



# COUNTY OF RIVERSIDE – HUMAN RESOURCES COMMUTER SERVICES DIVISION

## COMMUTE MODE REGISTRATION

PLEASE RETURN TO COMMUTER SERVICES OFFICE FOR PROCESSING: [icommute@rivco.org](mailto:icommute@rivco.org)

Today's Date \_\_\_\_\_ Employee ID Number \_\_\_\_\_ TAP Employee  YES  NO

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

Department \_\_\_\_\_ Division \_\_\_\_\_ Mail Stop Number \_\_\_\_\_

Work Number(s) \_\_\_\_\_ Work Hours/Schedule \_\_\_\_\_

Work email address \_\_\_\_\_

Work Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Home email address \_\_\_\_\_

Home Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Contact Number(s) \_\_\_\_\_

Did you alter your work schedule to participate in the Commuter Services RideShare Program?  YES  NO

On an average, how many days per week will you be using the registered alternative mode of transportation? *(Not commuting alone)* \_\_\_\_\_

### PLEASE COMPLETE THE APPROPRIATE COMMUTE MODE BELOW

#### CARPOOLING

*My signature below acknowledges my agreement to abide by the terms and conditions as set forth by the Human Resources Commuter Services Division as so stated on the back of this document. Abuse of any rules or regulations outlined with the Human Resources Commuter Services Division and in Ordinance 626.4 pertaining to Carpool Parking Permits and or Parking Structure access cards and the use of, and/or falsification of RideShare information, will result in the revocation of the Carpool Parking Permit and or Parking Structure access card and disciplinary action in accordance with County Policy. Employees using an issued parking structure access card for purposes other than intended will be required to reimburse the Human Resources Commuter Services Division for charges incurred as a result of parking structure access card misuse.*

Check appropriate response:  I carpool with a COUNTY employee(s)  I carpool with a NON-COUNTY employee(s) *(must be full-time working adult(s))*

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

There are reserved COUNTY carpool parking spaces available at my workplace; please issue a carpool parking permit to our carpool group. *(check one)* Yes  No  NA

Carpool Partner(s):

Name \_\_\_\_\_ Department or Employer \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Department or Employer \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Department or Employer \_\_\_\_\_ Phone \_\_\_\_\_

Name \_\_\_\_\_ Department or Employer \_\_\_\_\_ Phone \_\_\_\_\_

Vehicle Make and Year \_\_\_\_\_ Model \_\_\_\_\_ Color \_\_\_\_\_ License Plate # \_\_\_\_\_

#### TRANSIT

Transit Agency *(check appropriate response)*  METROLINK  RTA  OMNITRANS  SUNLINE  OCTA

Route or Transit Line Number(s) \_\_\_\_\_

#### BIKE or WALK

I am registering to *(check appropriate response)*  BIKE TO WORK  WALK TO WORK

Total miles I bike or walk to work \_\_\_\_\_

Bike Color \_\_\_\_\_ Make \_\_\_\_\_ Serial Number \_\_\_\_\_

#### \*TELECOMMUTE

*\*Registered telecommute participants are ONLY eligible for the IE Commuter's Telework Spotlight. Qualifying participants will be randomly selected to win a monthly prize worth up to \$100! Other restrictions may apply.*

I am registering to:  TELECOMMUTE

Telecommuting Days (circle all that apply) M T W Th F

### REGISTERED PARTICIPANTS ACKNOWLEDGEMENT

*My signature confirms that I understand, acknowledge, and will abide by the terms and conditions of the County of Riverside Human Resources Commuter Services RideShare Program. I further understand that abuse of any rule, regulation, or falsely reporting RideShare participation to earn incentives may result in termination of my participation and disciplinary action in accordance with County Policy.*

