

**AUTHORIZATION FOR USE OF DEPARTMENT VEHICLES**  
*County of Riverside – Rideshare Office*

**DATE:** \_\_\_\_\_

**TO:** Eric Castro  
Rideshare/County Vehicle Coordinator

**FROM:** \_\_\_\_\_

The department vehicle listed below is available for ridesharing purposes. Please coordinate rideshare registration and payroll deduction for the employees listed below. County Vehicle fees collected from the employees utilizing the department vehicle will be transferred to the department on a monthly basis.

It is understood by all participants that the monthly fare is based upon a minimum number of four participants. In the event that participation starts at less than three participants, the remaining members will be responsible for splitting the cost of the vacant seats, unless the department head notifies the Rideshare Office with their intent to make an exception.

**County of Riverside Vehicle Identification # (xx-xxx):** \_\_\_\_\_

**Department Authorizing Use of Department Vehicle:** \_\_\_\_\_

**Vehicle Description:** \_\_\_\_\_

**Department Accounting String:** \_\_\_\_\_

**Name and telephone number of Captain (point of contact between group and Rideshare):**

**Origination (where the vehicle is housed overnight):**

**Destination (worksite address):**

**Round-trip mileage (must include agreed-upon stops):**

**Group Work Hours:**

**Initial Participants (including employee ID number):**

_____	_____
_____	_____
_____	_____

\_\_\_\_\_  
*(Department Head or Designee Approval Signature/Print Name)*

\_\_\_\_\_  
*(Date)*

# County Vehicle Monthly Fares Commuter Services

<b>ZONE</b>	<b>MILES</b>	<b>MONTHLY RATE</b>	<b>SEMI-MONTHLY RATE</b>
Zone 1	10-40	\$48.84	\$24.42
Zone 2	41-60	\$69.74	\$34.87
Zone 3	61-80	\$90.32	\$45.16
Zone 4	81-100	\$111.54	\$55.77
Zone 5	101-120	\$132.44	\$66.22
Zone 6	121-140	\$153.46	\$76.73
Zone 7	141+	\$174.36	\$87.18

- ✓ Mileage is round-trip miles traveled per day.
- ✓ Monthly fares are collected through payroll deductions.
- ✓ Monthly fares must recover costs associated with commuting use.
- ✓ Should participation drop below the minimum number of participants, remaining members will be required to split the cost of the vacant seat for no more than two pay periods.
- ✓ If a minimum number of participants is not reach at the end of two pay periods, the county vehicle will be disbanded and the vehicle reassigned to the next group on the waiting list.
- ✓ First deduction is a double deduction (i.e. if Zone 1, first deduction is \$48.84, and \$24.42 thereafter) which covers the first two weeks and last two weeks of participation. This ensures Commuter Services receives two weeks' notice upon termination of participation.