



# CITY OF SAN RAFAEL POLICIES AND PROCEDURES

Subject:	Employee Commute Program
Resolution No.	n/a
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Approved By:	Jim Schutz, City Manager

## EMPLOYEE COMMUTE PROGRAM

### PURPOSE:

The goal of this policy is to reduce greenhouse gas emissions from employee and volunteer commutes through a green commute incentive program.

### RESPONSIBILITY:

All regular, benefit-eligible employees of the City of San Rafael. Temp/Seasonal employees and volunteers are eligible for some services per the Commute Program User Agreement.

### REFERENCES:

Policy LF7 from the City's Climate Change Action Plan states:

*Provide transit and carpool incentives to City employees, including alternate work schedules and telecommuting opportunities.*

### DEFINITIONS:

"Employee" means any regular, part-time or full-time, benefit-eligible or fixed-term employee.

"Temp/seasonal" staff means hourly employees covered by the City's Temporary, Seasonal, Retiree, Employees Salary and Benefit Plan and Salary Schedule.

"Alternative Mode of Transportation" means public transit (bus, train, ferry), vanpool, carpool, bicycling, and walking.

"Carpool" means a motor vehicle, including a motorcycle, occupied by two to six employees, temp/seasonal staff or volunteers traveling together for their commute trip, resulting in the reduction of a minimum of one motor vehicle commute trip. Carpools may include employees from other organizations.

"Public Transit" means a multiple-occupant vehicle operated on a for-hire, shared ride basis including bus, ferry, or commuter train.

"Vanpool" means a vehicle occupied by six to fifteen people traveling together for their commute trip that result in the reduction of a minimum of one motor vehicle commute trip. Vanpools may include employees from other organizations.

"Volunteer" means any volunteer or intern.

## Employee Commute Policy

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### POLICY:

Employee commute choices are responsible for 21% of the City of San Rafael's municipal greenhouse gases (2015 San Rafael Greenhouse Gas Inventory). By increasing trips made by alternative modes of transportation to and from work, the City can realize reductions in its greenhouse gas emissions. This Employee Commute Policy sets forth a variety of incentives to reduce the number of single-occupancy vehicle commutes made by employees and volunteers of the City of San Rafael. This policy stems from a pilot incentive program conducted in calendar year 2012, which was continued in subsequent years through annual reports to the City Manager.

### PROCEDURE:

**Program Features.** For the purposes of this Program, the following features will be enacted (see attached User Agreement for additional details):

- Income Tax Savings Incentives: Participants may use pre-tax dollars for vanpool and public transit
- Commuter Club Quarterly Raffle: Participants may receive raffle tickets for participation to win prizes
- Ride Match: Participants may utilize 511.org, or other Bay Area rideshare platforms, for use in finding others to carpool, bike or walk with to work
- Transit Bandit Subsidy: Participants who commute using public transportation on average of two times per week receive a bi-annual gift card
- Vanpool Startup: Participants may sign up to coordinate or participate in a vanpool and receive a Transportation Authority of Marin subsidy commensurate with their responsibility
- Carpool Startup: Participants may sign up in a carpool to receive a bi-annual subsidy after 2 months of participation
- Park It Closer Carpool/Vanpool Parking Incentive: Participants that carpool or vanpool may utilize prime parking spaces at work
- Emergency Ride Home: Provided by the Transportation Authority of Marin, participants may sign up to get assistance when family/home emergencies occur
- Charge It on Us Electric Vehicle Subsidy: Participants may receive a one-time subsidy for purchasing an electric vehicle (EV)
- Bicycling and Walking Incentive: Participants may receive a bi-annual gift card for walking or biking an average of twice per week.

**Eligibility.** All regular, full-time and part-time, benefit-eligible and fixed-term employees are eligible for the program. Temp/seasonal staff and regular volunteers are eligible for Commuter Club Quarterly Drawings, Ride Match and Try Transit incentives. All participants must sign a User Agreement acknowledging that they have read, understand and agree to the terms and conditions of the Employee Commute Program. Eligibility requirements are outlined in further detail on the User Agreement Form.

