

## RIDESHARE PROGRAM

### PURPOSE

The UCLA Health System Faculty Practice Group Rideshare Program is designed to reduce the number of single occupant vehicle (SOV) trips to the worksite. This effort is aimed at employees and designed to help the Enterprise comply with the **South Coast Air Quality Management District (AQMD) Rule 22**. The Rule requires employee with 250 or more employees to provide commute options during peak commute hours of 6AM to 10AM, which reduces mobile source emissions, and to comply with the Federal Clean Air Act. Commute options include carpool, rail, transit, walk and bike. A secondary goal of the Rideshare Program is to mitigate parking demand and traffic congestion. Rideshare Participants must comply with carpooling 51% of the total distance driven together (AQMD Rule 2202). Randomly selected employees of Faculty Practice Group are required once a year to take a commuter survey. The Commuter Survey asks our employees to report how they came to work, so our AVR (average vehicle ridership) can be counted. This AVR is reported each year in compliance with Rule 2202 of the South Coast Air Quality Management District.

### PROCEDURE

- I. **Participation Privilege**  
*Program participation in the FPG Rideshare program is a voluntary and not a right of employment.* The FPG reserves the right to deny enrollment to anyone who does not meet the qualification requirements and/or follow the policies and procedures set by the FPG. Participants must comply with the regulations of the programs in which they participate and must practice good conduct in order to retain participation privileges. Failure to comply may result in program disqualification.
- II. **Other Restrictions Not Listed**  
There may be occasional unforeseen circumstances/situations that arise and the Human Resources Department will address each circumstance/situation separately. Members will receive Rideshare Policy changes by email, or other official notification.
- III. **Abuse of Incentives**  
Submitting false claims against the Rideshare Program is illegal and misuse of state funds. Participants who submit false claims are subject to losing their program participation and/or incentive privileges, disciplinary action or criminal prosecution.
- IV. **Notification of Status Obligation**  
Employees are responsible for notifying the Rideshare coordinator of any changes in employment status, transportation mode, and purchase of parking permit, change of rider, change of name, address, or any other update for which they receive incentive.

- V. **Yearly Commuter Survey**  
As part of its compliance program, the FPG is required to submit an annual Employee Commute Reductions Plan to the AQMD. This plan included details of the Rideshare programs and incentives and data collected from an annual employee commute survey. The FPG is required once each year to survey randomly selected employees. The Commuter Survey asks our employees to report how they commute to work, over a five-day (Monday through Friday) period. The survey yields an Average Vehicle Ridership number (AVR) and serves to illustrate the efficiency the FPG's Rideshare program. This AVR is reported each year in compliance with Rule 2201 of the South Coast Air Quality Management District. Our survey document is approved by the SCAQMD.
- VI. **Incentives**  
Participants will receive one meal ticket for every 2 weeks they commute to work by carpool, walking, bicycling; or mass transit a minimum of three (3) times in each week.
- VII. **Taxable Income**  
The value of meal tickets is considered fringe benefit income by the Internal Revenue Service (IRS). On a monthly basis, the Rideshare coordinator provides the David Geffen School of Medicine Payroll Department with the names of those employees who received meal tickets in the prior month including the value of the those meal tickets. Meal ticket values are added to the employee's gross income and are noted on the paycheck as "NCA".
- VIII. **Eligibility**  
All employees who commute 51% of total distance driven together (AQMD Rule 2202). The policy pertains to all entities of the Rideshare Program, including the following: carpool, vanpool; bicyclists, walkers, and public transit (train or bus).
- IX. **Carpool Definition**  
A carpool is defined as a vehicle occupied by 2 to 6 people traveling together between their residences and their work sites or destinations for the majority 51% of the total trip distance (AQMD Rule 2202).
- X. **Application Process and Registration**  
To register, employees must complete the FPG Rideshare Application Form. Applicants must provide home address, or commute address, work location, employment status and other general information. Incomplete forms may cause delays in program enrollment. The Rideshare coordinator must receive completed registration forms before incentives can be paid. Program approval and orientation must be given to the applicant before incentives are paid. Contact 310- 310-5200 and ask for the Rideshare Coordinator to set up an appointment to enroll in the Rideshare Program.

#### XI. Tracking and Monitoring

Participants must record their daily participation by completing the Rideshare Tracking form and by signing the monthly Rideshare Meal Coupon form obtained from the Rideshare coordinator. This applies to all commute options such as carpool, walking, bicycling, and public transit (train or bus).

