

RIDESHARE REGISTRATION

County of Riverside

Please Print

First Name _____ Last Name _____ EMPLID # _____

Street Address _____

City You Live In _____ Zip Code _____

Work Phone Number _____ Work Hours _____ am/pm _____ am/pm (circle am or pm)

Dept/Agency _____ Division _____ Mail Stop # _____

Work Address _____ City _____

On an average, how many days per week will you be using alternative modes of transportation? (Not driving alone) _____

Did you have to alter your work hours to accommodate your rideshare arrangements? Yes No

Do you have access to e-mail? No Yes If yes, provide e-mail address: _____

Birthday _____

Please Complete The Appropriate Sections Below

CARPOOLING

I carpool with a county employee(s) I carpool with a non-county employee(s) (check one)

Carpool Partner(s):

Name _____ Department or Employer _____ Phone _____

Name _____ Department or Employer _____ Phone _____

Name _____ Department or Employer _____ Phone _____

Vehicle Make & Year _____ Model _____ Color _____ License Plate # _____

Do you? (check one) Share Driving Ride Only Drive Only **Are you?** (check one) A New Carpool Adding to an existing carpool

Carpool Parking is available at my work location, please issue our carpool a parking permit (check one) Yes No

CARPOOL PARKING: My signature below acknowledges my agreement to abide by the rules and regulations set forth by the Rideshare Program as so stated on the back of this form. I agree to relinquish the parking permit upon termination of employment or upon request from the Rideshare Office. I acknowledge that falsification of information on any rideshare document or misuse of a Carpool Parking Permit could result in disciplinary action and/or termination from employment. The Rideshare Office must be notified within five (5) days of any changes occurring within the registered carpool.

TELECOMMUTE/BICYCLING/WALKING

I am registering to (check appropriate response) Walk to Work Bicycle to Work Telecommute

Miles I will be bicycling or walking to work _____

Days I am telecommuting from home (must have dept approval on file with Commuter Services): M T W Th F

Bicycle Color _____ Make _____ Serial Number _____

TRANSIT

Transit Agency (check one) RTA SunLine Omnitrans MetroLink

Route or Line Number(s) _____

ACKNOWLEDGEMENT

Employee Signature _____ Date _____

Supervisor's Name (Please Print) _____ To the best of my knowledge the above information supplied by this employee is correct. Date _____

Supervisor's Signature _____

For Commuter Services Use Only

Site # _____ DB _____ Permit # _____ Str. Pass # _____ CN Code # _____ GRH Voucher _____

Date Link to IE Commuter Emailed: _____ If Internal, date mailed _____ for months _____ CSRep _____ *

**Please Return Completed Form
To Commuter Services,
Mail Stop #1008
Fax 951-955-1181**

CARPOOL PARKING RULES AND REGULATIONS

County of Riverside

(Ordinance 626.4)

1. Employees must be assigned a County Employee Parking Permit to be eligible for a Carpool Parking Permit.
2. A Carpool Parking Permit will only be issued to carpools consisting of **at least two County employees** who will carpool to the worksite a **minimum of three days per week**. Only one Carpool Parking Permit will be issued per carpool group.
3. A **Carpool Parking Permit** will be issued to **only to carpools that report to the same worksite**, or if a **carpool reports into different worksites, it will have to be approved by Commuter Services that the participants commuted together at least half the distance of the commute**.
4. Carpool Parking spaces can only be used on days the required minimum of two registered county employees are in the rideshare vehicle.
5. A Carpool Parking Permit may be transferred from one vehicle to another within the registered carpool group. The Carpool Parking Permit must hang from the rear view mirror while parked in a Carpool Parking space. Failure to properly display the permit will result in a parking citation.
6. A lost or stolen Carpool Parking Permit must be reported within five (5) days to Commuter Services. There will be a \$10.00 fee for lost or stolen Carpool Parking Permits. Lost or stolen permits will be reported as missing and are subject to violation should its use be continued.
7. A parking citation will be issued to vehicles using a revoked, altered, or out of date Carpool Parking Permit.
8. Commuter Services must be notified within five (5) days of any changes occurring within the registered carpool.
9. A Carpool Parking Permit must be delivered to Commuter Services immediately upon termination of employment or within five (5) days of termination from the program.
10. Abuse of any rules or regulations outlined above or in Ordinance 626.4 pertaining to Carpool Parking Permits and the use of, and/or falsification of information in any rideshare document, will result in the revocation of the Carpool Parking Permit and administrative disciplinary action and/or dismissal.

Commuter Services

951-955-1118