**Administration.** Human Resources will provide oversight to all administrative duties to the program. The Employee Commute Committee will provide assistance with regards to the various duties, including website management, quarterly drawings, and program promotion. The Transportation Agency of Marin ("TAM") will provide Emergency Ride Home program services. Public Works and Parking Services will designate and maintain Carpool/Vanpool Parking spaces at City facilities.

Program participants will submit agreements and other forms to Human Resources. Participants will track their alternative commutes using the Trip Tracker or other method approved by the Employee Commute Committee. A lottery will be conducted each quarter with prizes coordinated by the Employee Commute Committee.

## Employee Commute Policy

The City reserves the right to modify or discontinue the program or any services provided in this program and any conditions of use unilaterally.

**Evaluation.** The Employee Commute Committee (AKA, the Ministry of Alternative Commute) will meet quarterly to assess the program and administer incentive prizes. The committee will tabulate participation, review the budget, and weigh feedback from employees, Human Resources, Finance, TAM, and any other affected departments and facilities to evaluate the program and its effectiveness on an annual basis. The evaluation will take into account employee participation and satisfaction levels, the cost of running the program, and greenhouse gas emission reductions.

**ATTACHMENTS:**

- Commute Program User Agreement
- Emergency Ride Home Program Rules
- Changes to Employee Commute Program User Agreement 2020

**APPROVED BY:**

  
\_\_\_\_\_  
Jim Schutz, City Manager

1-17-2020  
Date



## City of San Rafael Employee Commute Program User Agreement

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_

Please check the following incentives / services you would like to participate in (see program details on reverse):

<input checked="" type="checkbox"/>	Incentive / Service	Value	Eligibility
<input type="checkbox"/>	Income Tax Savings Soiree	Allows use of up to \$255 pre-tax dollars per month	Employees
<input type="checkbox"/>	Carpool Cabana	\$75 gas card twice a year (complete verification on reverse)	Employees
<input type="checkbox"/>	Transit Bandit	\$75 gift card twice a year; discounts on use of public transit	Employees
<input type="checkbox"/>	Bicycle Schmicycle	\$75 gift card twice a year	Employees
<input type="checkbox"/>	Walker's Paradise	\$75 gift card twice a year	Employees
<input checked="" type="checkbox"/>	Commuter Club	Quarterly raffle drawings with multiple prizes (values vary)	Employees, Temp/Seasonal & Volunteers
<input type="checkbox"/>	Park It Closer	Certain parking spaces will be designated. Spaces will be first-come, first serve	Employees
<input type="checkbox"/>	Ain't No Party Like a Vanpool Party	Up to \$3,600 from TAM; up to \$500 from 511.org.	Employees
<input type="checkbox"/>	Ride Match Roulette	n/a	Employees, Temp/Seasonal & Volunteers
<input checked="" type="checkbox"/>	Help! Emergency Ride Home	Varies; not to exceed \$500 per year	Employees, Temp/Seasonal
<input type="checkbox"/>	Charge It On Us	\$100 one-time	Employees

This User Agreement is your acknowledgement that you have read, understand and agree to the following terms and conditions regarding your participation in the ECP:

1. The Employee Commute Program (ECP) is for the sole use of employees and volunteers of the City of San Rafael (City).
2. The City reserves the right to terminate your participation in the ECP under certain circumstances and at any time and without prior notice. Cause for such termination shall include, but not be limited to, (a) breaches or violations of this User Agreement or other incorporated agreements or guidelines, and/or (b) discontinuance of services or content modifications to this program.
3. The City reserves the right to modify or discontinue the program or any services provided in this program and any conditions of use unilaterally.
4. By signing below, you agree to the eligibility requirements and program details (see reverse) outlined in this agreement and that you will comply with the program requirements set forth in this agreement:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date\*

