



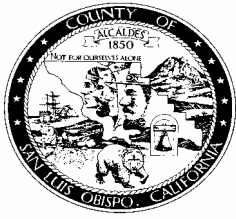
Commute + Program

Commute + Registration Instructions

Dear County Employee,

Thank you for deciding to make a positive impact on the County's air quality and traffic congestion by joining the Commute + Program. **Please read the instructions below carefully to ensure your expeditious enrollment in the Commute + Program. Incomplete registration and enrollment forms will be returned to employees and no program benefits will be received until forms have been completed in their entirety and on file with SLO Regional Rideshare.** The Commute + Program is open only to employees of San Luis Obispo County. If you have questions about Commute + Program elements, please call Rideshare at 781-4362. Please make a copy of all forms for your records.

1. Please read carefully **Page 2 – Commute + Program Summary** – which outlines the components of the Commute + Program.
2. Completely fill out **Page 3 – Commute + Registration Form** – and fax (781-1291) or interoffice mail it to Rideshare. Upon receipt of the Commute + Registration Form, Rideshare will enroll you in its Master Commuter Database. The Registration Form will act as your master enrollment form in the Commute + Program and will automatically qualify you for Program benefits such as the Rideshare Incentive Program and the Guaranteed Ride Home Program. Information on the *Commute + Registration Form* is kept strictly confidential, however it must be filled out completely in order for you to be registered in Commute +.
3. **If** you decide to take advantage of the pre-tax payroll deduction for vanpool and/or transit fees, then you must do the following:
 - a. Fill out **Page 4 – Commute + Pre-tax Employee Payroll Deduction Form** – (**please read this form very carefully**) that authorizes the Auditor-Controller's Office to deduct your monthly vanpool or bus pass fees from your paycheck pretax.
 - b. After filling out the *Commute + Pre-tax Employee Payroll Deduction Form*, drop it off or send via interoffice mail to SLO Regional Rideshare (1150 Osos Street, Suite 206, SLO). Rideshare will process your registration form and notify the Auditor-Controller's office and the appropriate transportation provider of your monthly deduction.
 - c. If you choose not to take the pre-tax payroll deduction for vanpool or transit fees, then you do not need to fill out **Page 4**.



Commute+Program

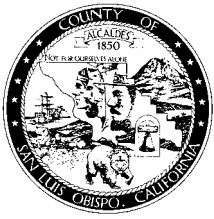
Join the SLO County *Commute+Program*

The County of San Luis Obispo encourages its employees to leave their cars at home and rideshare to work. Ridesharing just one or two days a week reduces traffic congestion, air pollution and parking demands. To promote the use of transit, vanpooling, carpooling, biking, teleworking, and walking to work, the County is offering its employees the Commute + Program.

Here's what is offered through the Commute + Program:

- + Employees who use transit, vanpool, carpool, telework, ride their bike, or walk to work can participate in the Rideshare Lucky Bucks Incentive Program to earn movie tickets, gift certificates, free meals at local restaurants, stamps, car washes, and other incentives. **You will be rewarded for leaving your car at home!**
- + Employees who rideshare to work are eligible for the Guaranteed Ride Home Program. If you become sick, have a family emergency, need to work late, or miss your carpool, vanpool or bus through no fault of your own, a no-cost van ride home will be provided to you and paid for by SLO County and Rideshare. The GRH Program will take you anywhere in San Luis Obispo County or Santa Maria.
- + Employees who ride the bus or vanpool can sign up for the Commuter Choice Tax Incentive Program and have the cost of a monthly transit pass or vanpool fee deducted from your paycheck pretax up to \$100. That's right, you pay no taxes on the money you spend to ride the bus or vanpool.
- + Employees can use customized trip planning services from SLO Rideshare (541-2277) to help research your transit, carpool, and vanpool options.

Join the COMMUTE + Program, it's easy. Just complete the registration form and fax it to SLO Rideshare at 781-1291. Rideshare will send you a packet of information to get you started based on the program you are interested in trying. Join the hundreds of County employees who rideshare every day. Together, you can help reduce traffic congestion, parking shortages, and keep our skies blue!



