

# 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*