



RIVERSIDE COUNTY – HUMAN RESOURCES COMMUTER SERVICES DIVISION

RIDESHARE (COMMUTE MODE) PROGRAM REGISTRATION

PLEASE RETURN TO THE HR – CSD OFFICE FOR PROCESSING: icommute@rivco.org

Today's Date _____ Employee ID Number _____ TAP Employee YES NO

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 HR - CSD 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 pass cards and the use of, and/or falsification of RideShare Program information, will result in the revocation of the Carpool Parking Permit and or Parking Structure access pass card and disciplinary action in accordance with County Policy. Employees using an issued parking structure access pass 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 pass card misuse.

Check appropriate response: I carpool with a COUNTY employee(s) I carpool with a NON-COUNTY employee(s) (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 COUNTY carpool parking spaces available at my workplace; please issue a carpool 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 Riverside County 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: _____

WELCOME INFORMATION AND LINK EMAILED ON: _____ REGISTRATION PACKET MAILED TO/ON: _____ HR-CSD REP: _____

RIVERSIDE COUNTY – HUMAN RESOURCES COMMUTER SERVICES DIVISION

PARKING PERMIT/PARKING STRUCTURE ACCESS PASS CARD AGREEMENT

I UNDERSTAND AND AGREE TO ABIDE BY THE FOLLOWING:

- 1) I understand that any violation 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 pass cards, as well as the use of, and/or falsification of RideShare Program information, will result in the revocation of the carpool parking permit and/or parking structure access pass card and disciplinary action in accordance with County Policy.
- 2) I understand that active and registered participants using a Human Resources Commuter Services Division issued parking structure access pass 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 pass card misuse and disciplinary action in accordance with County Policy may result.
- 3) I understand that active and registered RideShare participants in the designated carpool group will be fully responsible for the carpool parking permit and/or parking structure access pass card. I also understand that the carpool parking permit and/or parking structure access pass card are not transferable, and that allowing an unregistered individual to use the issued carpool parking permit and/or issued parking structure access pass card will result in the parking permit and/or parking structure access pass card being revoked and immediately returned to the Human Resources Commuter Services Division.
- 4) I understand that I will immediately notify the Human Resources Commuter Services Division if the issued carpool parking permit and/or issued parking structure access pass card is misplaced, lost or stolen and understand that our carpool group is responsible for paying a \$10.00 card fee and an additional \$10.00 replacement/activation fee.
- 5) I understand that the issued carpool parking permit allows the active and registered carpool group to park only ONE vehicle at a time in an assigned "Riverside County Carpool Parking By Permit Only" reserved parking space at the carpool groups registered work location ONLY on the days the group carpools. I further understand that while parked in the designated reserved carpool location, the group will display the issued carpool parking permit on the rear-view mirror of the vehicle and a Parking Services issued County employee parking permit. Failure to display BOTH permits while parked in a reserved carpool parking space will result in a parking citation. Parking citations are official, and participants are responsible for paying the issued citation(s).
- 6) I understand that a Human Resources Commuter Services Division issued parking structure access pass card allows the active and registered carpool group to park only ONE vehicle at a time in an unreserved parking space inside the designated parking structure ONLY on the days the group carpools. I also understand that parking structure access pass holder who forget or cannot locate their issued parking structure access pass card at the time of exit will be charged an hourly fee.
- 7) I understand that Riverside County parking ordinance number 626 is strictly enforced in all Riverside County parking structures and parking lots. I will abide by all Riverside Countys parking structure and parking lot rules and will ensure our vehicle and personal items be locked and always secured. I also understand that the Riverside County is not responsible for any damage or theft that occurs while parking in County facilities.
- 8) I understand that any changes to our registered carpool group will be immediately reported to the Human Resources Commuter Services Division. I further understand that if our carpool group disbands or if our group decide not to park in the reserved carpool parking space or in the designated parking structure, we will immediately return the issued carpool parking permit and/or issued parking structure access pass card to the Human Resources Commuter Services Division.

email: icommute@rivco.org

Website: rc-hr.com/commuter-services