



Administrative Regulations Office of the Mayor

Title: EMPLOYEE RIDESHARE PROGRAM

A.R. Number: 6.5 **Effective Date:** 2/1/2007 **Page:** 1 of 3

Supersedes: Employee Rideshare Program **A.R.:** 6.5 **DATED:** 9/1/2004

I. PURPOSE:

The City of Richmond provides as a 'rideshare' benefit to its employees who use public transportation and/or approved vanpools to commute to and from work and for work-related travel. To protect the public investment and to ensure that the program is administered correctly, this Administrative Regulation is promulgated. The 'rideshare' program is funded through a grant and is subject to that funding for continuation.

II. DEFINITIONS

- A. EMPLOYEE TRIP REDUCTION PROGRAM (ETRP) – the common name which refers to the employee rideshare program, utilizing both GRTC buses and RideFinders' vans.
- B. GRTC – Greater Richmond Transit Company
- C. GRTC SWIPE CARD – A magnetic striped card that is issued to eligible employees to participate in the employee rideshare program.
- D. RIDEFINDERS VANS – Vanpools which transport up to 15 riders and are organized by RideFinders, the Richmond region's ridesharing agency.
- E. VANPOOL VOUCHER – Vouchers provided to ETRP participants vanpooling in a RideFinders van. The vouchers are for a maximum of \$105 per person per month to offset the operating costs of the vanpool.
- F. ELIGIBLE EMPLOYEE – A City of Richmond employee who has been issued a City of Richmond employee picture Identification Card.
- G. CITY IDENTIFICATION – The official City of Richmond employee identification card issued by the Department of Human Resources.
- H. EMERGENCY RIDE HOME – A benefit available for participants of the Employee Rideshare Program that provides a direct means for their travel home in the case of an emergency. RideFinders manages the Emergency Ride Home program and they can be reached at 643-RIDE.
- I. ETC – Employee Transportation Coordinator for the ETRP located in the Department of Public Works.
- J. PROGRAM MISUSE – Use of the assigned GRTC swipe card (or RideFinders vanpool vouchers) for travel other than to and from work.
- K. WORK RELATED TRIPS – The swipe card can be used for work related trips only with the approval of the employee's department payroll coordinator and the City of Richmond Employee Transportation Coordinator. An employee must complete and submit the "Work Related Trips" form in order to use the swipe card for work related purposes.

III. PROCEDURES

- A. APPLICATION FOR A RIDESHARE SWIPE CARD – Eligible City employees may contact their respective department Administrative Program Support Assistant/Payroll Coordinator for an application and literature on the rideshare program. After the application is completed and verified, the Administrative Program Support Assistant/Payroll Coordinator will issue the swipe card and notify the ETC of the assignment of the swipe card number. If the employee needs to use the



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swipe card for work related trips, the employee will need to submit the request on the "Work Related Trips Request Form" to the ETC for documentation.

- B. APPLICATION FOR A VANPOOL VOUCHER/COMMUTER BUCKS – Eligible City employees should contact RideFinders at 643-RIDE to learn if a vanpool is in operation in their area. RideFinders also assists in the formation of new vanpools. After the employee finds an available vanpool, he/she must contact his/her Payroll Coordinator to place a Commuter Bucks order by the 15th of each month. An employee must have a new Commuter Buck each month to participate in the vanpool.
- C. ANNUAL CERTIFICATION – Participating employees are required to complete a certification form each year. The form certifies that the rideshare benefit was used for legitimate purposes.
- D. LOST OR DAMAGED SWIPE CARD – If a swipe card is lost or damaged,, the recipient should report this incident to their department Administrative Program Support Assistant/Payroll Coordinator immediately. The department Administrative Program Support Assistant/Payroll Coordinator will contact the ETC and the card will be deactivated immediately. Such cards are replaced free of charge the first time, with a \$5 fee for any additional replacements.
- E. EMERGENCY RIDE – Participating employees may also take advantage of the emergency ride home benefit if they ride a GRTC bus or RideFinders van to work at least three (3) days per work week. If a registered participant has an emergency transportation need to their home or vehicle on a day they have ridden the van or bus to work; the program will make arrangements and pay the cost for either a taxi or rental car. Contact RideFinders at 643-RIDE for more information.
- G. SWIPE CARD MISUSE PROTCOL - To protect the investment in public funding it is important to ensure that swipe cards are not misused in any way. The steps detailed below are suggested ways to handle potential cases of swipe card misuse. This protocol is only a guide, and hopefully will not be needed. The protocol will be enforced in accordance with the agreement that has been signed by each enrolled participant.
 - 1. All participants of the Employee Trip Reduction Program will sign an agreement when applying for a GRTC swipe card or vanpool voucher that they agree to use the swipe card or vanpool voucher only for their personal commute to and from work and will not use the swipe card or vanpool voucher for any other purposes. The employee must show their City picture ID to the GRTC bus driver when using the swipe card.
 - 2. The ETC will monitor the monthly activity of all of the swipe cards and vanpool vouchers from the GRTC and RideFinders monthly bills. This includes, swipe card assignment, swipe card usage such as the number of times a day the swipe card is used, the actual time of day the trips are made and on which routes the swipe card is used. The ETC will compare this information to the listing of transfers to determine the actual ridership. In a given month approximately 40-50 swipes (excluding transfers) should be the maximum usage per card. Cards that exceed that number will be noted for further research.
 - 3. If the usage of a card is more than twice a day (excluding transfers) or above 50 swipes per month, the ETC will contact the employee's department Administrative Program Support Assistant/Payroll coordinator to inquire about the employee's work schedule and why the card is being used above the recommended level. If there is a valid reason, the information will be documented with the ETC. If there is no valid reason why the employee is using the card in excess, a warning letter/email will be sent to the employee from the ETC explaining how the Employee Trip Reduction Program operates and how the employee should use the program. A copy of this letter will be sent to the employee's department Administrative Program Support Assistant/Payroll Coordinator.



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4. If the employee continues to use the swipe card more than the 50 swipes a month, an additional letter/email will be sent to the employee stating that the employee has continued to violate the number of allowable trips per month and that their participation in the program is subject to termination. A copy of this letter/email will be sent to the employee's department Administrative Program Support Assistant/Payroll Coordinator. The employee's department Administrative Program Support Assistant/Payroll Coordinator will have the employee sign receipt of the letter/email and forward a copy of the letter/email to the ETC in Room 707 City Hall. The ETC will then deactivate the swipe card and the employee will no longer be able to be a participant in the program.

IV. AUTHORITY

This Regulation is issued pursuant to City Ordinance 2003-367-327, adopted November 24, 2003 and revised December 2005.

V. REGULATION UPDATE

The Office of the Mayor and the Department of Public Works shall be responsible for modifications to this Regulation.

APPROVED:

MAYOR