**PLEASE RETURN THIS FORM TO HUMAN RESOURCES**

## City of San Rafael Employee Commute Program User Agreement

Incentive / Service	Program Details and Eligibility
Income Tax Savings Soiree	This program allows the use of pretax dollars (up to \$255) per month on approved commuting options. All employees who purchase public transportation tickets or participate in a vanpool. Participants must complete the User Agreement.
Carpool Cabana*	City employees that participate in a regular (2+ days per week on average) carpool or vanpool of 2 or more to get to work are eligible for a \$75 gas/gift card twice a year. Participants must complete the User Agreement including the carpool/vanpool verification section and track commutes.
Transit Bandit*	City employees that regularly use public transit (2+ days per week on average) to get to work are eligible for a \$75 gift card or transit credit twice a year. Participants must complete the User Agreement and track commutes. Note: discounted SMART Rail passes are also available for eligible employees as well; sign up at <a href="https://login.commuterbenefits.com/">https://login.commuterbenefits.com/</a> . Questions? Contact HR
Bicycle Schmicycle*	City employees that regularly ride a bike (2+ days per week on average) to get to work are eligible for a \$75 gift card twice a year. Participants must complete the User Agreement including the carpool/vanpool verification section and track commutes.
Walker's Paradise*	City employees that regularly walk (2+ days per week on average) to get to work are eligible for a \$75 gift card twice a year. Participants must complete the User Agreement including the carpool/vanpool verification section and track commutes.
Commuter Club* (Raffle Drawings)	City employees and volunteers will receive one drawing entry per trip using an alternative mode of transportation for their commute to or from work. Drawings will be held throughout the year by the Employee Commute Committee. Participants must complete the User Agreement including the carpool/vanpool verification section and track commutes.
Park It Closer	Certain parking spaces will be designated for employee carpools/vanpools only. Spaces will be first-come, first serve. A special permit may be obtained from Parking Services and displayed on the dashboard. Participants must complete the User Agreement including the carpool/vanpool verification section and track commutes.
Ain't No Party Like a Vanpool Party	Vanpoolers may be eligible for up to a \$3,600 2-year subsidy from Transportation Authority of Marin and up to a \$500 subsidy from 511.org. <a href="https://marincommutes.org/share-a-ride/#vanpool">https://marincommutes.org/share-a-ride/#vanpool</a>
Ride Match Roulette	Any employee or volunteer interested in finding a carpool, vanpool or bike buddy may register online at <a href="http://rideshare.511.org">http://rideshare.511.org</a> .
Help! Emergency Ride Home	Any employee who has used an alternative mode of transportation to get to work on the day that a valid emergency situation arises is eligible for a free taxi or Lyft ride home. Program is administered by Transportation Authority of Marin and subject to Program Rules, requirements, and documentation. Visit <a href="http://www.marinerh.org">http://www.marinerh.org</a> for program details. The City will supplement the TAM reimbursement in the event that the trip home is further than the TAM reimbursable amount.
Charge It On Us	Any employee who leases or purchases an all-electric vehicle to commute to work will receive \$100. Participants must complete the User Agreement and submit a copy of the lease or proof of purchase to Human Resources. The EV must run on electricity stored in batteries and have an electric motor. In addition, there are thousands of dollars in rebates available from State as well as Federal tax incentives.

\*For Carpool Cabana, Transit Bandit, Bicycle Schmicycle, Walker's Paradise incentives, as well as to be eligible for Commuter Club raffle prizes, **participants MUST track trips using the City's text-based Trip Tracker tool or another City approved method.** Learn more on the City's Commute Page: <https://www.cityofsanrafael.org/city-commuter-program/>

### Carpool / vanpool verification

(Please list the people in your carpool – must be done annually and turned into Human Resources)

Name: _____	Name: _____
Phone: _____	Phone: _____
Name: _____	Name: _____
Phone: _____	Phone: _____

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