



**COUNTY OF RIVERSIDE - COMMUTER SERVICES**

**NEW COUNTY VEHICLE (CV) INFORMATION FORM**

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

**TO:** CC Sandefur, Employee Transportation Coordinator

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

Please provide the information required to establish a new County Vehicle (CV) group, coordinate rideshare registration, and payroll deductions for the employees listed below. It is understood by all participants that the monthly rate is based upon a minimum number of four (4) participants. Should participation drop below the minimum number, the remaining participants are required to split the cost for the vacant seat(s). The new base rate will be split among the remaining group participants and will remain in place while the group actively recruits to fill the vacant seat(s). If a minimum number of participants is not reached, the County Vehicle (CV) group understands the possibility of disbandment due to low ridership and the vehicle will be reassigned to the next group on the waiting list.

**MAIN CONTACT PERSON (CAPTAIN):** \_\_\_\_\_

**CONTACT TELEPHONE NUMBER(S):** \_\_\_\_\_

**CONTACT EMAIL ADDRESS:** \_\_\_\_\_

**GROUP WORK HOURS:** \_\_\_\_\_

**ADDRESS WHERE VEHICLE WILL BE STORED:**  
\_\_\_\_\_  
\_\_\_\_\_

**MORNING PICK-UP LOCATION(S):**  
\_\_\_\_\_  
\_\_\_\_\_

**WORK LOCATION(S):**  
\_\_\_\_\_  
\_\_\_\_\_

**INITIAL PARTICIPANTS (INCLUDE EMPLOYEE ID NUMBER):**

_____	_____
_____	_____
_____	_____

***For Commuter Services Office use only:***

CV# \_\_\_\_\_ Unit#: \_\_\_\_\_ Zone: \_\_\_\_\_

Vehicle Description (make/model) \_\_\_\_\_

## COUNTY OF RIVERSIDE - COMMUTER SERVICES

### COUNTY VEHICLE (CV) MONTHLY RATES

<b>ZONE</b>	<b>MILES</b>	<b>MONTHLY RATE</b>	<b>SEMI-MONTHLY RATE</b>
<b>Zone 1</b>	<b>10 - 40</b>	<b>\$53.80</b>	<b>\$26.90</b>
<b>Zone 2</b>	<b>41 - 60</b>	<b>\$76.80</b>	<b>\$38.40</b>
<b>Zone 3</b>	<b>61 - 80</b>	<b>\$99.40</b>	<b>\$49.70</b>
<b>Zone 4</b>	<b>81 - 100</b>	<b>\$122.70</b>	<b>\$61.35</b>
<b>Zone 5</b>	<b>101 - 120</b>	<b>\$145.70</b>	<b>\$72.85</b>
<b>Zone 6</b>	<b>121 - 140</b>	<b>\$168.90</b>	<b>\$84.45</b>
<b>Zone 7</b>	<b>141+</b>	<b>\$191.90</b>	<b>\$95.95</b>

- First deduction is a full month's rate (i.e., if Zone 1, first deduction is \$53.80, and \$26.90 thereafter) which covers the first two weeks and last two weeks of participation. This payment ensures Commuter Services receives a two week notice to terminate participation in the County Vehicle (CV) program.
- Monthly fees are broken down into daily roundtrip zones and calculated based on where the vehicle is stored, driving to and from.
- Monthly fees are collected through employee payroll deductions. All participants commuting in the same County Vehicle (CV) pay the same fee.
- Fees per person are billed on a bi-weekly basis, which includes a guaranteed seat, routine service repair and maintenance, fuel, a loaner/rental vehicle while the County Vehicle (CV) is being serviced. Additionally, the program offers a Guaranteed Ride Home option, if needed.
- Should participation drop below the minimum number of four (4) participants, the remaining members are required to split the cost for the vacant seat(s). The new base fee is divided among the group participants and will remain in place while the group actively recruits to fill the vacant seat(s).
- If a minimum number of participants is not reached, the vehicle group understands the possibility of disbandment due to low ridership and the vehicle will be reassigned to the next group on the waiting list. Every effort is made to ensure that the County Vehicle (CV) Program operates at a 100% to keep employee cost low.