



COUNTY OF RIVERSIDE – HUMAN RESOURCES COMMUTER SERVICES DIVISION

AUTHORIZATION FOR DEPARTMENT VEHICLE USE

DATE: _____

TO: CC Sandefur, Employee Transportation Coordinator

FROM: _____

The DEPARTMENT VEHICLE listed below is available and approved for ridesharing purposes. The Department below understands that as of September 1, 2017, the Human Resources Commuter Services Division no longer reimburses departments the monies collected from the registered participant's utilizing department owned vehicles. 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 employee department only group on the waiting list.

DEPARTMENT AUTHORIZING USE OF DEPARTMENT VEHICLE: _____

COUNTY OF RIVERSIDE VEHICLE IDENTIFICATION NUMBER (XX-XXX): _____

VEHICLE DESCRIPTION (MAKE/MODEL): _____

MAIN GROUP CONTACT PERSON (CAPTAIN): _____

MAIN CONTACT TELEPHONE NUMBER(S): _____

MAIN CONTACT EMAIL ADDRESS: _____

CV GROUP WORK HOURS: _____

ADDRESS WHERE VEHICLE WILL BE STORED:

MORNING PICK-UP LOCATION(S):

WORK LOCATION(S):

INITIAL PARTICIPANTS (INCLUDE EMPLOYEE ID NUMBER):

ACKNOWLEDGEMENT

DEPARTMENT HEAD OR DESIGNEE APPROVAL SIGNATURE

DATE

DEPARTMENT HEAD OR DESIGNEE NAME (PLEASE PRINT) - To the best of my knowledge the above information provided is true and correct.

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ZONE FARE INFORMATION

ZONE	MILES	MONTHLY RATE	SEMI-MONTHLY RATE
Zone 1	10 - 40	\$53.80	\$26.90
Zone 2	40.01 - 60	\$76.80	\$38.40
Zone 3	60.01 - 80	\$99.40	\$49.70
Zone 4	80.01 - 100	\$122.70	\$61.35
Zone 5	100.01 - 120	\$145.70	\$72.85
Zone 6	120.01 - 140	\$168.90	\$84.45
Zone 7	140.01+	\$191.90	\$95.95

- First deduction for the County Vehicle (CV) program will be a full month’s deduction, which covers the first two weeks and the last two weeks of participation (i.e., if Zone 1, first deduction is \$53.80, and \$26.90 thereafter). The double deduction ensures the Human Resources Commuter Services Division receives a two week notice to terminate participation in the County Vehicle (CV) program.
- Monthly fares are broken down into daily roundtrip mile zones and calculated based on where the vehicle is stored, driving to and from. The Human Resources Commuter Services Division only uses Google Maps to determine the most efficient route for County Vehicle (CV) registered groups.
- Monthly fares are collected through employee payroll deductions. All participants commuting in the same County Vehicle (CV) pay the same fare.
- Fares 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 County Vehicle (CV) program offers a Guaranteed Ride Home option, if needed.
- Should participation drop below the minimum number of four (4) participants, the remaining participants are required to split the cost for the vacant seat(s). The new base fare is divided amongst 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 participants understand 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.