Signature \_\_\_\_\_

Date \_\_\_\_\_

#### HUMAN RESOURCES COMMUTER SERVICES DIVISION USE ONLY

MODE CONFIRMATION (circle one): CP CN R B W T TW IF CN, ENTER CN: \_\_\_\_\_

GRH VOUCHER: \_\_\_\_\_ CP PERMIT: \_\_\_\_\_ STRUCTURE PASS: \_\_\_\_\_ DEPARTMENT CODE: \_\_\_\_\_ WORK SITE: \_\_\_\_\_

WELCOME INFORMATION AND LINK EMAILED ON: \_\_\_\_\_ REGISTRATION PACKET MAILED TO/ON: \_\_\_\_\_ HR-CSD REP: \_\_\_\_\_

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## PARKING PERMIT/PARKING STRUCTURE PASS CARD AGREEMENT

### *I UNDERSTAND AND AGREE TO ABIDE BY THE FOLLOWING PARKING PERMIT/PARKING STRUCTURE PASS CARD RULES:*

- 1) I understand that County of Riverside parking ordinance number 626 is strictly enforced in all County of Riverside parking structures and parking lots. I will abide by all County of Riverside parking structure and parking lot rules and will ensure our vehicle and personal items be locked and always secured. I also understand that the County of Riverside is not responsible for any damage or theft that occurs while parking in County facilities.
- 2) I understand that any violation of any rules or regulations outlined with the Human Resources Commuter Services Division and in Ordinance 626.4 pertaining to carpool parking permits and/or parking structure pass cards, as well as the use of, and/or falsification of RideShare information, will result in the revocation of the carpool parking permit and/or parking structure pass card and disciplinary action in accordance with County Policy.
- 3) I understand that active and registered RideShare participants of our designated carpool group will always be fully responsible for the carpool parking permit and/or parking structure pass card. I also understand that the carpool parking permit and/or parking structure pass card are not transferable, and that allowing an unregistered individual to use the active and registered group's issued carpool parking permit and/or issued parking structure pass card will result in the group's carpool parking permit and/or issued parking structure pass card being revoked and immediately returned to the Human Resources Commuter Services Division.
- 4) I understand that any changes to our registered carpool group will be immediately reported to the Human Resources Commuter Services Division. I further understand that if our carpool group disbands or if our group decide not to park in the reserved carpool parking space or in the designated parking structure, we will immediately return the issued carpool parking permit and/or issued parking structure pass card to the Human Resources Commuter Services Division.
- 5) I understand that I will immediately notify the Human Resources Commuter Services Division if the issued carpool parking permit and/or issued parking structure pass card is misplaced/lost or stolen and understand that our carpool group is responsible for paying a \$10.00 card fee and an additional \$10.00 replacement/activation fee.
- 6) I understand that the issued carpool parking permit allows the active and registered carpool group to park only ONE vehicle at a time in an assigned "County of Riverside Carpool Parking By Permit Only" reserved parking space at the carpool groups registered work location ONLY on the days the group carpools. I further understand that while parked in the designated reserved carpool location, the group will display the issued carpool parking permit on the rear-view mirror of the vehicle and a Parking Services issued County employee parking permit. Failure to display BOTH permits while parked in a reserved carpool parking space will result in a parking citation. Parking citations are official, and participants are responsible for paying the issued citation(s).
- 7) I understand that a Human Resources Commuter Services Division issued parking structure pass card allows the active and registered carpool group to park only ONE vehicle at a time in an unreserved parking space inside the designated parking structure ONLY on the days the group carpools. I also understand that parking structure cardholders who forget or cannot locate their issued parking structure pass card at the time of exit will be charged an hourly fee.
- 8) I understand that registered participants using a Human Resources Commuter Services Division issued parking structure pass card for purposes other than intended will be required to reimburse the Human Resources Commuter Services Division for charges incurred as a result of parking structure card misuse and disciplinary action in accordance with County Policy may result.

email: [icommute@rivco.org](mailto:icommute@rivco.org)  
General Office Line: 951/955-1118  
Website: [rc-hr.com/commuter-services](http://rc-hr.com/commuter-services)