

NEW COUNTY VEHICLE INFORMATION FORM
County of Riverside – Rideshare Office

DATE: _____

TO: Eric Castro
Rideshare/County Vehicle Coordinator

FROM: _____

Below please find the information that you require in order to establish a new County Vehicle group. Please coordinate rideshare registration and payroll deduction for the employees listed below. It is understood by all participants that the monthly fare is based upon a minimum number of four participants and in the event that participation drops to three, that the remaining members will be responsible for splitting the cost of the 4th vacant seat for no more than two periods while the group actively recruits for a 4th participant. If at the end of the two pay period a 4th participant is not found, the vehicle will be disbanded due to low ridership.

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

Origination (where the vehicle is housed):

Destination (worksite address):

Round-trip mileage (including agreed-upon stops):

Group Work Hours:

Initial Participants (including employee ID number):

For Rideshare Office use only:

CV# _____ Zone: _____

VID: _____ Vehicle Description (make/model) _____

County Vehicle Monthly Fares Commuter Services

ZONE	MILES	MONTHLY RATE	SEMI-MONTHLY RATE
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 reached 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.

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