



# COUNTY OF RIVERSIDE – HUMAN RESOURCES COMMUTER SERVICES DIVISION

## NEW COUNTY VEHICLE (CV) INFORMATION FORM

DATE: \_\_\_\_\_

TO: CC Sandefur, Employee Transportation Coordinator

FROM: \_\_\_\_\_

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 group on the waiting list.

**MAIN CONTACT PERSON (CAPTAIN):** \_\_\_\_\_

**CONTACT TELEPHONE NUMBER(S):** \_\_\_\_\_

**CONTACT EMAIL ADDRESS:** \_\_\_\_\_

**GROUP WORK HOURS:** \_\_\_\_\_

**ADDRESS WHERE VEHICLE WILL BE STORED:**

\_\_\_\_\_

**MORNING PICK-UP LOCATION(S):**

\_\_\_\_\_

**WORK LOCATION(S):**

\_\_\_\_\_

**INITIAL PARTICIPANTS (INCLUDE EMPLOYEE ID NUMBER):**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**HUMAN RESOURCES COMMUTER SERVICES DIVISION USE ONLY**

CV# \_\_\_\_\_ Unit#: \_\_\_\_\_ Zone: \_\_\_\_\_

Vehicle Description (make/model) \_\_\_\_\_

**COUNTY OF RIVERSIDE – HUMAN RESOURCES COMMUTER SERVICES DIVISION**

**ZONE FARE INFORMATION**

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

- 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.