

AUTHORIZATION FOR USE OF DEPARTMENT VEHICLES
County of Riverside – Commuter Services

DATE: _____

TO: CC Sandefur Commuter Services/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.

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.

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

Date

Print Name of Department Head or Designee



County Vehicle Monthly Fares

Commuter Services

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

- ✓ 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 \$53.80, and \$26.90 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.