



# 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 \_\_\_\_\_  
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 (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 carpool parking spaces available at my workplace; please issue a 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: \_\_\_\_\_

DATE WELCOME INFORMATION AND LINK EMAILED ON: \_\_\_\_\_ REGISTRATION PACKET MAILED TO/ON: \_\_\_\_\_ HRCSD REP: \_\_\_\_\_

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## PARKING PERMIT/STRUCTURE PASS CARD AGREEMENT

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

- 1) I understand that active registered Commuter Services participants of our designated carpool group will maintain full responsibility for the carpool parking permit and/or parking structure pass card. (If available, carpool parking structure passes are issued **ONLY** to active registered carpool groups working in Downtown Riverside.)
- 2) I understand that the carpool parking permit and/or parking structure pass card is not transferable and allowing an unregistered individual to use the active registered groups issued carpool parking permit and/or parking structure pass card shall result in the immediate loss of the groups carpool parking permit and/or parking structure pass.
- 3) I understand that the carpool parking permit and/or parking structure pass card allows the active registered carpool group to park only **ONE** vehicle at a time in an unreserved parking space in the assigned parking lot/parking structure **ONLY** on the days the group carpools.
- 4) I understand that parking structure card holders who forget their parking structure pass card or cannot find their parking structure pass card at the time of exit will be subject to paying the hourly fee.
- 5) I understand that while parked in the designated reserved carpool location or assigned parking structure, we will display our carpool parking permit on the rear-view mirror of our vehicle and our County employee parking permit.
- 6) I understand that County of Riverside parking ordinance number 626 is strictly enforced in all County of Riverside parking structures and lots. I will abide by all County of Riverside parking lot and parking structure rules and that the vehicle and personal items be locked and secured. The County of Riverside is not responsible for damage and/or theft while parking in County facilities.
- 7) I understand that I will notify the Human Resources Commuter Services Division immediately if our permit and/or parking structure pass card is misplaced/lost or stolen and understand that we are responsible for paying a \$10.00 card fee and an additional \$10.00 replacement/activation fee.
- 8) I understand that I will notify the Human Resources Commuter Services Division immediately of any changes to our active registered carpool group. If the group disbands or if we decide not to park in the reserved carpool parking space and /or in the parking structure, we will immediately return our permit and/or issued parking structure pass card to the Human Resources Commuter Services Division. If the permit and/or parking structure pass card is misplaced/lost or stolen, we understand that we are responsible for paying a \$10.00 card fee and an additional \$10.00 replacement/activation fee.
- 9) Abuse of any rules or regulations outlined with the Human Resources Commuter Services Division and in Ordinance 626.4 pertaining to Carpool Parking Permits/Parking Structure cards and the use of, and/or falsification of RideShare information, will result in the revocation of the Carpool Parking Permit/Parking Structure card and disciplinary action in accordance with County Policy. Employees using an issued parking structure 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.

email: [icommute@rivco.org](mailto:icommute@rivco.org)  
General Office Line: [951/955-1118](tel:9519551118)  
Website: [rivcocommuter.rc-hr.com](http://rivcocommuter.rc-hr.com)