

GENERAL EMPLOYMENT MATTERS**1.5.14****N. RIDESHARE POLICY**

The City of Redlands developed a rideshare program in an effort to reduce the number of vehicles used for employee commutes to and from work. Reducing vehicle trips and mileage positively affects our air quality and traffic congestion.

Rideshare is any method of commuting to and from work other than driving alone. It includes carpool, vanpool, riding the bus, walking, cycling, and telecommuting. "Carpool" shall mean two or more City employees sharing a ride to and from a City facility.

1. Provisions

- Participation in the City Rideshare Program is voluntary.
- This program is an honor system program. Once a participation form has been verified and approved, the Program Coordinator shall rely on the employee and his/her supervisor to accurately report all rideshare days on the employee's time sheet. The Program Coordinator shall monitor and audit rideshare reporting to ensure accuracy and compliance with program rules.
- Enrollment shall be approved and processed by the Program Coordinator in order to receive rideshare benefits. All changes in participation shall be approved and updated by the Program Coordinator prior to recording and compensation on the time sheet.
- Employees commuting in a City-provided and/or assigned vehicle are not eligible for rideshare incentives.
- Employees commuting in a City-provided van shall select one "park and ride" location central to all riders in the vanpool. All employees shall assist with van driving, fueling and cleanliness.
- If ridership in a vanpool decreases, the Program Coordinator may reallocate the City van to accommodate a greater number of employees.
- Reporting rideshare days on a timesheet is no different from reporting any other type of regular work hours or utilization of leave balances. Any false information reported on a timesheet for rideshare hours shall be treated in the same manner as any other falsification reported on a time sheet.
- Failure to accurately record rideshare credit and use may result in the loss of rideshare privileges. In addition, intentional abuse of rideshare program rules and reporting requirements may result in disciplinary action.
- In order to be eligible for rideshare incentives, carpooling employees shall:
 - Rideshare to and from work for the workday in which incentives are being claimed;
 - Rideshare with another City employee;
 - The final destination of the carpool vehicle shall be a City facility for the commute to work, and the final destination of the carpool vehicle for the commute from work shall be a designated "park and ride" site or the ridesharing employee's home. An employee's home may be designated as a rideshare site with approval by the Program Coordinator.
- The total number of miles traveled by the carpool vehicle shall not exceed the total

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number of miles that would have been traveled had the employees commuted separately.

2. Incentives

Employees will be eligible for incentives as determined by the City.

Employees on designated routes may choose to commute in a City run vanpool. These routes shall be designated by the Program Coordinator and shall be based on the number of employees residing in a given area.

Employees who rideshare a designated number of times per quarter shall be eligible for quarterly and/or annual drawings for additional incentives.

3. Required Forms

All employees who wish to participate in this program and claim incentives shall complete the required forms with the Office of Human Resources.