide by all traffic laws, and must operate the County vehicle in a safe manner as defined by the California DMV.
- Reports to Commuter Services of unsafe and reckless driving in a County vehicle may result in termination of participation in the County Vehicle Program. Depending on the severity of the action, be advised that Human Resources Service Team(s) may be notified of offense and formal disciplinary action may be issued which could affect a participant's employment.
- Commuter Services reminds all participants that the County vehicle is a "rolling" representation of the County of Riverside. This means the public watches what we do and how we drive, so keep this in mind whenever in a County vehicle.
- Commuter Services receives DMV updates when traffic violations have occurred. Depending on the violation and occurrences, suspension of the participant's rideshare driving privilege may be warranted.
- The purpose of the County Vehicle Group Agreement and Schedule is to detail the specified pick-up locations, and arrival and departure times. Any changes will require the group to complete and execute an updated County Vehicle Group Agreement & Schedule. It is the **group's** responsibility to provide timely updated Group Agreements to Commuter Services.
  - By signing the County Vehicle Program Group Agreement and Schedule, participants acknowledge that failure to arrive at the agreed upon time and designated location may result in members being left behind. Consequently, continued failure to abide by the group agreement may result in termination of participation in the County Vehicle Program at the discretion of Commuter Services.
- Participants **must** notify the driver or other riders in advance when not riding in the vehicle due to personal schedule conflicts such as vacation, business travel, and other scheduling problems.
- County vehicles must be parked in a secure location such as a driveway of a private residence, County gated facility, or other location approved by Commuter Services and Fleet Services.
- Provide verbal or written notification to Commuter Services in the event participation must be terminated.
  - Written or electronic notification must be given **at least** two weeks in advance of effective termination date. Termination effective dates are the 15<sup>th</sup> and last day of the month. Failure to provide two weeks notice will result in a Rideshare pay period deduction. Commuter Services, at its discretion, may grant exceptions to the two week notification requirement for employees who have experienced unforeseen events such as transfers or termination from the County of Riverside.
  - Under no circumstances will requests to temporarily terminate payroll deduction be processed.
- In the event a participant is required to terminate participation in the County Vehicle Program due to non-compliance with the County Vehicle Program Participant Policy, he or she will not be allowed to participate for a period of no less than 60 days from date of termination, **or another period of time as determined by Commuter Services.**

- The group is **REQUIRED** to discuss all special events (for example, election day, holidays, etc) with the group **PRIOR** to the special event. In the event a participant is interested in or could potentially be leaving early for a special event, they must not assume the group will be allowed to leave early to accommodate their personal request. This will be prohibited and be strictly enforced. The individual should drive themselves in if they feel they may or will be leaving early, and Guaranteed Rides Home will not be provided for this reason. All participants understand that the County Vehicle is not their personal property, and is required to be at the workplace for the entire work day.

#### Mileage, Repair, and Maintenance:

- Commuter Services requires all County Vehicle Groups to fax a monthly mileage log to Commuter Services by the 7<sup>th</sup> of each month for the previous month. The mileage log must be completed daily. It is the responsibility of **every** member to be sure the completed mileage log is faxed to Commuter Services.
- Note that the due date of the monthly mileage log has been changed to the 7<sup>th</sup> of each month. Due to start of the individual trip log requirement by individual participants, we recommend that all monthly mileage logs and vehicle trip logs are either faxed OR scanned and emailed to Commuter Services at the same time. **Each participant in the group has a responsibility to ensure that both are received by Commuter Services. This is not solely the Captain's responsibility.**
  - Failure to submit either the mileage log or the individual trip log by the 7<sup>th</sup> of each month will result in the following actions:
    - 1<sup>st</sup> notification of overdue log (either individual trip or monthly mileage) will result in a friendly reminder to the individual or Captain, respectively.
    - 2<sup>nd</sup> notification of overdue log (either individual trip or monthly mileage) will result in an official warning which will go to file to the individual or Captain, respectively.
    - 3<sup>rd</sup> notification of overdue individual trip log will result in submission of that individual's trip log by Commuter Services reflecting participation every day in that month. 3<sup>rd</sup> notification of the monthly mileage log will result in a final warning, and subsequent notification of intent to terminate participation due to non-compliance of this policy.
  - Due to the numerous amounts of fax errors that are received most months, all groups and participants are strongly encouraged to scan and email their individual trip/monthly mileage logs to the County Vehicle Coordinator. This method serves two purposes: first, an email can be responded to with confirmation of receipt, and second, it can easily be searched in the event it is not initially documented.
- In the event of an audit, groups are **required** to retain and produce all monthly mileage logs for the current calendar year. Failure to provide mileage logs upon request will result in a written warning to the group for Policy Violation. Subsequent failure to produce the logs may result in disbanding the vehicle. **This will be enforced in the 2015 renewal year.**
- **Mileage logs must be completed in their entirety; other than the comment section, no field should be left blank. For Fleet Vehicles, only the morning and evening pick-up mileage have to be recorded. For Department Vehicles, both morning pick-up and arrival mileage, and evening pick-up and arrival mileage must be recorded.**
- When the County vehicle's daily mileage consistently exceeds the allocated miles allowed for the appropriate zone, the monthly fare for all group participants may be adjusted to the appropriate mileage rate zone at the discretion of Commuter Services.
- Refer to the Fleet Services County Vehicle Users Policy for repair and maintenance policy.

## Interpersonal Relations, Courtesies, and Disciplinary Action:

County Vehicle participants should remember that while it is fine to be friendly with other participants in the County Vehicle, each participant in the County Vehicle are County employees and are our colleagues, first and foremost. Each group is utilizing County resources (the County Vehicle itself) to commute to and from work, and as such, deference should be given to each other as colleagues with respect and professionalism at all times. Any information you wish to share of a personal matter should be discussed outside of commuting hours in the County Vehicle. Other courtesies that should be followed are:

- As a courtesy to non-smoking employees, employees who smoke should not smoke less than 5 minutes before entering County Vehicle and should take every care to freshen up prior to entering the County Vehicle.
- A courtesy should be extended to those participants who wish to sleep or read.
- Radio volume shall be adjusted to be respectful of all participants in the County Vehicle. Further, radio selections must be limited to neutral music selections. Stations such as talk radio or other channels that may be construed as inappropriate to other participants of the County Vehicle should be avoided.
- Loud conversations that could be distracting to the driver or disturbing to other passengers should be avoided. Conversations between participants should be limited to neutral and uncontroversial topics and discussions.
- Apply perfumes, colognes, and/or lotions after the destination has been reached.
- Climate controls shall be set to a level that is approved by a consensus of the County Vehicle participants.
- County Vehicle participants should only use cell phones for emergency situations as conversations taking place might be distracting to other participants.
- All participants in the County Vehicle Program are required to behave in a courteous and respectful manner to each other and the general public. Participants found to have acted in a discourteous manner may be terminated from the County Vehicle Program.
- County Vehicle participants are to be proactive in resolving a conflict between members in a professional and respectful manner.
- Should a personal conflict between members elevate to Commuter Services, Human Resources Service Team(s) may be notified, and an investigation may be conducted. A final, indisputable determination will be levied by Commuter Services and may result up to and including termination from the County Vehicle Program of an individual participant or the entire County Vehicle group.
- Should an investigation be elevated to the Human Resources Service Team(s), further disciplinary action may be taken by the participant's department.

Liability:

- Immediately report to Commuter Services all Rideshare County Vehicle accidents and/or moving violations.
- Participants must immediately inform Commuter Services of an expired, suspended, or revoked driver license.
- Participants must notify Commuter Services if they have NOT completed the Safety Driver Training course. Failure to disclose this information while driving a County Vehicle is a direct violation of the County of Riverside Safety Manual and violators will be disciplined.
- The County of Riverside will provide the vehicle liability coverage for the County owned vehicle while it is being driven by a Rideshare Office approved driver. Be advised this does not include medical coverage for the driver or the occupants.
- The County is mandated by Legislation to reduce vehicles on the road, and as such has created this voluntary option for County employees to participate in a van pool/car pool. This does not extend coverage under workers' compensation should an injury/accident occur while going to work or home. These vehicle trips are barred from inclusion under the Labor Code. The only exception to this would be coverage for the person who is actually driving the vehicle at the time of the injury/accident.



ACKNOWLEDGEMENT OF RECEIPT - 2015

*I am in receipt and understanding of the County Vehicle Program Participant Policy for 2015 that I was provided. My signature below states that I have read and understand the County Vehicle Participant Policy, and will abide by the terms and conditions of the County Vehicle Program.*

*I understand that failure to abide by the terms and conditions of the County Vehicle Program may result in disciplinary action or termination from the County Vehicle Program.*

*Signature:* \_\_\_\_\_ *CV#* \_\_\_\_\_

*Print Name:* \_\_\_\_\_ *Date:* \_\_\_\_\_

*Please return this acknowledgement to the County Vehicle Coordinator, Commuter Services, Mail Stop 1008.*

*My REQUIRED initials below denote my understanding of the following new changes for 2015:*

\_\_\_\_\_ *That all approved new participants not having taken the Driver Training course through the Safety Office will only have temporary authorization to drive the County Vehicle until they have taken the Driver Training course.*

\_\_\_\_\_ *That the section on participant courtesies has been broadened to cover individual and group courtesy matters within the group. I understand that this includes topics such as smoking, climate control, music, radio, conversation clarification, cell phone use, and use of fragrances.*

***Please refer to the County Vehicle Participant Policy for specific details on the above changes.***