San Luis Obispo County *Commute + Program*

Commute + Registration Form

Fill in form completely and return to Rideshare by fax at 781-1291 or interoffice mail.
 Incomplete forms will be returned and enrollment in the Commute + program will not begin until a fully completed form is on file with Rideshare.

1. Employee Information

Name: _____

County Department: _____

Address: _____, CA _____

City

ZIP

County Phone Number: _____

County Fax Number: _____

County email address: _____

Immediate Supervisor: _____

2. Home Information

Address: _____ Mailing: _____

_____, CA _____

City

ZIP

Home Phone: _____

Home email address: _____

3. Typical Work Schedule: (Please check that which applies to your work schedule.)

- 5 days/40 hours
- 4 days/40 hours
- 9 days/80 hours
- Other: (Please describe) _____

I begin work at: (Indicate time) _____ I end work at: (Indicate time) _____

4. Commute Mode: (Please indicate your mode of commute to and from work. Check all that apply.)

- Carpool
- Walking
- Vanpool
- Bike
- Telecommute

Transit (Please indicate all transit services you use for commute purposes) _____

5. Please contact me I am interested in the following programs and services (check all that apply.)

- Carpooling
- Walking
- Vanpooling
- Biking
- Telecommuting
- Transit
- Lucky Buck Program
- Guaranteed Ride Home Program
- Commuter Choice Pre-tax program

 For Rideshare Administration Purposes Only

Complete (Yes/No) If no return to sender	Date	Rideshare	Ride-On	Enrolled (Yes/No)	Commuter Choice

County of San Luis Obispo ***Commuter + Program***
 Transportation Pre-tax Employee Payroll Deduction Form

As an employee of the County of San Luis Obispo, my signature below authorizes the County Auditor-Controller's Office to deduct from the second (2nd) paycheck of each month the identified amounts for the following transportation services. In return, the designated transportation agency will provide me a monthly pass for services for the month following the deduction from my paycheck. This program is applicable to individuals who will utilize the following commuter transportation services on a consistent basis.

Please indicate the type of deduction you wish to add or change:

- | | |
|--|--|
| <input type="checkbox"/> Transit Deduction | <input type="checkbox"/> New or Change in Existing Deduction |
| <input type="checkbox"/> Vanpool Deduction | <input type="checkbox"/> Termination of Existing Deduction |

Name (First, M.I., Last) _____
 Home Address _____
 City, State, Zip Code _____
 County Department Employed _____ Home Telephone # _____
 Employee E-mail Address _____ Work Telephone # _____

I understand that my request will be processed as soon as feasible, usually within two weeks of my request, and will remain active until this agreement is terminated. **It is my responsibility to notify SLO Regional Rideshare to activate or terminate this agreement. If I decide to terminate the agreement, I must sign the bottom of this form at SLO Regional Rideshare. Rideshare will contact the appropriate transportation agency and will forward any changes to the Auditor-Controller's Office.** My deduction will remain active until the deduction no longer appears on my paycheck (usually within two weeks of signing the termination request).

Please note that transportation fees may change in the future. You will be notified prior to these changes occurring by the appropriate transportation agency. In addition, it is the employee's responsibility to advise the appropriate transportation agency of any changes in the above information (name, home address, phone, department, or e-mail address) *within (5) working days of change.* By signing this authorization, you also agree to allow the deduction amount to be adjusted for any future change in transportation fees and that you have read and will follow the above terms in use.

*Please note: It is the **employee's** responsibility to maintain records to substantiate incurred transportation costs for IRS audit purposes.*

<u>Deduction from my paycheck</u>	<u>Monthly Pass</u>	<u>Punch Pass</u>	<u>Regional Pass</u>
Transit Deduction Monthly Pass:			
CCAT	_____	_____	_____
SCAT	_____	_____	_____
SLO Transit	_____		
Vanpool Deduction	_____		

If the deduction is a change, what was your previous deduction: _____

Employee signature: _____ Date: _____

The form must be returned to SLO Regional Rideshare. Rideshare will forward the form to the appropriate transportation provider and the Auditor-Controller's Office.

***** **Transit Use Only** *****

Date submitted to the County: _____ Effective Date: _____

Authorized Signature: _____