Tracking forms should be submitted to the Rideshare coordinator in person. Tracking forms must be received no earlier than the first Monday of the month and no later than the second Friday of the month following month. Failure to submit monthly tracking forms may result in disqualification from the program. Late forms will not be accepted, **no exceptions**. Claims on tracking forms must be true and correct. Participants may not claim credit on sick days, vacation, holidays, or any non-commute days. Program disqualification will result if the participant reports false information.

#### XII. Valid Days to Claim Incentive

Meal tickets will only be paid for Monday –Friday scheduled commuting workdays. Incentives will not be paid for sick days, medical appointments, vacation, jury duty, leave of absence, travel, conferences, and weekend trips. This schedule is required to receive meal tickets. Meal tickets will only be released to the participant.

#### XIII. Commute Options

Reserved carpool Rideshare parking spaces are available for staff carpools Monday through Friday and are for those who purchase a valid parking permit and are active members of the Rideshare Program meeting all eligibility qualifications.

The Parking coordinator will only issue one (1) Rideshare carpool permit per carpool group if the eligibility is met. The permit is not transferable to any other employee or group. Giving your parking permit to another person can result in your disqualification from the Rideshare Program and dismissal from the University.

For the random need to drive alone, without the benefit of carpooling, rideshare participants will be offered a reduced daily rate, for that day only, and may make arrangements for payment directly with Standard Parking located on the lobby level of the 5767 W Century Blvd building. Rideshare participants will present their “Rideshare Member Card” to the parking attendant to receive the discounted daily rate.

#### XIV. Carpool Parking Regulations

- A minimum of two (2) employees must carpool together
- Participants may only park in the reserved carpool Rideshare spaces on the days you actually carpool.

- Participants may not park in carpool Rideshare spaces on days they do not carpool
- Daily Rideshare Record Tracking forms are required.

#### XV. Enforcement

- Standard Parking attendants and the FPG Parking Coordinator will enforce carpool rideshare parking spaces to ensure all programs regulations are being followed.
- Parking tickets will be issued to vehicles parked in reserved carpool spaces without the valid Rideshare permit.
- Radon audits will be conducted to ensure Rideshare participants are parking in designated carpool spaces.
- Participants who do not follow the program regulations are subject to program disqualification.
- The parking permit is not transferable to any other person that to whom it is provided.

#### XVI. Transit Passes

Subsidized transit passes may be purchased by employees who are members of the Rideshare program and who have documented “transit” as their mode of transportation on their application form. These passes may be purchased by contacting the Parking coordinator the third week of the month before the pass is requested for and full payment by the employee is made at the time of the request.

#### XVII. Guaranteed Return Trip (GRT)

In the event of a personal emergency or illness during scheduled work hours, registered participants who belong to a carpool can receive immediate transportation at no cost. The GRT program contracts with a taxi company. The GRT Program is available to all active carpool Rideshare registered participants turning in monthly records (Daily Rideshare Records).

A GRT emergency is defined as:

- Becoming ill at work
- A member of an immediate family member becomes ill or is injured while you are at work. “Immediate family” is defined as close relative residing in the immediate household of the employee.
- Unexpected overtime: A supervisor required participant to work past their regular scheduled working hours and a carpool partner(s) have left. Participants must be notified of overtime on the same day overtime has to be worked.
- If a carpool driver has to leave unexpectedly during the day, leaving their carpool partner participant without a ride home.
- Other urgent situations should be discussed with the Rideshare coordinator **before** a guaranteed ride is arranged.

**Arranging Service:**

- Please contact either the Parking coordinator or the Rideshare coordinator as soon possible. Hour of operations are from 7:00am to 5:00pm Monday through Friday.
- Participants must provide the GRT Ticket (taxi voucher) as payment for the cab driver.
- Participants must contact their supervisor before leaving campus and his/her sign the GRT request form acknowledging that they are leaving campus due to an emergency situation.
- The Receptionist will contact the taxi company using the information proved on the GRT request form after the GRT has been presnted by the Rideshare or Parking coordinator to the Human Recourses manager for approval.

**GRT Regulations:**

- Maximum usage: 2 times per fiscal year
- Participants using GRT for situations not defend above will be invoiced the cost of the service provided.
- Participants who do not follow the program regulation are subject to program disqualifications.

**FORMS**

Rideshare Agreement/Registration Form  
Monthly Rideshare Tracking form  
Guaranteed Ride Trip (GRT) Request Form

**REFERENCES**

Santa Monica UCLA Medical Center & Orthopaedic Hospital Rideshare Program #7358  
AQMD Rule 2202 guidelines

**POLICY OWNER**

Andi Dow Ealey, Human Resources

**APPROVAL**

Jody Gaspar, COO

**REVISION HISTORY**

Effective Date: 3/15/12

Review Date:

Revise Date:

