



Alan F. Pegg
General Manager

DATE: March 12, 1991
TO: Distribution
FROM: Alan F. Pegg
SUBJECT: TRIP REDUCTION PLAN IMPLEMENTATION

The South Coast Air Quality Management District (SCAQMD) approved in mid-October the 16 Trip Reduction Plans required by Regulation XV.

Implementation of the plans is scheduled to begin on March 13, 1991. With your assistance, the District will be able to meet these requirements.

The attached notebook will assist you and your department in meeting SCAQMD Regulation XV goals. The Employee Transportation Coordinators at each site have been trained in implementing the Trip Reduction Plans and the Rideshare Program. Please take the time to review the incentives outlined in the notebook and feel free to call Teresa Moren at ext. 4864 if you should have any questions.

Thank you for your assistance and we look forward to a successful program.

Attachment

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SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
PLANNING DEPARTMENT
INTERDEPARTMENTAL MEMORANDUM

DATE: March 13, 1991

TO: Distribution

FROM: Teresa. A. Moren ^{Tom} / SCAQMD Regulation XV Project Manager

SUBJECT: Document Revisions--FYI

The Guaranteed Ride Home (GRH) and Vanpool Pilot Programs are still under discussion and will not be implemented until further notice. Please take the time to review these two policies and provide your written comments to me by March 15.

All amended policies will be forwarded to you.

Thank you.

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SCAQMD REGULATION XV

Regulation XV was adopted by the South Coast Air Quality Management in 1988. Regulation XV states that all employers in the South coast Air Basin (SCAB) must adopt and implement a Trip Reduction Plan (TRP) for each work site with 100 or more employees. The plan is intended to provide incentives which will encourage employees to reduce the number of trips to work during the 6-10 a.m. commuting period. This can be accomplished through transit, carpooling, vanpooling, walking, bicycling, telecommuting, etc. The intended effect is to reduce air pollution and freeway gridlock in Los Angeles, which has the worst air quality in the nation.

The process of submitting the TRP to the SCAQMD begins with an annual Employee-Home-to-Work survey. The survey determines how, and with what frequency, employees are commuting to work. The results are tabulated to determine Average Vehicle Ridership (AVR). AVR is the ratio of employees to vehicles arriving during the 6-10 a.m. period. If 100 employees arrive in 80 cars, the AVR ratio is 1.25 ($100/80 = 1.25$). Incentives are then conceptualized and site specific plans are written which will incorporate enough incentives to meet the AVR requirements for the region. Some of these incentives include free bus passes, carpool and vanpool pilot programs, preferred parking, elimination of free parking, etc. The TRP is then submitted to the SCAQMD.

Once submitted to the SCAQMD, the TRP is carefully reviewed to determine if it will meet the appropriate Average Vehicle Ridership (AVR) requirements. If the TRP is felt to contain incentives sufficient to meet the AVR requirements, then it is approved and the employer is required to proceed full speed ahead with the implementation of the incentives. If the TRP is felt to not contain sufficient incentives, it will be rejected and the employer has 30 days to submit an approvable plan.

The consequences of not complying with Regulation XV can be severe. If the TRP is rejected and/or not implemented, the employer can be subject to fines of up to \$25,000 per day, per work site in violation of Regulation XV. In the District's case, we have sixteen (soon to be seventeen) work sites required to file a TRP. All plans have been approved and must be implemented immediately. It is imperative the District proceed full speed ahead with the implementation of all Regulation XV incentives, or risk facing stiff penalties.

Successful implementation of Regulation XV will allow the District to continue as the region's leader in transit innovation and will continue to improve the public's confidence in our ability to practice what we preach. Through savings in time, effort and money, employees' morale will improve, which will ultimately increase the District's productivity.

VANPOOL SUBSIDY

VANPOOL PILOT PROGRAM

1.0 Policy Statement

The District will sponsor a Vanpool Pilot Program in which it provides Rideshare Match Lists, lease/grant information and general guidance towards the formation of vanpools. All vanpools will receive a \$100/monthly subsidy.

The Vanpool Pilot Program will be used in conjunction with the Preferential Parking, Guaranteed Ride Home (GRH) and Monthly Rideshare Raffle Programs. Vanpooling offers District employees an opportunity to commute to work from distant areas and help the District achieve its AVR requirements.

2.0 Objective

The objective of the Vanpool Pilot Program is to encourage District employees to vanpool, which will result in increased AVR totals and a greater likelihood of Trip Reduction Plan acceptance by the SCAQMD.

3.0 Eligibility

All full-time SCRTD employees are eligible to participate in the Vanpool Pilot Program. "Vanpool" is defined as a group of 7 or more full-time SCRTD employees who arrive at the same work site in the same vehicle, 5 days a week.

4.0 Procedure

To be eligible for the \$100 stipend, each vanpool as defined above, must:

- 1) Meet the definitions of Section 3.0;
- 2) Submit a current waiver/affidavit form to the ETC at the start of the applicable month (see attachment); and,
- 3) Submit a "Rideshare Sign-Up Sheet" to the ETC at the start of the applicable month (see attachment).

5.0 Monitoring

ETC will periodically check to confirm status of vanpool. If ETC feels vanpool to be in violation of Sections 3.0 and 4.0, vanpool will be ineligible for subsidy.

6.0 Disbursement

- 1) Each participating employee will receive a monthly vanpool subsidy, to be distributed the following month, as part of the monthly payroll process. This will be determined as follows:

- through monitoring and "Rideshare Sign-Up Sheet", ETC will identify number of employees who actually vanpooled that month;
- ETC will divide \$100 subsidy by number of qualifying vanpool employees (see above) to determine amount of subsidy per person;
- ETC will fill out Vanpool Subsidy Payroll Authorization Form, which will be submitted to payroll department for inclusion in affected employee's next check;
- If subsidy per person is less than \$15.01 (on a monthly basis), then subsidy will not be taxable income for employee.

7.0 Change in Procedure

The District reserves the right to change and/or amend Vanpool Pilot Program procedures without prior notice.



Rideshare Monthly Affidavit

Month: _____ Year: _____

I wish to participate in the Southern California Rapid Transit District's (SCRTD) Employee Rideshare Program for the month of _____, 19_____. I will observe and adhere to all rules, policies and procedures as established by SCRTD.

My signature below certifies knowledge of procedures as established by the SCRTD. Additionally, should I receive any stipend, subsidy, prize or item with a cash redeemable value I will comply fully with state and federal tax regulations.

Name (print) Badge number Dept. number

Signature Date

Method of Ridesharing

- Bicycle: [] one [] two [] three [] four [] five days per week
- Walk: [] one [] two [] three [] four [] five days per week
- Carpool: [] one [] two [] three [] four [] five days per week
- Mass Transit: [] one [] two [] three [] four [] five days per week
- Vanpool: [] one [] two [] three [] four [] five days per week
- Other _____: [] one [] two [] three [] four [] five days per week

IMPORTANT: This form must be returned to the E.T.C. by the FIRST DAY of the month in which you wish to participate.

Rideshare sign-up sheet

(one form per carpool / vanpool)

Check one:

Month: _____ Year: _____

Carpool (2 or more riders)

Vanpool (7 or more riders)

Name (please print)	Badge # / Dept.	Shift	Vehicle Make	License
1*				
2**				
3				
4				
5				
6				
7				
8				
9				
10				

* Leader ** Assistant Leader

I acknowledge the above information to be true to the best of my knowledge. Should this information change at all I will notify my Employee Transportation Coordinator.

 Leader

 Date

 Assistant Leader

 Date

IMPORTANT: This form must be returned to the E.T.C. by the **FIRST DAY** of the month in which you wish to participate.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 20

Current Incentive

New Incentive

Incentive: (description of incentive program)

PILOT VANPOOL PROGRAM

The District will implement a vanpool project that will assist interested employees in participating in vanpool subsidy programs such as those offered through Los Angeles City and Caltrans. Pilot program will also assist in matching persons interested in vanpools. Subsidies for vanpoolers will also be offered.

Marketing Strategy:

1. Develop policy and procedure.
2. Develop brochure.
3. Write up in newsletter.
4. Train ETC's to promote.
5. Display in Commuter Information Center.

Required Staff Time:

200 staff hours spent developing and coordinations program.

Program Costs:

\$20,000 subsidy for vanpools.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 20

Implementation Steps:

1. Develop policy and procedures.
2. Review policy and procedures.
3. Develop brochure.
4. Write up in newsletter.
5. Implement program.

Timeline:

- August 14 - Develop policy.
- September 15 - Train ETC's.
- September 30 - Brochure completed.
- October 1 - Newsletter write-up.
- October 1-5 - Program implemented.

Monitoring and Evaluation Tools:

1. Develop monitoring tool for participants.
2. Evaluate monthly participation.
3. Biannual attitude survey.

What transportation mode(s) are impacted by this incentive?

Vanpooling

Participation:

Current Participants : 0

Target Number of Participants: 30

GUARANTEED RIDE HOME

GUARANTEED RIDE HOME PROGRAM (GRH)

1.0 Policy Statement

The District will be implementing a Guaranteed Ride Home (GRH) Program which will provide qualifying employees a guaranteed ride home in case of emergency. This "insurance" will hopefully encourage more people to rideshare who otherwise would not due to the possibility of an emergency.

2.0 Objective

To guarantee qualifying participants a ride home in case of emergency or crisis, and to encourage additional employees to rideshare who otherwise would not do to lack of flexibility for emergencies.

3.0 Eligibility

3.1 Only those employees who carpool or vanpool as defined below are eligible to use GRH.

-- "Carpool" is defined as a group of 2 or more full-time SCRTD employees who arrive at the same work site in the same vehicle on average a minimum of 3 days a week.

-- "Vanpool" is defined as a group of 7 or more full-time SCRTD employees who arrive at the same work site in the same vehicle, 5 days a week.

3.2 All qualifying employees must meet the emergency/crisis requirement which is defined as one of the following:

3.2.1 Any unanticipated sickness or ailment which would not reasonably warrant the completion of that work shift;

3.2.2 Any unanticipated situation affecting the employees' immediate family which would reasonably warrant employee's need to be present with family;

3.2.3 Any unanticipated overtime in which the employee could not realistically see at least a remote possibility of occurrence, and which the employee's department head or Division Manager is insisting the employee attend;

3.3 Department head or Division Manager needs to make a reasonable effort to first remedy the situation by:

3.3.1 Seeking a co-worker with a similar shift and/or commuting city who will volunteer to

employee home; or,

- 3.3.2 Waiting a period of time for sickness to go away by having affected employee rest and relax.

Employees who meet all of the conditions set forth in Section 3.0 and have the authorization of their department head or manager are eligible to utilize GRH.

4.0 Procedure

The procedure for employee's use of GRH will be as follows:

- 4.1 ETC or designee will determine whether taxi service or rental car will be required to implement GRH.
 - 4.1.1 As a general rule, if trip is less than 20 miles each way or employee is mentally or physically incapacitated, ETC will choose taxi service. If trip is more than 20 miles each way, rental car agreement will go into effect.
- 4.2 If ETC or designee determines taxi service is most appropriate, they will contact taxi service which will dispatch closest taxi vehicle possible to work site to take employee home.
 - 4.2.1 Prior agreement will have been made with taxi service to provide vouchers for use in emergency. Vouchers will prevent employee from needing to pay cash fare. Carbon copies will act as receipt/documentation.
- 4.3 Taxi will pick up employee and take them home.
- 4.3 If ETC or designee determines rental car is most appropriate, they will contact rental car agency which will dispatch closest vehicle possible to the work site and employee can then drive home.
 - 4.3.1 Employee will be required to return vehicle to work site promptly the next day.
- 4.4 All employees participating in the Guaranteed Ride Home Program will be required to bring the following to the department head or division manager:
 - 4.4.1 Voucher receipt, showing cost of taxi or rental car ride;
 - 4.4.2 Written confirmation (doctor's note, prescription, etc.) that employee was attending to emergency.

4.5 All qualifying employees sick upon arrival at work who utilize Guaranteed Ride Home Program will be charged one day of sickness.

4.6 Failure to comply with above provisions will subject employee to disciplinary action.

5.0 Change in Procedure

The District reserves the right to change and/or amend the Guaranteed Ride Home procedures without prior notice.



Rideshare Monthly Affidavit

Month: _____ Year: _____

I wish to participate in the Southern California Rapid Transit District's (SCRTD) Employee Rideshare Program for the month of _____, 19_____. I will observe and adhere to all rules, policies and procedures as established by SCRTD.

My signature below certifies knowledge of procedures as established by the SCRTD. Additionally, should I receive any stipend, subsidy, prize or item with a cash redeemable value I will comply fully with state and federal tax regulations.

Name (print) Badge number Dept. number

Signature Date

Method of Ridesharing

- Bicycle: [] one [] two [] three [] four [] five days per week
- Walk: [] one [] two [] three [] four [] five days per week
- Carpool: [] one [] two [] three [] four [] five days per week
- Mass Transit: [] one [] two [] three [] four [] five days per week
- Vanpool: [] one [] two [] three [] four [] five days per week
- Other _____: [] one [] two [] three [] four [] five days per week

IMPORTANT: This form must be returned to the E.T.C. by the **FIRST DAY** of the month in which you wish to participate.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 3

Current Incentive

New Incentive

Incentive: (description of incentive program)

GUARANTEED RIDE HOME PROGRAM

The District will guarantee that any employee who utilizes a
ridesharing method between 6:00 and 10:00 a.m. to get to work and
who needs to leave on an emergency or works overtime will be
guaranteed a ride to their destination.

Marketing Strategy:

1. Employees will be notified via new hire orientation, fliers,
monthly newsletter, and rideshare week.
2. Supervisors and managers will be notified through an
interdepartmental memo sent under the General Manager's
signature.

Required Staff Time:

872 hours annually will be required for this incentive.

Program Costs:

The program will cost \$10,000 annually

Constraints include: Limit of eight trips/year, and two trips/month
per employee. Taxis will be used for most trips with payment by
voucher.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Description
 Incentive Number: 8

Implementation Steps:

1. District ridesharing coordinator will draft a policy for this program.
2. Policy will be submitted for approval.
3. DRC drafts a memo, explaining the program to all managers and supervisors for the General Manager's signature.
4. The program is introduced to the employees through the monthly newsletter and site ETC's.

Timeline:

1. Draft policy for GRH - August 1, 1990.
2. Submit for approval - August 17, 1990.
3. Implementation begins - October 1, 1990 (coincides with Rideshare Week).

Monitoring and Evaluation Tools:

Employee wishing to use this program must first contact the site's ETC, if unavailable the manager will suffice, and get approval. If approved, the employee is given a voucher for taxi service.

What transportation mode(s) are impacted by this incentive?

This program will bolster ridesharing at all sites. Carpooling will be affected the most. The other modes may also be affected dependent upon the site location and surroundings.

Participation:

Current Participants : 0

Target Number of Participants: 185

PREFERRED PARKING

PREFERRED PARKING PROGRAM

1.0 Policy Statement

The District will sponsor a Preferred Parking Program in which all qualifying carpools and vanpools receive preferential parking in appreciation for their ridesharing efforts.

All vehicles will be required to display the appropriate hanging display, which will change every shake-up period. The parking spaces will be identified by signs which clearly state authority to cite and/or tow if the vehicles are not properly identified.

2.0 Objective

To provide preferred parking for those employees who carpool or vanpool and to provide an incentive to encourage additional ridesharing.

3.0 Eligibility

All full-time SCRTD employees who carpool or vanpool are eligible to participate in the Preferred Parking Program.

"Carpooling" is defined as a group of two or more full-time S.C.R.T.D. employees who arrive at the same work site in the same vehicle on average a minimum of three days a week.

"Vanpooling" is defined as a group of seven or more full-time S.C.R.T.D. employees who arrive at the same work site in the same vehicle, five days a week.

The Preferred Parking Program will apply at all work sites, 24 hours a day, seven days a week.

4.0 Procedure

- 4.1 Each participating employee must register in the SCRTD Employees Rideshare Program by submitting to their ETC a signed affidavit for the current month (see attached) and a "Commuter Sign-Up Sheet".
- 4.2 Only those employees who have completed Section 4.1 will be eligible to participate in the Preferred Parking Program. ETC will be responsible for administering and implementing the program in its entirety.
- 4.3 Each preferred parking space will be identified by a sign, clearly identifying spaces (see attachment).
- 4.4 Prior to the beginning of the each month,

tags/stickers will be distributed to the designated leader of the carpool/vanpool.

- 4.5 Carpool/vanpool leader will be responsible for assuring that the sticker is prominently displayed in the vehicle on each day vehicle parks in preferred parking spaces.
- 4.6 If sticker needs to be transferred to vehicle other than one on "Commuter Sign-Up Sheet" (see attached) then leader must notify ETC to avoid citation/towing.
- 4.7 Currently participating carpool or vanpool will not be eligible for next period's sticker until previous month's sticker has been returned.
- 4.8 Failure to return sticker and/or falsification of information in Section 4.1.1 will subject employees to disciplinary action.

5.0 Monitoring

ETC will inspect preferred parking area on a daily basis to confirm all vehicles have tags and are registered in program. If vehicle does not have proper sticker and/or is not authorized on list, employee will be subject to disqualification from Preferred Parking Program and vehicle will be subject to citation and/or towing.

- 5.1 SCRTD Transit Police will have authority to cite and/or tow as vested in S.C.R.T.D. Ordinance 0-090-01.

6.0 Allocation

District has allocated preferred parking spaces based upon number needed for compliance with 6-10 a.m., Monday through Friday window of SCAQMD Reg. XV Plan.

- 6.1 Spaces are to be utilized on a first-come, first-served basis.
- 6.2 Those qualifying ridesharers who arrive after all spaces are occupied are to park in regularly designated employee parking spaces.
- 6.3 SCRTD, at its discretion, will choose whether to add or delete preferred parking spaces based upon demand.

7.0 Change In Procedure

The District reserves the right to change and/or amend Preferred Parking procedures without prior notice.

RTD EMPLOYEES
RIDESHARE
PROGRAM

RIDESHARE VEHICLES ONLY

All vehicles in violation subject to citation and/or tow-away by
authority of SCRTD ordinance number 0-90-01



Rideshare Monthly Affidavit

Month: _____ Year: _____

I wish to participate in the Southern California Rapid Transit District's (SCRTD) Employee Rideshare Program for the month of _____, 19_____. I will observe and adhere to all rules, policies and procedures as established by SCRTD.

My signature below certifies knowledge of procedures as established by the SCRTD. Additionally, should I receive any stipend, subsidy, prize or item with a cash redeemable value I will comply fully with state and federal tax regulations.

Name (print) Badge number Dept. number

Signature Date

Method of Ridesharing

- Bicycle: [] one [] two [] three [] four [] five days per week
- Walk: [] one [] two [] three [] four [] five days per week
- Carpool: [] one [] two [] three [] four [] five days per week
- Mass Transit: [] one [] two [] three [] four [] five days per week
- Vanpool: [] one [] two [] three [] four [] five days per week
- Other _____: [] one [] two [] three [] four [] five days per week

IMPORTANT: This form must be returned to the E.T.C. by the **FIRST DAY** of the month in which you wish to participate.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 4

Current Incentive

New Incentive

Incentive: (description of incentive program)

PREFERRED PARKING FOR CARPOOLERS

This incentive provides for the establishment of reserved carpool parking spaces for locations without current carpool parking.
The District will make every effort to market the advantages of carpooling by including improved parking locations as an incentive.

Marketing Strategy:

1. The brochure which is developed for carpooling will include a section on preferential parking.
2. ETC's will be trained to encourage carpooling through preferential parking.

Required Staff Time:

60 hours annually to do new striping at locations.
20 hours annually to implement program.

Program Costs:

Cost incurred as part of the District's annual operating budget.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN

Incentive Description
Incentive Number: 4

Implementation Steps:

1. Arrange for striping.
2. Advise ETC's of new parking spots.
3. October 1-5 encourage use of new spaces.
4. Develop monitoring device to determine proper utilization of preferred parking.

Timeline:

- August 20 - Arrange for striping.
- September 25 - Complete all striping jobs.
- September 26 - Include preferential parking materials for brochures.
- September 27 - Develop policy and monitoring ticket for preferred parking.
- October 1 - Implement program.

Monitoring and Evaluation Tools:

1. Annual site evaluation will examine the usage of parking.
2. ETC's will be responsible for on-going parking monitoring.
3. Monthly ETC meetings will resolve any problems arising from preferential parking.

What transportation mode(s) are impacted by this incentive?

Carpoolers and Vanpoolers.

Participation:

Current Participants : 93

Target Number of Participants: 185

**EVERY MONTH
IN LOS ANGELES,
WE PUT MORE PETROLEUM
INTO THE AIR
THAN WAS SPILLED BY THE
EXXON VALDEZ.**

**R T D E M P L O Y E E S
RIDESHARE
P R O G R A M**

MONTHLY RAFFLE

MONTHLY RIDESHARE RAFFLE

1.0 Policy Statement

The District will sponsor a Monthly Rideshare Raffle to reward employees for ridesharing. The more one rideshares, the more likely they are to win a prize. It is hoped that the initial likelihood of winning prizes will encourage additional employees to rideshare.

2.0 Objective

To reward and encourage ridesharing by conducting monthly raffles for prizes.

3.0 Eligibility

All full-time SCRTD employees who rideshare are eligible to participate in the Monthly Rideshare Raffle. "Rideshare" is defined as one of the following means of commuting to the work site:

- bicycle (non-motorized)
- carpool (2 or more)
- transit
- vanpool (7 or more)
- walking (not parking on the street and walking in)

4.0 Procedure

4.1 Employees wishing to participate in the Monthly Rideshare Raffle must:

- submit a signed affidavit to their ETC by the start of the month (see attachment);
- submit a Commuter Sign-Up Sheet to their ETC by the start of the month (see attachment);

6.2 Employees will be responsible for notifying ETC or designated person on a daily basis that they rideshared.

6.2.1 ETC will confirm information and log arrival mode on calendar provided for each employee.

6.2.1.1 Calendar card will be set up for each qualifying ridesharing employee (see attachment). ETC or designated person will punch, mark or stamp card for each day employee indicated they rideshared.

6.3 Employees ridesharing will receive credit on a daily basis for those days they rideshare.

- 6.3.1 Rideshare employees will only receive credit if they notify ETC or designated person on that particular day. No exceptions will be made to this rule.
- 6.3.2 ETC or designated person will tally number of days employee indicated they rideshared.
- 6.3.3 All employee records of daily ridesharing will be kept by the ETC on cards in locked file (see attachment).
- 6.4 During the first week of the following month, the Monthly Rideshare Raffle will be conducted. The raffle will be conducted in a visible public location which employees can easily access.
 - 6.4.1 Prior to the Monthly Rideshare Raffle, individual ridesharer's daily totals for the previous month will be tallied, and names placed on the tickets. Each employee will be issued a number of tickets equal to the number of days they rideshared. The tickets will be placed in a bowl.
 - 6.4.2 Tickets drawn will be declared winners of Monthly Rideshare Raffle and will receive coupon, certificate, etc. good for prizes.
 - 6.4.2.1 Employees' signature of affidavit form acknowledges need to comply with Federal and State Income Tax requirements.

7.0 Disbursement

The Rideshare Program Staff will be responsible for:

- arranging and procuring gift items;
- determining quantity of prizes per month per division;
- distributing the prizes, in coupon or certificate form to ETC or designee.

- 7.1 All certificates distributed to Monthly Rideshare Raffle winners will be non-transferable.

8.0 Change In Procedure

The SCRTD reserves the right to change and/or amend the Monthly Rideshare Raffle procedures without prior notice.



Rideshare Monthly Affidavit

Month: _____ Year: _____

I wish to participate in the Southern California Rapid Transit District's (SCRTD) Employee Rideshare Program for the month of _____, 19_____. I will observe and adhere to all rules, policies and procedures as established by SCRTD.

My signature below certifies knowledge of procedures as established by the SCRTD. Additionally, should I receive any stipend, subsidy, prize or item with a cash redeemable value I will comply fully with state and federal tax regulations.

Name (print) Badge number Dept. number

Signature Date

Method of Ridesharing

- Bicycle: [] one [] two [] three [] four [] five days per week
- Walk: [] one [] two [] three [] four [] five days per week
- Carpool: [] one [] two [] three [] four [] five days per week
- Mass Transit: [] one [] two [] three [] four [] five days per week
- Vanpool: [] one [] two [] three [] four [] five days per week
- Other _____: [] one [] two [] three [] four [] five days per week

IMPORTANT: This form must be returned to the E.T.C. by the **FIRST DAY** of the month in which you wish to participate.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 14

Current Incentive

New Incentive

Incentive: (description of incentive program)

MONTHLY RIDESHARE RAFFLES

The District will initiate monthly drawings to reward all employees who utilized any form of ridesharing.

Marketing Strategy:

1. Raffle will be publicized in the monthly newsletter.
2. Raffle rules will be placed on employee activity boards at each site.
3. ETC's will promote the raffle through the Commuter Information Centers.

Required Staff Time:

500 staff hours are required to coordinate this activity.

Program Costs:

\$80,000 is needed for this program. The majority will go to the purchasing of the prizes to be given away monthly.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 14

Implementation Steps:

1. Develop brochure describing this incentive.
2. Develop policy rules and procedures for raffles.
3. Employees will be made aware of the raffle by various mass marketing campaigns.
4. Raffle rules must be drafted, approved and placed at each site.
5. Employees will receive their ticket/tickets through the ETC's.
6. Raffle will be conducted by the ETC or manager drawing tickets and awarding prizes.

Timeline:

- September 15 - Policy and procedures in place.
- October 1 - Advertisement begins.
- October 15 - Brochures developed.
- November 5 - 1st drawing held.

Monitoring and Evaluation Tools:

Employees will receive one ticket per day, if they arrive to work utilizing a ridesharing method. The ETC's will be responsible for the dispensing of the tickets. A method of monitoring is currently being researched to ensure that the employee did arrive to work using a ridesharing method.

What transportation mode(s) are impacted by this incentive?

All modes.

Participation:

Current Participants : 0

Target Number of Participants: 582



- HAVE A FRESH ATTITUDE

JOIN THE RTD RIDESHARE

AND BREATHE

FRESH AIR

 RTD

1(800) 972-FRESH

BICYCLING/WALKING PROGRAM

BICYCLING/WALKING PROGRAM

1.0 Policy Statement

To encourage people to bicycle or walk to work, the District will be sponsoring a Bicycling/Walking Program in which all qualifying participants receive quarterly prizes in recognition of their participation in the Rideshare Program. The prizes will be related to their mode of travel and will symbolize the District's acknowledgement and appreciation for ridesharing.

2.0 Objective

Participation in the RTD Employees Ridesharing Program is intended to:

- increase the District's Average Vehicle Ridership (AVR);
- visibly remind employees of the need to rideshare; and,
- reward those who participate by providing gifts in appreciation for their efforts.

3.0 Eligibility

All full-time SCRTD employees are eligible to participate in the Bicycling/Walking Program. However, to participate, one must be registered as a current participant in the RTD Employees Ridesharing Program by filling out and having a current monthly affidavit on file with the Employee Transportation Coordinator (see attachment).

Prior to each shake-up period, Employee Transportation Coordinator will identify those employees who have been biking or walking to work on a consistent basis for the previous quarter. Those people qualifying will each be rewarded with a prize.

- 3.1 A "consistent basis" is defined as walking or biking to work on average a minimum of four days a week, for the entire previous shake-up period.

4.0 Procedure

ETC will confirm that employee bikes and/or walks on a consistent basis by tracking and monitoring on a daily basis.

- 4.1 Any employee who parks their car outside of work and then walks in, or receives a ride and walks in, shall not be considered to be walking for purposes of this program.
- 4.2 If employee meets all provisions of sections 3.0 and 4.0, they are entitled to receive quarterly ridesharing

prizes.

- 4.3 Prizes will be determined by Rideshare Program Staff and will relate to bicycling/walking theme. Prizes may consist of tennis shoes, walkman, bicycle clothing, helmets, equipment, or periodic maintenance, etc.
- 4.4 Employees acknowledge responsibility for reporting taxable income on their tax returns.

5.0 Change in Procedure

The District reserves the right to change and/or amend the Bicycling/Walking Program policies and procedures without prior notice.



Rideshare Monthly Affidavit

Month: _____ Year: _____

I wish to participate in the Southern California Rapid Transit District's (SCRTD) Employee Rideshare Program for the month of _____, 19_____. I will observe and adhere to all rules, policies and procedures as established by SCRTD.

My signature below certifies knowledge of procedures as established by the SCRTD. Additionally, should I receive any stipend, subsidy, prize or item with a cash redeemable value I will comply fully with state and federal tax regulations.

Name (print) Badge number Dept. number

Signature Date

Method of Ridesharing

- Bicycle: [] one [] two [] three [] four [] five days per week
- Walk: [] one [] two [] three [] four [] five days per week
- Carpool: [] one [] two [] three [] four [] five days per week
- Mass Transit: [] one [] two [] three [] four [] five days per week
- Vanpool: [] one [] two [] three [] four [] five days per week
- Other _____: [] one [] two [] three [] four [] five days per week

IMPORTANT: This form must be returned to the E.T.C. by the **FIRST DAY** of the month in which you wish to participate.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 21

Current Incentive

New Incentive

Incentive: (description of incentive program)

BICYCLING PROGRAM

This program is initiated to reward those persons who bicycle to work. This includes the installation of bicycle racks. The program will also issue rewards/gifts by providing a variety of bicycling related gifts.

Marketing Strategy:

1. Educate ETC's about counseling employees for the bicycle program.
2. Develop brochure.
3. Announce in monthly newsletter.
4. Include as part of Commuter Information Center.

Required Staff Time:

150 staff hours spent coordinating Bicycle Program.

Program Costs:

\$5,000 budgeted for rewards for bicyclists.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 21

Implementation Steps:

1. Develop policy.
2. Purchase gifts/rewards.
3. Train ETC's.
4. Implement program.

Timeline:

- September 21 - Policy developed.
- October 21 - Gifts purchased.
- October 10 - Train ETC's.
- November 1 - Implement program.

Monitoring and Evaluation Tools:

1. Monitor as part of the biannual attitude survey.
2. Develop a daily monitoring tool for ETC's to assure validity of "bikers".

What transportation mode(s) are impacted by this incentive?

Bicycles

Participation:

Current Participants : 0

Target Number of Participants: 2

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 24

Current Incentive

New Incentive

Incentive: (description of incentive program)

"LET YOUR FEET DO THE WALKING"

This program will reward walkers with special gifts for walking to work.

Marketing Strategy:

1. Educate ETC's about counseling employees for the walking program.
2. Develop brochure.
3. Announce in monthly newsletter.
4. Include as part of the Commuter Information Center.

Required Staff Time:

150 staff hours coordinating and purchasing items.

Program Costs:

\$5,000 budgeted for rewards for walkers.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 24

Implementation Steps:

1. Develop policy.
2. Purchase gifts/rewards.
3. Train ETC's.

Timeline:

- September 21 - Policy developed.
- October 10 - Train ETC's.
- October 21 - Gifts purchased.
- November 1 - Implement program.

Monitoring and Evaluation Tools:

1. Monitor as part of biannual attitude survey.
2. Develop a daily monitoring tool for ETC's to assure validity of walkers.

What transportation mode(s) are impacted by this incentive?

Walking

Participation:

Current Participants : N/A

Target Number of Participants: N/A

RIDESHARE ADVISORY COMMITTEE

RIDESHARE ADVISORY COMMITTEE

1.0 Policy Statement

A Rideshare Advisory Committee will provide direct input into the District's Employee Rideshare Program. The committee will consist of employees selected by the General Manager who will meet quarterly to discuss enhancements to the Rideshare Program. The Rideshare Advisory Committee will issue an annual report to the General Manager on the status of the program.

2.0 Objective

The Rideshare Advisory Committee will guarantee that departments have formal input into the decision-making process. Formal presentations to the Board of Directors will keep the Board informed and give them an opportunity to provide valuable direction and guidance.

3.0 Eligibility

Membership will consist of individuals from a variety of departments that have a direct impact on the implementation of Regulation XV.

3.1 Membership will be approved and coordinated by the Planning Department with final selection by the General Manager.

4.0 Procedure

The Rideshare Advisory Committee will meet quarterly.

4.1 Meeting times and locations will be determined by the Rideshare Program Staff.

4.2 The annual report to the Board of Directors will consist of the following:

- individual work site analysis, showing Average Vehicle Ridership (AVR) and mode arrival totals;
- summation of all major incentive programs which will discuss overall success and effectiveness of implementation;
- discussion of potential future directions or areas the RTD Employees Rideshare Program may wish to go, and what progress has been made in these directions.

5.0 Change in Procedure

The District reserves the right to change and/or amend

Rideshare Advisory Committee procedures without prior notice.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 18

Current Incentive

New Incentive

Incentive: (description of incentive program)

RIDESHARE ADVISORY COMMITTEE (RAC)

The committee will advise Executive Staff and the Board of Directors on pertinent issues as they relate to the District's Ridesharing Program. This committee will consist of a representative from each required location/division and a member from each major department.

Marketing Strategy:

1. General Manager will appoint all committee members.
2. Appointment to this committee will be highlighted as a special honor.
3. A letter from the General Manager will be sent to all appointees.
4. Committee's activities will be highlighted in monthly SCRTD newsletter "Headway."
5. Annual luncheon to recognize "outstanding contributions" by committee members.

Required Staff Time:

190 hours will be required annually in a support role to facilitate committee requests and monthly meetings.

Program Costs:

Projected annual programs costs is \$5,000 to cover costs of meetings and annual luncheon.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 18

Implementation Steps:

1. Develop mission statement, goals and objectives.
2. Planning Department reviews all available candidates and selects potential committee members for General Manager's approval.
3. Letter of notification of appointment to the committee is drafted for General Manager's signature.
4. Meetings are held monthly to discuss pertinent issues.

Timeline:

- August 17 - Mission Statement Development.
- September 1 - Appointments made.
- September 15 - First meeting.

Bi-monthly meetings ongoing.

Monitoring and Evaluation Tools:

A secretary or committee member will take minutes from the meeting. District ridesharing coordinator will conduct the meetings and evaluate the programs or current incentives and the plausibility of future incentives. Recommendations and findings will then be passed on to the General Manager for review and approval.

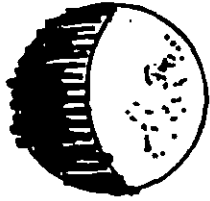
What transportation mode(s) are impacted by this incentive?

All transportation modes.

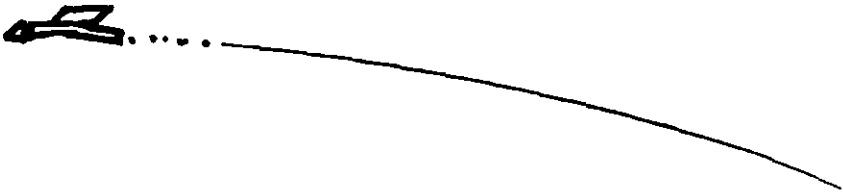
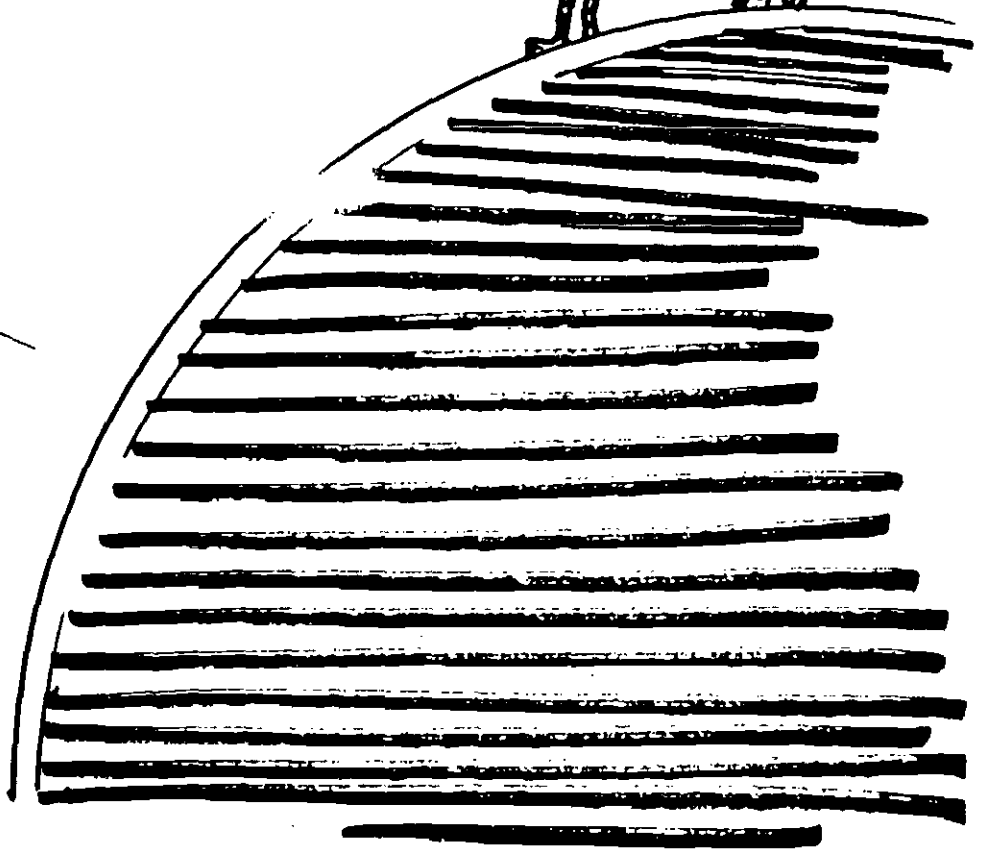
Participation:

Current Participants : 0

Target Number of Participants: 2



U NO, PEPOL
USED 2 DRIVE A LOT
ON DAT PLANET . . .



THE QUIET EARTH.
THE END MAY COME SOONER
THAN YOU THINK.

RTD RIDESHARING 1(800) 972 - XXXX



RIDESHARE MATCH LISTS

BUS ITINERARIES AND RIDESHARE MATCH LISTS

1.0 Policy Statement

The District will provide Bus Itineraries and Rideshare Match Lists to all employees twice annually. The list will provide each employee with a personalized bus itinerary to and from work along with a listing of all District employees living nearby who might be able to carpool/vanpool.

2.0 Objective

The purpose of the Bus Itineraries and Rideshare Match List is to encourage all District employees to Rideshare via mass transit or to carpool/vanpool with fellow employees.

3.0 Eligibility

The Bus Itineraries and Rideshare Match Lists will be distributed to all full-time SCRTD employees.

4.0 Procedure

4.1 All employees filling out the Home-to-Work Survey will automatically receive Bus Itinerary and Rideshare Match Lists, to be distributed within one month after the survey was conducted.

4.1.1 If employee did not fill out Home-to-Work Survey, they will still receive Bus Itinerary and Rideshare Match Lists through personnel records.

4.1.2 All newly-hired employees will receive a Rideshare Match Information Form they can fill out after the New Hire Orientation. These forms will be processed within six weeks of delivery and will enable new employees to receive a Rideshare Match List during the next distribution.

4.2 Rideshare Match List will consist of a two to three page document for each employee (see attached). The list will contain the following:

- A recommended bus route and alternative route to and from work.
- A list of all District employees at the work site with a similar shift who live in the employee's area. The department and work phone number will be provided to call for possible carpooling/vanpooling.
- A cost comparison calculating the cost to drive a car (including gas, insurance, maintenance, etc.)

versus the cost take the bus.

5.0 Change in Procedure

The District reserves the right to change and/or amend Rideshare Match List procedures without prior notice.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 16

Implementation Steps:

1. The Information Center will produce all the bus itineraries.
2. Employees will be given these itineraries.
3. The ETC's will conduct interviews with each employee.
4. ETC's will match employees for potential carpools and/or vanpools.

Timeline:

- October 31, 1990 - Information Center up and operational.
- November 5, 1990 - ETC's begin employee interviews.
- December 1, 1990 - ETC's match employees for car and vanpooling.

Monitoring and Evaluation Tools:

ETC's will interview employees and conduct a survey to measure the success of the program. They will then report their findings to the DRC at their monthly meeting.

What transportation mode(s) are impacted by this incentive?

Carpooling and vanpooling will increase. There will also be a significant increase in the number of employees utilizing public transportation to get to work. This will cut down on the number of drive-alone employees.

Participation:

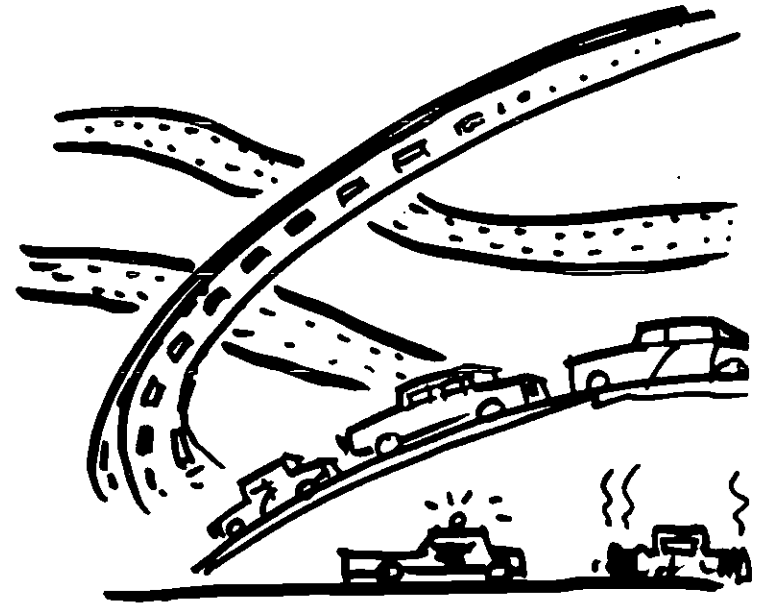
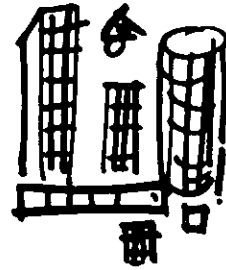
Current Participants : 0
 Target Number of Participants: 640

I DO NOT SEE THE POINT OF CARPOOLING

I DO NOT SEE THE POINT

I DO NOT ~~SEE~~

I DO.



PLEASE DO YOUR PART. CARPOOL

RIDING TRUCK DISTRICT

CTS RIDEMATCHING

CTS RIDEMATCHING

1.0 Policy Statement

The District will provide employees with a list of rideshare matches through Commuter Transportation Services. The rideshare match list will provide each employee with a personalized list of all potential carpool/vanpool matches in their worksite area. The matchlist will include employees from other companies as well. The Employee Transportation Coordinator (ETC) will be provided with a "Description of Products" which will detail all potential rideshare matches and provide demographic breakdowns. The ETC will also be provided with a "Vanpool Seats Available" list as well as a "Mode Assistance Directory" and a "Park-N-Ride listing."

2.0 Objective

The objective of the CTS Ridematch service is to provide District employees with as many ridesharing options as possible. The CTS Ridematch service will provide District employees with a listing of their fellow employees, as well as employees from neighboring companies. The format will be simple and easy to use.

3.0 Eligibility

All District employees will be provided with a Commuter Transportation Services "Commuter Survey" to fill out. The survey is optional, but only those employees who fill out the survey will be provided with a Rideshare Match List.

4.0 Procedure

4.1 CTS Commuter Survey Forms will be distributed to all District employees approximately two months after the District's Average Vehicle Ridership Survey was conducted.

4.2 Employees will have the option of filling out the forms and returning them within one week to their ETC.

4.3 ETC will return forms to CTS via S.C.R.T.D. Planning Department.

4.4 CTS will provide each ETC with a "Description of Products" package which will contain a personalized, confidential rideshare match list for each participating employee. ETC will then distribute rideshare match lists to employees on a confidential basis.

4.4 The "Description of Products" packet will also provide the ETC with a master listing of all potential rideshare matches in the area. This list will include non-District

employees who have also filled out Commuter Survey forms.

5.0 Change in Procedure

The District reserves the right to change and/or amend the CTS Ridematching policies and procedures without prior notice.



COMMUTER SURVEY

Please complete this form in ink and sign it at the bottom.
Your address is kept confidential.

Have you ever applied to a Commuter Computer ridesharing program before? Yes No

1 _____ **2** _____
First Name Last Name

3 _____
Home Address or Nearest intersection

4 _____ **5** _____
City Zip Code

6 _____
Work Address

7 _____

8 _____
Employee Number

9 Work Phone _____ **10** Home Phone _____
Area Telephone Extension Area Telephone

11 I can best be reached at ... Home Work

12 What are your normal hours? _____ : _____ A) AM P) PM
Start Time Leave Time

13 Which best describes your schedule?
R) My schedule is about the same each day.
F) My schedule may vary up to 1/2 hour.
V) My hours vary daily from week to week.

14 What days do you commute? Monday through Friday
OR
Check all days that apply
Sun Mon Tue Wed Thu Fri Sat

U M T W R F S

15 How do you normally commute? (check one only)
D) Drive Alone M) Motorcycle
C) Carpool N) Bicycle
V) Vanpool W) Walk
P) Public Bus B) Private Bus

16 I would like to receive a matchlist. Yes No
(If yes, please check one only)
R) I would consider ridesharing on a regular basis.
C) I would consider ridesharing on an occasional basis.

Signature _____ Date ____/____/____
I release this information for ridesharing or survey purposes only.

For Office Use

0240-001
JOHNSON
DENISE M JOHNSON

Your Hours: HOURS VARY
Your Phone: 213/380-7750 X 203

16202 SALAZAR DR
HACIENDA HEIGHTS CA 91745

Your Work Address:
3550 WILSHIRE BLVD
LOS ANGELES CA 90010

SEE ENCLOSURE ON HOW TO USE THIS MATCHLIST

1. POTENTIAL RIDESHARERS:

Name	Telephone	Work Hours
Home Intersection	Work Location	Work Days
DORINE SORIANO CANELONES DR:PUNTA DEL EST	213/385-3402 X 181 3530 WILSHIRE BL	9:00A 5:00P Mon - Fri
SHANG C. CHU E LA MONDE ST:MESA ROBLES	213/252-2931 WORK 3435 WILSHIRE BLVD	9:00A 5:30P FLEXIBLE Mon - Fri
* CARL HALVERSTADT PASO VERDE DR:HALLIBURTON	213/391-9213 WORK 3470 WILSHIRE BL	8:30A 5:00P FLEXIBLE Mon - Fri
* CATHERINE PRINCE CHARLEMONT AV: MATCHLEAF AV	213/739-4200 X 425 3530 WILSHIRE BL	7:30A 3:30P Mon - Fri
* MICHAEL WALL E TETLEY ST: RICHDALE AV	213/380-7750 X 280 YOUR EMPLOYER	7:30A 4:00P FLEXIBLE Mon - Fri
RAY CANNON HACIENDA HEIGHTS	213/738-3580 WORK 550 S VERMONT AVE	7:00A 4:00P Tue Wed Thu Fri
* ANA DRESEN HACIENDA HEIGHTS	213/381-9293 WORK 3470 WILSHIRE BL	9:00A 5:30P Mon - Fri
BETTY MAHAPHON HACIENDA HEIGHTS	213/739-7398 X 7398 3699 WILSHIRE BLVD	HOURS VARY Mon - Fri
* PEGGY SMITH HACIENDA HEIGHTS	213/351-5765 WORK 425 SHATTO PLACE	HOURS VARY Mon - Fri
* JESUS AGUILAR ARMINGTON AV: FLAMSTEAD DR	213/669-4256 WORK 855 N VERMONT	HOURS VARY Mon - Fri
* DEBORAH SOTELLO LA DONNA WY: E LOS ALTOS DR	213/698-0562 HOME 3530 WILSHIRE BL	9:00A 5:00P Mon - Fri

(* on left indicates occasional ridesharing interest only.)
(More potential ridesharers are on file. Call Commuter Computer.)

2. VANPOOLS AND BUSPOOLS:

To find a vanpool from another starting point or to form a new van,
call Commuter Computer for further assistance.

3. PARK-N-RIDE LOTS:

OLD VALLEY BLVD AND 2ND ST
ALBATROSS AT CASTLETON

LA PUENTE CITY FACILITY
PUENTE HILLS MALL

4. PUBLIC TRANSIT:

R T D CALL 213/626-4455

04/24/90 Home: L-85 -E4 / 128; 80
#1899155 Work: L-43 -E2 / 133; 60 Case:

* WELCOME TO RIDESHARING! SEE YOUR COORDINATOR FOR VANPOOL INFORMATION. **

For more information call:

YOUR EMPLOYEE TRANSPORTATION COORDINATOR KATHY ABELS-PARKS AT 213/380-7750
OR COMMUTER COMPUTER AT 213/380-7433, 714/825-7433, OR 805/656-7433

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 10

Current Incentive

New Incentive

Incentive: (description of incentive program)

COMMUTER TRANSPORTATION SERVICES RIDEMATCHING

The District will utilize commuter transportation services to provide rideshares for all employees with other neighboring companies.

Marketing Strategy:

1. This service will be advertised in the monthly newsletter.
2. This service will be listed on the semiannual employee survey.
3. ETC's will provide employees with brochures and information concerning this service.

Required Staff Time:

200 hours are required for this incentive to assist in Coordination.

Program Costs:

Incorporated into the District's overall operating budget.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 10

Implementation Steps:

1. Develop formal procedure with CTS to handle request.
2. Employees will be given the opportunity via the employee survey to enlist in this service.
3. ETC's will provide information to all carpool participants and potential participants.
4. Once okay'd by the employee, the ETC will send all the necessary information.

Timeline:

- September 1 - Formal procedure developed with CTS.
- October 31 - Survey completed.
- November 15 - ETC's given CTS information.

Monitoring and Evaluation Tools:

1. ETC's will keep a checklist to monitor the popularity of this program.
2. ETC's will present all findings to the DRC at the monthly meeting.
3. DRC will evaluate these findings on a per site basis.

What transportation mode(s) are impacted by this incentive?

This program will broaden the pool of possible carpool matches for the employee. This will then increase the number of carpool employees.

Participation:

Current Participants : 0

Target Number of Participants: 245

NEW HIRE ORIENTATION

NEW HIRE RIDESHARE ORIENTATION

1.0 Policy Statement

The District currently conducts a New Hire Orientation for all new full-time employees. A ridesharing segment will be added to the orientation which will consist of visuals such as a slide show and distribution of ridesharing brochures and other information. The segment is intended to inform and encourage new employees to participate in the RTD Employees Rideshare Program before a pattern of driving to work alone occurs.

2.0 Objective

Participation in the New Hire Rideshare Orientation is intended to increase familiarity with, and usage of the RTD Employees Ridesharing Program. This will ultimately:

- increase the District's overall Average Vehicle Ridership (AVR) and,
- enhance employee morale through: 1) actual use of SCRTD service; and, 2) receipt of benefit which will save much time/money.

3.0 Eligibility

All newly-hired, full-time District employees are currently able to participate in the New Hire Orientation.

4.0 Procedure

4.1 All newly-hired, full-time SCRTD employees will be notified of the New Hire Orientation by their department/supervisor, and will be required to attend.

4.2 Rideshare orientation will consist of a slide show, lasting approximately 10 minutes in length, which will visually describe the virtues and benefits of ridesharing. Employees will also receive various ridesharing pamphlets and information describing the RTD Employees Ridesharing Program in more detail as well as a sign-up card.

4.2.1 Non-Contract and TCU employees' New Hire Orientation is conducted by the Employee Development Department. Orientation is conducted approximately once a month, alternating one month for Non-Contract, the other month for TCU.

4.2.2 Transportation and Maintenance New Hire Orientations are conducted separately and are scheduled as demand warrants, based upon hiring

of operators/mechanics.

4.3 Employee will be given a sign-up card to fill out at orientation which will also guarantee that new employees receive their Rideshare Match List during the next distribution.

5.0 Change in Procedure

The District reserves the right to change and/or amend New Hire Rideshare Orientation procedures without prior notification.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 15

Current Incentive New Incentive

Incentive: (description of incentive program)

NEW HIRE ORIENTATION
All new employees will view a slide show describing the District's
commitment to clean air. Additionally, an informational packet with
brochures describing the Rideshare Program will be given to
participants. This program will be incorporated into the existing
New Hire Orientation.

Marketing Strategy:

1. Develop slide show with Rideshare Advisory Committee assistance.
2. Develop brochures describing the District's Rideshare Program.
3. Training of personnel employees to assist in their presentations
at the monthly New Hire Orientation.
4. Advertise existence of slide show in monthly newsletter.

Required Staff Time:

340 hours annually - Development time of slide show and information.
12 hours annually - Actual presentations.
8 hours - Training of personnel staff.

Program Costs:

\$5,000 for the development of slide show and materials.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 15

Implementation Steps:

1. Develop script for slide show.
2. Production Work.
3. Develop copy for brochures/information packets.
4. Present to RAC for review.
5. Finalize program materials.
6. Train personnel staff for presentations.
7. Conduct monthly New Hire Orientations.

Timeline:

August 20 - September 10, 1990 - Develop script for slide show.
 August 20 - September 10, 1990 - Develop information brochures.
 September 15, 1990 - Present to RAC for review.
 October 31, 1990 - Final slide show and information packets.
 November 14, 1990 - Train personnel staff.
 November 19, 1990 - New Hire Orientation.

Monitoring and Evaluation Tools:

The DRC will be responsible for providing an assessment form to new hires following the orientation for input on enhancements. Selected new hires will be tracked for a two year period to determine if they are participating in a rideshare program.

What transportation mode(s) are impacted by this incentive?

All transportation modes.

Participation:

Current Participants : 0

Target Number of Participants: All New Employees

COMPRESSED WORK WEEK

COMPRESSED WORK WEEK

1.0 Policy Statement

To encourage ridesharing and the reduction of trips to-and-from work, the District will promote the continued expansion and implementation of a Compressed Work Week schedule. By lengthening daily work hours to nine or ten hours a day, each participating employee will be reducing his or her trips-to-and from work by up to 20% each week.

2.0 Objective

To reduce the number of trips to work during the 6 a.m.-10 a.m. time period.

3.0 Eligibility

This policy currently applies to all permanent, full-time, non-contract personnel who have the consent of their department head or manager. It is anticipated that the program will eventually be extended to include the Amalgamated Transportation Union (ATU), United Transportation Union (UTU) and other unions.

4.0 Procedure

- 4.1 Each department or section must customize its compressed work week program to meet the operating circumstances and needs of that work unit.
- 4.2 Productivity, good attendance record, and high quality work products will be maintained.
- 4.3 The department head shall decide which form(s) of compressed work week schedule will be permitted in each department.
- 4.4 Participation in the program is not mandatory. No employee shall be guaranteed ongoing participation in the program.
- 4.5 The supervisor or manager shall designate each employee's modified work week to accommodate the needs of the department/section.
- 4.6. The department shall determine each employee's day off or the method of selecting the employee's day off. Departments may establish core work days which require attendance. Supervisors shall assign employees to the day off which least impacts work load.
- 4.7 Employees will not be permitted to skip breaks or lunch in order to shorten the work day. Departments shall determine whether employees take a 30-minute lunch period with two 15-minute breaks, or a 60-minute lunch period with no breaks. This lunch period will not constitute any part of the 80 hours of work required in a two-week pay period.

- 4.8 If an employee is ill on his/her day off, (s)he will not be permitted to use sick time for that day and take another day off instead. (This situation is analogous to an employee being ill on Sunday.)
- 4.9 If an employee is called to serve on jury duty, the District's policy governing jury duty will apply. The employee shall work out his/her work schedule with the supervisor on a case-by-case basis.
- 4.10 If the employee has a written assignment or project due on his/her day off, the assignment must be turned in by the end of the workday preceding the day off. Failure to meet this requirement may result in forfeiture of the privilege for that employee.
- 4.11 Adequate coverage in all sections and departments shall be maintained and cross training of employees may be required to provide backup support when necessary. Departments may require that each employee on a compressed work week schedule must have a designated partner who can handle his/her assignments in his/her absence and whose day off differs.
- 4.12 Each employee shall be responsible for arranging coverage of his/her duties and informing his/her supervisor of specific projects or activities that need special attention during his/her absence.

5.0. Change in Procedure

The District reserves the right to change and/or amend the Compressed Work Week procedures without prior notice.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 2

Current Incentive

New Incentive

Incentive: (description of incentive program)

COMPRESSED WORK WEEK -- 9/80 AND 4/40
Employees can opt to compress their 80 hours biweekly work schedule
into nine (9) working days, or their weekly 40-hour work schedule
into four (4) 10-hour days.

Marketing Strategy:

1. Encourage all departments to offer compressed work week if it is
appropriate.
2. Brochure.
3. Mention in monthly newsletter.

Required Staff Time:

100 hours of staff time for research and development of policy and
brochure.

Program Costs:

The cost of this program is included as part of the District's
overall operating budget.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 2

Implementation Steps:

1. Meet with District Personnel to determine which departments are appropriate for the compressed work week.
2. Write policy.
3. Write brochure, print and distribute.
4. Expand where appropriate.

Timeline:

Week of 9/24/90 - Meet with Personnel and write policy.
 10/01/90 - Write brochure, send to be printed.
 11/05/90 - Expand.

Monitoring and Evaluation Tools:

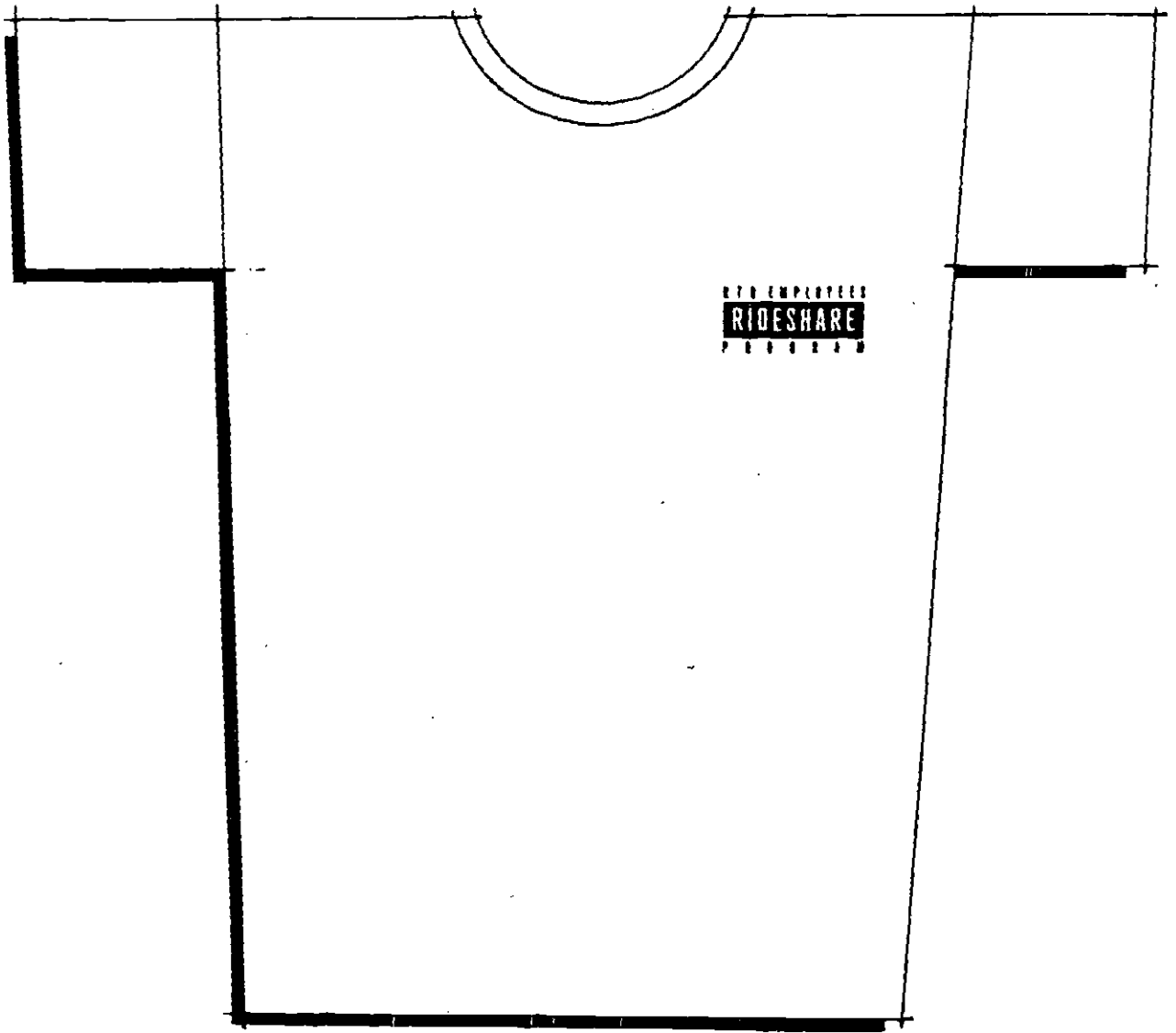
Employee feedback.

What transportation mode(s) are impacted by this incentive?

All modes.

Participation:

Current Participants : 1
 Target Number of Participants: 50



BYO EMPLOYEES
Rideshare
PROGRAM

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 3

Current Incentive

New Incentive

Incentive: (description of incentive program)

ALTERNATIVE WORK HOURS

The District will begin a study to explore the possibility of allowing certain employees to work eight hours during non peak traffic hours.

Marketing Strategy:

1. Individual counseling by ETC's.
2. Advertise in newsletter.
3. Develop brochure.

Required Staff Time:

160 staff hours to conduct research, and to develop policy, procedure and brochure.

Program Costs:

All costs are included as part of the District's overall operating budget.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 3

Implementation Steps:

1. Meet with District Personnel to determine employee eligibility.
2. Write policy.
3. Select employees for six-month pilot.
4. Develop brochure.
5. Implement program.

Timeline:

- October 1990 - Determine policy.
- January 1991 - Select employees and implement pilot program.
- March 1991 - Develop Brochure.
- April 1991 - Implement Program.

Monitoring and Evaluation Tools:

1. ETC and Management feedback.
2. Biannual attitude survey.

What transportation mode(s) are impacted by this incentive?

All modes.

Participation:

Current Participants : 0

Target Number of Participants: 10

TRANSIT PASSES

TRANSPORTATION PASSES

1.0 Policy Statement

It is the District's policy to provide transportation passes to all regular employees as a benefit and as an encouragement to reduce the number of trips to-and-from work. The passes provide for free unlimited travel on all District lines as well as some municipal operators in the Los Angeles area.

2.0 Objective

Receipt of a S.C.R.T.D. employee bus pass is intended to encourage employees to utilize S.C.R.T.D. bus service which will reduce the number of to-and-from work trips, thus improving the quality of air in the Los Angeles area.

3.0 Eligibility

The following employees are eligible to receive a free transportation pass:

- regular full-time employees
- regular part-time bus operators represented by the UTU
- regular part-time non-contract employees

4.0 Procedure

Two types of employee passes are distributed by the Personnel Department:

4.1 Temporary

Temporary passes are distributed to all regular full-time and part-time employees when they begin employment with the District. They are issued by the Employment Office and are good for the first 90 days of the employee's service. A photo is taken and attached to each card. The pass is immediately distributed to the employee.

4.2 Annual

Annual passes are distributed to all regular full-time and part-time employees. The initial annual pass is normally issued at the expiration date of the employee's temporary pass. Thereafter, they are issued at the beginning of each calendar year and are valid for one year.

- 4.2.1 Employee must visit the Pass Bureau in the Personnel Department on Wednesdays or Thursdays between 9:00 a.m. and 12:00 noon or 1:00 p.m. to 4:00 p.m. for photographs. There is no

charge for the initial permanent pass.

4.2.1.1 Lost or stolen passes may be replaced once a year at a cost of \$15.00, to be deducted through automatic payroll deduction.

5.0 Conditions of Use

Transportation passes will be honored when presented by the appropriate employee on all District lines. Use will furnish proper identification when asked to do so and will not occupy a seat to the exclusion of a fare-paying passenger.

6.0 Change in Procedure

The District reserves the right to change and/or amend Transportation Pass procedures without prior notice.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 1

Current Incentive

New Incentive

Incentive: (description of incentive program)

FREE BUS PASS PROGRAM

All employees and their dependents are given free bus passes. This entitles them to use all District transit services for free.

Marketing Strategy:

1. Use new employee orientation to introduce this program to the employees.
2. Occasional reminders to renew the pass in the monthly newsletter.
3. Conduct a survey to determine how many employees still have a bus pass and how many use the pass.

Required Staff Time:

No additional staff time required since this is an ongoing project of the Personnel Department.

Program Costs:

The cost of this program is allocated to the Personnel Department as part of the District's overall operating budget.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 1

Implementation Steps:

1. New employees are issued a two-year pass by the District.
2. Passes are renewed every two years.

Timeline:

Semiannual renewal of bus passes.

Monitoring and Evaluation Tools:

1. Passes are monitored by the Personnel Department.
2. ETC's will conduct a survey to determine the number of employees who currently hold and/or use the pass.

What transportation mode(s) are impacted by this incentive?

Public Transit.

Participation:

Current Participants : 640

Target Number of Participants: 640

TELECOMMUTING

TELECOMMUTING PILOT PROGRAM

1.0 Policy Statement

The Telecommuting Pilot Program is designed to allow qualifying employees an opportunity to work from out of their homes.

2.0 Objective

The Telecommuting Pilot Program is intended to:

- decrease peak-hour congestion and air pollution;
- increase the District's Average vehicle Ridership (AVR);
- decongest office space which minimizes additional demands for office space;
- encourage employee recruitment, retention and morale; and,
- provide opportunity for productivity improvement in a less distracting work environment.

3.0 Eligibility

Participation in the Telecommuting Pilot Program shall be voluntary and is open to twenty non-contract employees who have approval from their Department Head. The program is available on a first-come first-served basis only.

3.1 Participation is contingent upon approval from the Department Head or Division Manager. Eligibility will be determined by Department Head's consideration of the following factors:

- **Access to files and other materials**
Can work be done away from Headquarters without need for immediate access to supporting documents in office files?
- **Equipment needed to perform task**
What equipment (separate office, phone, modem, computer, mainframe, furniture, etc.) will be necessary and how much will need to be provided by the District?
- **Nature of task**
Can task be performed alone? Are meetings frequently required? Will removal of employee hinder performance of other employees?
- **Quantity of work**

Is quantity of work sufficient to warrant modifications to work site and office environment?

- 3.2 Approval will be designated by Department Head's signature of Telecommuter Pilot Program Participation Agreement (see attached).

4.0 Occurrence and Hours

- 4.1 The number of days per week spent telecommuting is at the discretion of the Department Head. The recommended occurrence is a minimum of one day a week to a maximum of three days a week.
- 4.2 Working hours for all assignments shall be arranged according to a pre-established schedule with the Department Head.
- 4.3 The Department Head will have authority to require participating employee to report back to their worksite at any time during the telecommuting period.
- 4.4 Pilot participants are not considered to be in the course and scope of employment if they are performing personal activities.

5.0 Equipment Services and Compensation

- 5.1 Personal equipment may be used to perform job assignments.
- 5.1.1 Participating employee is responsible for providing, installing, and maintaining data; equipment such as a personal computer, modem, related supplies and peripherals, and software.
- 5.1.2 District will not be responsible for the maintenance and repair of employee-owned equipment.
- 5.2 District-owned equipment and software may be loaned to participating employees at the discretion of the Department Manager or designee,
- 5.2.1 Equipment, software, supplies, etc. purchased by the District for use by the employee to telecommute from home will remain the property of the District.
- 5.2.2 The employee must return the equipment to the District for repair or replacement, which will be determined by the District.
- 5.2.3 District personnel will not make "house calls"

to service District-owned equipment.

5.3 The District will not install telephone lines, data circuits, or equipment at the home work site for District-business use.

5.3.1 The District will reimburse the employee for necessary business-related expenses such as telephone calls and will pay for the cost of phone installation after the employee completes six months in the pilot program.

6.0 Employee Responsibilities

Employees will continue to perform the duties, obligations and responsibilities required for their job. These obligations include following all rules, policies and instructions, as established by the District.

6.1 Employees must maintain a dedicated work area. This area is subject to approval and inspection by the Telecommuting Pilot Program coordinators.

6.2 Employees are required to contact their supervisors in person, by electronic message, or by phone each day.

6.3 Employees are required to respond as soon as possible to messages relating to District business.

6.4 Employees are required to obtain approval from the Department Manager or designee for use of District equipment and software at their home work site for the performance of non-District business.

6.4.1 Employees will be held liable for any and all damages caused by the employees' use of District equipment to perform non-District, illegal, or unauthorized tasks.

6.5 Employee authorizes the District to have access to employee's residence for purposes of retrieval of District-owned equipment, software, data and supplies. District will provide 24 hour notice of request for access.

6.6 The only persons authorized to use District equipment and property at the home work site are the employee, or a District-authorized person. Any other person must be approved by the Department Director on a case-by-case basis.

6.7 Employees are required to maintain personally owned equipment used to perform job assignments in good working condition. Employees must notify District management

immediately when employee-owned equipment is not in working condition and await further instructions from management or supervision.

6.8 The employee remains obligated to protect against the unauthorized disclosure and use of confidential information, including the mainframe in accordance with District rules.

7.0 Inability to Perform Telecommuting Duties

If employee is temporarily or permanently unable to work at the home work site for reasons other than illness or disability, the employee will work at his/her regular District work site.

8.0 Termination of Agreement

The telecommuter agreement may be terminated at any time by the District or the employee.

9.0 Change in Procedure

The District reserves the right to change and/or amend Telecommuting Pilot Program procedures without prior notice.

TELECOMMUTER PILOT PROGRAM PARTICIPATION AGREEMENT

1. I have read and been provided with a copy of the S.C.R.T.D. Telecommuting Policy. I acknowledge its contents and have had an opportunity to discuss it with my supervisor. I understand that I must comply with the terms described in the policy and with all other District policies, rules and procedures.
2. I will designate a work space at my residence, and will maintain this work location safe and free from hazards and risk of damage to District-owned equipment, software and supplies used to perform telecommuter assignments. I also understand that during time periods I am performing personal activities or errands, I am not in the course and scope of my employment.
3. I understand that I am solely responsible for the maintenance and repair, including cost of maintenance and repair, of all personally owned equipment I use to perform my job assignments at my residence. I also understand that I am solely responsible for the installation on my equipment of any software I use to carry out my job assignments at my residence.
4. I authorize the District and its designated representative to have access to my residence for purposes of retrieving District equipment and property following 24 hours' notice by the District.
5. I understand that my telecommuter assignments and my participation in the program may be terminated at any time for any reason by the District or me.

I voluntarily agree to participate in the S.C.R.T.D. Telecommuter Pilot Program on the above terms.

Department Director

Employee

Date

Date

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 25

Current Incentive

New Incentive

Incentive: (description of incentive program)

TELECOMMUTING PILOT PROGRAM

A telecommuting pilot program will be implemented using non-contract employees who can telecommute efficiently two to three times a week. The main sites for this program will be headquarters and the central maintenance facility.

Marketing Strategy:

1. The Planning Department will develop a user guide for the program.
2. DRC will meet with department managers to identify possible participants.
3. Conduct a survey to help identify interested participants.
4. Participants will be highlighted in a newsletter.
5. The newsletter will publish progress of the program.

Required Staff Time:

800 hours are required to conduct this program.

Program Costs:

\$10,000 will be required for start-up costs for this pilot program.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 25

Implementation Steps:

1. Interested and authorized employees will be selected to participate.
2. The employees and supervisors undergo a training and orientation session.
3. Pilot program will be implemented.
4. Final survey will be taken and the results reviewed for a final implementation decision.

Timeline:

- August 19 - Develop policy.
- September 15 - Circulate for review and comment.
- October 15 - Select participants.
- October 30 - Train employees and supervisors.
- November 15 - Start pilot program.
- May 30 - Finalize report on six month status of program with recommendation.
- July 1 - Implement program.

Monitoring and Evaluation Tools:

A pre-and post-program employee survey will be conducted. Managers/Supervisors and employees meet to gather monthly to discuss problems and report their findings to the DRC for further analysis.

What transportation mode(s) are impacted by this incentive?

All modes

Participation:

Current Participants : 0

Target Number of Participants: 5

"HEADWAY"

DEDICATED "HEADWAY"

1.0 Policy Statement

The District will sponsor an annual issue of the employee newspaper Headway which is dedicated to ridesharing. The issue will contain many articles on ridesharing, it's relationship to traffic, stress and the environment. It will also include articles on how employees can participate in the rideshare programs offered by the District.

2.0 Objective

The purpose of the annual Headway dedicated is to provide District employees with information pertaining to saving money, time and the environment.

3.0 Eligibility

The Headway news letter will be distributed to all current S.C.R.T.D. employees.

4.0 Procedure

An outline will be developed for "Headway" writers and editors to review. The Planning Department will write copies of topics which they feel need to be covered. A final draft will be written and submitted to the news staff, which will then print and distribute the Headway.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 9

Current Incentive

New Incentive

Incentive: (description of incentive program)

HEADWAY

Annually dedicate an issue of the employee newspaper "Headway" to rideshare issues. This year, the October "Headway", will emphasize the District's Rideshare Program and the environment. This was planned to coincide with the California Rideshare Week and Rideshare Fair Kick-off events.

Marketing Strategy:

1. Distribute to all employees by mailing to their homes the company newspaper.
2. A special pullout section about the environment will be provided for kids.
3. An introduction of rideshare coordinators with a listing of all planned incentives and events.
4. Heighten Awareness.

Required Staff Time:

30 hours of staff time to complete "Headway" copy.

Program Costs:

Incorporated into the District's overall operating budget.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 9

Implementation Steps:

- 1. Develop "Headway" outline.
- 2. Write copy for "Headway".
- 3. Final copy.
- 4. Distribute.

Timeline:

- August 3 - Develop "Headway" outline.
- August 25 - Write copy for "Headway".
- September 15 - Print "Headway".
- October 1 - Distribute "Headway".

Monitoring and Evaluation Tools:

Evaluate "Headway" through biannual attitude survey.

What transportation mode(s) are impacted by this incentive?

Impacts all modes of transportation.

Participation:

Current Participants : 0

Target Number of Participants: 640

AWARDS AND RECOGNITION PROGRAM

AWARDS & RECOGNITION PROGRAM

1.0 Policy Statement

The District will provide awards, pins, luncheons and Board Recognition to employees who either set an example by ridesharing on a consistent basis or go to great lengths to rideshare from far distances.

2.0 Objective

To provide an opportunity for the District to show its gratitude toward those who go to great lengths to rideshare. These high visibility events are also intended to encourage other employees to realize the benefits of ridesharing.

3.0 Eligibility

Any District employee who is found to be ridesharing on a consistent basis and/or from great distances, will be eligible to receive an award or recognition. Planning Staff will consult with the ETC's to receive feedback and to determine which employees are setting exceptional ridesharing examples.

4.0 Procedure

Recognition will be given to exceptional ridesharing employees during Board of Directors Meetings in June and December of each year.

4.1 During the month prior to the Board of Director's meeting, Planning Staff will seek input from ETC's and other people related to the RTD Employees Ridesharing Program. Input will also come from employees attending the quarterly Ridesharing Advisory Committee meetings.

4.2 Input will be given to Planning Staff who will determine winner(s) based upon this information.

4.3 Planning Staff will coordinate with District Secretary's Office to determine date of presentation and what it will consist of.

4.4 Presentation may consist of an award, plaque, or luncheon, to be hosted by the Board of Directors.

5.0 Change in Procedure

The District reserves the right to change and/or amend the Awards, Pins and Recognition Program without notice.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 5

Current Incentive

New Incentive

Incentive: (description of incentive program)

AWARDS AND RECOGNITION

Awards, pins, luncheons and Board Recognition will be part of this program. Special recognition will be given to thank those employees who participate in the Rideshare Program.

Marketing Strategy:

1. Recognize employee participation at the Board level as a means to motivate.
2. Thank employees publicly to call attention to their efforts.

Required Staff Time:

260 hours of staff time to coordinate activities.

Program Costs:

\$80,000 will be spent to purchase awards and to host special luncheons twice a year.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 5

Implementation Steps:

1. Meet with ETC's to determine what types of awards will be given (plaque, trophy, ribbon, etc.).
2. Meet with vendors, get quotes and order.
3. Select dates of recognition (biannually, etc.).
4. Advertise events in Headway and departmental newsletters.
5. Arrange for luncheons.

Timeline:

- September 1 - Order promotional items.
- September 10 - Set up duties and luncheon.
- January 15 - 1st luncheon.
- July 15 - 2nd luncheon.

Monitoring and Evaluation Tools:

1. Attitude surveys.
2. Ridership participation increases.

What transportation mode(s) are impacted by this incentive?

All modes.

Participation:

Current Participants : 0

Target Number of Participants: 582

COMMUTER INFORMATION CENTER

COMMUTER INFORMATION CENTER

1.0 Policy Statement

The District will sponsor a Commuter Information Center at each location in order to facilitate employees ridesharing needs.

Information racks and display areas will be designated at each location, with the number of centers being based upon size of the site.

2.0 Objective

To provide information which will keep District's employees ridesharing awareness at a maximum level.

3.0 Eligibility

All District work sites required to submit a Regulation XV plan to the SCAQMD will be supplied with Commuter Information Centers.

4.0 Procedure

4.1 Calculate number of employees at each location in order to determine the number of Commuter information Centers needed.

4.2 Purchase information racks and have them installed at each location.

4.3 Develop materials such as brochures to inform employees of the services offered by each ridesharing incentive.

4.4 Distribute materials to each location and have the Employee Transportation Coordinator maintain the center.

5.0 Monitoring

Employee Transportation Coordinator will provide on-going maintenance on a weekly basis and will make sure the information racks remain updated and filled.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Description
 Incentive Number: 6

Current Incentive

New Incentive

Incentive: (description of incentive program)

COMMUTER INFORMATION CENTERS

Information racks and display areas will be designated at each location. At some sites, there will be two centers. The purpose of each center is to display posters, informational brochures, bus schedules as they relate to ridesharing.

Marketing Strategy:

1. The purpose of this program is to keep employee awareness at a maximum level.
2. Weekly updates of materials will be done to encourage employees to monitor center for additional information.

Required Staff Time:

340 hours annually of DRC and ETC staff time to facilitate centers and develop material.

Program Costs:

\$5,000 annually for materials and information racks and display center.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Description
 Incentive Number: 6

Implementation Steps:

1. Purchase and install centers.
2. Develop materials.
3. Distribute materials.
4. On-going maintenance - weekly basis.

Timeline:

- August 30, 1990 - Centers installed.
- August 1 - September 25, 1990 - Develop materials.
- October 1, 1990 - Distribute materials.
- On-going weekly maintenance and material development.

Monitoring and Evaluation Tools:

1. Institute a monthly questionnaire based upon posted rideshare information located in the center. Reward employees with special gifts if they can successfully answer questions.
2. Include as part of the binannual attitude survey.

What transportation mode(s) are impacted by this incentive?

Impacts all transportation modes.

Participation:

Current Participants : 0

Target Number of Participants: 640

JOIN THE DRIVE FOR CLEANER AIR. RIDESHARE

RIDESHARE WEEK

RIDESHARE FAIR

1.0 Policy Statement

The District will conduct an annual Rideshare Fair which will visit all work sites required to file a Trip Reduction Plan. The Rideshare Fair will be scheduled to coincide with California Rideshare Week, which is held annually in the Fall.

A mobile van will visit all work sites and District employees will be provided information on ridesharing options. Information to be distributed will include brochures and other pamphlets which describe the various ridesharing programs offered by the District. Addresses, work shifts, etc. will be collected from those employees whom are interested in ridesharing. Music, food and entertainment will be provided to create a festive, carnival atmosphere. District employees will be able to examine the vanpool vehicle which will convey the benefits of vanpooling. Prizes and rideshare paraphernalia will be distributed in a raffle.

2.0 Objective

The objective of Rideshare Week is to provide a fun, excitable and enjoyable opportunity for employees to learn about the advantages of ridesharing, as well as meet potential rideshare matches.

3.0 Eligibility

All S.C.R.T.D. employees are eligible for and strongly encouraged to attend the Rideshare Fairs.

4.0 Procedure

4.1 The Rideshare Fair will be held during the same week as the California Rideshare Week.

4.2 Planning Department staff will coordinate and obtain the vanpool vehicle, food, music and prizes.

4.3 Planning staff will notify the ETC's in advance to inform them of the scheduled date.

4.4 ETC's will notify work site employees in advance to ensure proper interest in the Rideshare Fair.

4.5 Vanpool vehicle will arrive with Planning staff who will administer event.

4.6 Incentive, rideshare match, and other information will be exchanged between employees and Planning staff.

4.7 Employees who fill out interest forms indicating their

interest in ridesharing will be given a raffle ticket for rideshare items.

4.7.1 Raffle will be conducted and Planning staff will call out winners based upon matching numbers from perforated tickets.

4.7.2 Each winning employee will be entitled to one ridesharing prize, as supplies warrant.

5.0 Change in Procedure

The District reserves the right to change and/or amend Rideshare Fair policies and procedures without prior notice.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 19

Current Incentive

New Incentive

Incentive: (description of incentive program)

RIDESHARE WEEK EVENTS

The District will be publicizing rideshare week as a way to stimulate interest by sponsoring rideshare fairs at each division. This will also be the District's "kick-off" event for the overall Rideshare Program.

Marketing Strategy:

1. Pledge cards will be distributed with paychecks to encourage ridesharing at least one day during the week of October 1-5.
2. A fair will be held at each division.
3. A van will visit each site with literature and promotional giveaways.
4. Food will also be offered to entice participants.

Required Staff Time:

1,280 hours of staff time annually to coordinate activities.

Program Costs:

\$20,000 to cover cost of materials, promotional items, food, and an annual luncheon.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 19

Implementation Steps:

- 1. Order promotional items and food.
- 2. Write brochures.
- 3. Coordinate site events with ETC's.

Timeline:

- August 13 - Order promotional items.
- August 20 - Write copy for brochure.
- August 27 - Print brochure.
- September 3 - Meet with ETC's to coordinate fairs.
- October 1-5 - Host fairs.

Monitoring and Evaluation Tools:

- 1. Number of pledges received.
- 2. Sample ridership.
- 3. Attitude survey to employees.
- 4. Meeting with ETC's to determine success and frequency of fairs.

What transportation mode(s) are impacted by this incentive?

All transportation modes.

Participation:

Current Participants : 0

Target Number of Participants: 582

MONTHLY NEWSLETTER

MONTHLY NEWSLETTER

1.0 Policy Statement

The monthly newsletter will serve to educate employees about the benefits of ridesharing and how the District's ridesharing program works. This one page news letter will be distributed by ETC's via the Commuter Information Center. The newsletter will be on display for approximately one month. When the next issue arrives, it will replace the current issue.

2.0 Objective

To inform employees of the variety of issues relating to ridesharing. These topics include serious environmental concerns and numerous social aspects of ridesharing. The newsletter will also provide employees with information about specific carpools and vanpools that are looking for riders.

3.0 Eligibility

These newsletters will be distributed to the Commuter Information Centers at all work sites and will be available to all S.C.R.T.D. employees.

4.0 Procedure

The Planning Department will:

- 4.1 Develop themes for every month of the year;
- 4.2 Write draft newsletters for approval;
- 4.3 Design a layout for the printer;
- 4.4 Distribute newsletters to each work site.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 13

Current Incentive

New Incentive

Incentive: (description of incentive program)

MONTHLY NEWSLETTER

The monthly newsletter will serve to educate employees about the benefits of ridesharing and how the District's program works. This one page newsletter will be distributed by ETC's and at the Commuter Information Centers.

Marketing Strategy:

The newsletter will be geared towards a variety of issues relating to ridesharing. Topics include serious environmental concerns and numerous social aspects of ridesharing coupled with informative tidbits on what employees can do to improve our environment.

Required Staff Time:

200 hours per year to produce the monthly newsletter.

Program Costs:

\$15,000 dollars cost computer hardware and software in addition to staff time already incorporated as part of the District's operating budget.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 13

Implementation Steps:

- 1. Develop themes for all twelve months.
- 2. Write draft newsletter for approval.
- 3. Design layout.
- 4. Distribute.
- 5. On-Going Monthly.

Timeline:

- September 1 - Develop themes for twelve months.
 - September 15 - Draft newsletter for approval.
 - September 21 - Design and layout completed.
 - October 1 through 5 - Distribute as part of Rideshare Week.
- Monthly distribution to all sites by the first of each month following the October start-up.

Monitoring and Evaluation Tools:

Evaluate newsletter through biannual attitude survey.

What transportation mode(s) are impacted by this incentive?

Impacts all modes of transportation.

Participation:

Current Participants : 0

Target Number of Participants: 640

MONTHLY ETC MEETING

MONTHLY ETC MEETING

1.0 Policy Statement

To ensure overall coordination and success of the RTD Employees Ridesharing Program, monthly meetings will be conducted which will include all District ETC's and appropriate personnel from Planning, Transportation and Maintenance.

The meetings will be held once monthly and will rotate to a different work site each month. The meetings will be an opportunity to brainstorm and discuss the overall success of the ridesharing program. Topics of discussion will include implementation of incentives, suggestions for future incentives, distribution of rideshare materials, etc.

2.0 Objective

The purpose of Monthly ETC Meetings is to create a valuable exchange of information between Headquarters and the operating divisions. This exchange will ensure that all employees are aware and informed of the needs of the RTD Employees Ridesharing Program.

3.0 Eligibility

All District ETC's will be required to attend the Monthly ETC Meeting. If they cannot attend the meeting, they are required to send a representative. Other personnel attending will include Planning, Transportation, and Maintenance personnel along with all other employees who can provide suggestions/comment on the RTD Employees Ridesharing Program.

4.0 Procedure

The Planning Department will coordinate the time, place and location of each Monthly ETC Meeting. Memorandums, fliers, etc. will be sent to inform the ETC's of the meeting. An agenda will be included.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 12

Current Incentive

New Incentive

Incentive: (description of incentive program)

MONTHLY ETC/MANAGEMENT MEETINGS

The District will institute monthly management meetings to encourage communication and information dissemination. These meetings will serve to facilitate the Rideshare Program.

Marketing Strategy:

To include management participation in implementing and increasing awareness of Rideshare Programs.

Required Staff Time:

100 hours staff time to coordinate meetings and to do follow-up.

Program Costs:

The cost for this program was included as part of the overall District budget.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 12

Implementation Steps:

1. Set dates for meetings.
2. Notify participants.
3. Create agenda.

Timeline:

Beginning August 1990 ongoing monthly.

Monitoring and Evaluation Tools:

1. Increase in site participation.
2. Better flow of information from management to participants.

What transportation mode(s) are impacted by this incentive?

All modes.

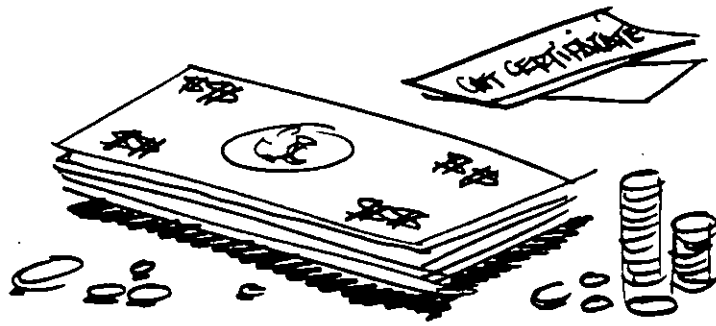
Participation:

Current Participants : 1

Target Number of Participants: 2

RIDESHARING

CAN WE GET YOU TO CHANGE YOUR MIND?



IT PAYS TO RIDESHARE AT
RTD.

PROMOTIONAL ITEMS

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 17

Current Incentive

New Incentive

Incentive: (description of incentive program)

PROMOTIONAL ITEMS

The District will design and purchase promotional items for employees to be distributed at fairs and other rideshare program events.

Marketing Strategy:

- To distribute items to encourage participation in events (e.g., for pledging to rideshare on October 3).

Required Staff Time:

500 hours staff time to purchase items.

Program Costs:

\$35,000 covers the cost of promotional items.

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Description
Incentive Number: 17

Implementation Steps:

1. Identify items to be used for promotion.
2. Meet with vendors.
3. Order items.

Timeline:

- August 13 - Identify items.
- August 30 - Get quotes from vendors.
- September 1 - Order items.

Monitoring and Evaluation Tools:

Attitude surveys.

What transportation mode(s) are impacted by this incentive?

All modes.

Participation:

Current Participants : 0

Target Number of Participants: 640

SUMMARY OF INCENTIVES BY WORKSITE

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Summary
 Headquarters

Summarize your incentives:

Incentive	Employees Participating	
	Current	Targeted
1. Free Bus Pass	1,148	1,148
2. Compressed Work Week	169	169
3. Alternative Work Hours	0	0
4. Preferred Parking	40	100
5. Awards & Recognition Program	0	985
6. Commuter Information Center	0	1,148
7. Awareness Program	0	1,148
8. Guaranteed Ride Home	0	636
9. Dedicated "Headway"	0	1,148
10. CTS Ridematch	0	1,148
11. "Meet Your Match" Parties	0	985
12. Monthly ETC Meeting	0	2
13. Monthly Newsletter	0	1,148
14. Monthly Raffles	0	985
15. New Hire Orientation	0	All New Employees
16. Bus Itineraries and Ridematching	0	1,148
17. Promotional Items	0	1,148
18. Rideshare Advisory Committee	0	2
19. Rideshare Week Events	0	985
20. Pilot Vanpool Program	0	30
21. Bicycling Program	1	2
22. Bus Stop Program	N/A	N/A

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Summary
 SCRTD Division: 1

Summarize your incentives:

Incentive	Employees Participating	
	Current	Targeted
1. Free Bus Pass	475	475
2. Compressed Work Week	10	14
3. Alternative Work Hours	N/A	N/A
4. Preferred Parking	0	18
5. Awards & Recognition Program	0	154
6. Commuter Information Center	0	475
7. Awareness Program	0	475
8. Guaranteed Ride Home	0	18
9. Dedicated "Headway"	0	475
10. CTS Ridematch	0	475
11. "Meet Your Match" Parties	0	154
12. Monthly ETC Meeting	1	2
13. Monthly Newsletter	0	475
14. Monthly Raffles	0	154
15. New Hire Orientation	0	All New Employees
16. Bus Itineraries and Ridematching	0	475
17. Promotional Items	0	475
18. Rideshare Advisory Committee	0	2
19. Rideshare Week Events	0	154
20. Pilot Vanpool Program	0	5
21. Bicycling Program	N/A	N/A
22. Bus Stop Program	N/A	N/A

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Summary
 SCRTD Division: 2

Summarize your incentives:

Incentive	Employees Participating	
	Current	Targeted
1. Free Bus Pass	245	245
2. Compressed Work Week	16	20
3. Alternative Work Hours	0	0
4. Preferred Parking	0	129
5. Awards & Recognition Program	0	125
6. Commuter Information Center	0	245
7. Awareness Program	0	245
8. Guaranteed Ride Home	0	154
9. Dedicated "Headway"	0	245
10. CTS Ridematch	0	245
11. "Meet Your Match" Parties	0	125
12. Monthly ETC Meeting	0	2
13. Monthly Newsletter	0	245
14. Monthly Raffles	0	125
15. New Hire Orientation	0	All New Employees
16. Bus Itineraries and Ridematching	0	245
17. Promotional Items	0	245
18. Rideshare Advisory Committee	0	2
19. Rideshare Week Events	0	125
20. Pilot Vanpool Program	N/A	N/A
21. Bicycling Program	N/A	N/A
22. Bus Stop Program	0	25

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Summary
 SCRTD Division: 3

Summarize your incentives:

Incentive	Employees Participating	
	Current	Targeted
1. Free Bus Pass	540	540
2. Compressed Work Week	9	14
3. Alternative Work Hours	N/A	N/A
4. Preferred Parking	0	14
5. Awards & Recognition Program	0	158
6. Commuter Information Center	0	540
7. Awareness Program	0	540
8. Guaranteed Ride Home	0	14
9. Dedicated "Headway"	0	540
10. CTS Ridematch	0	540
11. "Meet Your Match" Parties	0	158
12. Monthly ETC Meeting	1	2
13. Monthly Newsletter	0	540
14. Monthly Raffles	0	158
15. New Hire Orientation	0	All New Employees
16. Bus Itineraries and Ridematching	0	540
17. Promotional Items	0	540
18. Rideshare Advisory Committee	0	2
19. Rideshare Week Events	0	158
20. Pilot Vanpool Program	0	5
21. Bicycling Program	2	5
22. Bus Stop Program	N/A	N/A

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Summary
 SCRTD Division: 5

Summarize your incentives:

Incentive	Employees Participating	
	Current	Targeted
1. Free Bus Pass	666	666
2. Compressed Work Week	13	18
3. Alternative Work Hours	N/A	N/A
4. Preferred Parking	0	27
5. Awards & Recognition Program	0	212
6. Commuter Information Center	0	666
7. Awareness Program	0	666
8. Guaranteed Ride Home	0	27
9. Dedicated "Headway"	0	666
10. CTS Ridematch	0	666
11. "Meet Your Match" Parties	0	212
12. Monthly ETC Meeting	1	2
13. Monthly Newsletter	0	666
14. Monthly Raffles	0	212
15. New Hire Orientation	0	All New Employees
16. Bus Itineraries and Ridematching	0	666
17. Promotional Items	0	666
18. Rideshare Advisory Committee	0	6
19. Rideshare Week Events	0	212
20. Pilot Vanpool Program	1	10
21. Bicycling Program	1	5
22. Bus Stop Program	N/A	N/A

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Summary
 SCRTD Division: 6

Summarize your incentives:

Incentive	Employees Participating	
	Current	Targeted
1. Free Bus Pass	151	151
2. Compressed Work Week	4	9
3. Alternative Work Hours	N/A	N/A
4. Preferred Parking	0	6
5. Awards & Recognition Program	0	60
6. Commuter Information Center	0	151
7. Awareness Program	0	151
8. Guaranteed Ride Home	0	6
9. Dedicated "Headway"	0	151
10. CTS Ridematch	0	151
11. "Meet Your Match" Parties	0	60
12. Monthly ETC Meeting	1	2
13. Monthly Newsletter	0	151
14. Monthly Raffles	0	60
15. New Hire Orientation	0	All New Employees
16. Bus Itineraries and Ridematching	0	151
17. Promotional Items	0	151
18. Rideshare Advisory Committee	0	2
19. Rideshare Week Events	0	60
20. Pilot Vanpool Program	N/A	N/A
21. Bicycling Program	1	2
22. Bus Stop Program	N/A	N/A

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Summary
 SCRTD Division: 7

Summarize your incentives:

Incentive	Employees Participating	
	Current	Targeted
1. Free Bus Pass	460	460
2. Compressed Work Week	12	17
3. Alternative Work Hours	N/A	N/A
4. Preferred Parking	0	14
5. Awards & Recognition Program	0	146
6. Commuter Information Center	0	460
7. Awareness Program	0	460
8. Guaranteed Ride Home	0	14
9. Dedicated "Headway"	0	460
10. CTS Ridematch	0	460
11. "Meet Your Match" Parties	0	146
12. Monthly ETC Meeting	1	2
13. Monthly Newsletter	0	460
14. Monthly Raffles	0	146
15. New Hire Orientation	0	All New Employees
16. Bus Itineraries and Ridematching	0	460
17. Promotional Items	0	460
18. Rideshare Advisory Committee	0	2
19. Rideshare Week Events	0	146
20. Pilot Vanpool Program	0	5
21. Bicycling Program	0	2
22. Bus Stop Program	N/A	N/A

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Summary
 SCRTD Division: 8

Summarize your incentives:

Incentive	Employees Participating	
	Current	Targeted
1. Free Bus Pass	438	438
2. Compressed Work Week	5	11
3. Alternative Work Hours	N/A	N/A
4. Preferred Parking	0	19
5. Awards & Recognition Program	0	113
6. Commuter Information Center	0	438
7. Awareness Program	0	438
8. Guaranteed Ride Home	0	19
9. Dedicated "Headway"	0	438
10. CTS Ridematch	0	438
11. "Meet Your Match" Parties	0	113
12. Monthly ETC Meeting	1	2
13. Monthly Newsletter	0	438
14. Monthly Raffles	0	113
15. New Hire Orientation	0	All New Employees
16. Bus Itineraries and Ridematching	0	438
17. Promotional Items	0	438
18. Rideshare Advisory Committee	0	2
19. Rideshare Week Events	0	113
20. Pilot Vanpool Program	0	5
21. Bicycling Program	0	2
22. Bus Stop Program	0	20

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Summary
 SCRTD Division: 9

Summarize your incentives:

Incentive	Employees Participating	
	Current	Targeted
1. Free Bus Pass	737	737
2. Compressed Work Week	6	12
3. Alternative Work Hours	N/A	N/A
4. Preferred Parking	0	36
5. Awards & Recognition Program	0	228
6. Commuter Information Center	0	737
7. Awareness Program	0	737
8. Guaranteed Ride Home	0	36
9. Dedicated "Headway"	0	737
10. CTS Ridematch	0	737
11. "Meet Your Match" Parties	0	228
12. Monthly ETC Meeting	1	2
13. Monthly Newsletter	0	737
14. Monthly Raffles	0	228
15. New Hire Orientation	0	All New Employees
16. Bus Itineraries and Ridematching	0	737
17. Promotional Items	0	737
18. Rideshare Advisory Committee	0	2
19. Rideshare Week Events	0	228
20. Pilot Vanpool Program	0	10
21. Bicycling Program	2	4
22. Bus Stop Program	N/A	N/A

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Summary
 SCRTD Division: 10

Summarize your incentives:

Incentive	Employees Participating	
	Current	Targeted
1. Free Bus Pass	697	697
2. Compressed Work Week	19	25
3. Alternative Work Hours	N/A	N/A
4. Preferred Parking	0	44
5. Awards & Recognition Program	0	211
6. Commuter Information Center	0	697
7. Awareness Program	0	697
8. Guaranteed Ride Home	0	44
9. Dedicated "Headway"	0	697
10. CTS Ridematch	0	697
11. "Meet Your Match" Parties	0	211
12. Monthly ETC Meeting	1	2
13. Monthly Newsletter	0	697
14. Monthly Raffles	0	211
15. New Hire Orientation	0	All New Employees
16. Bus Itineraries and Ridematching	0	697
17. Promotional Items	0	697
18. Rideshare Advisory Committee	0	2
19. Rideshare Week Events	0	211
20. Pilot Vanpool Program	0	5
21. Bicycling Program	1	2
22. Bus Stop Program	N/A	N/A

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Summary
 SCRTD Division: 12

Summarize your incentives:

Incentive	Employees Participating	
	Current	Targeted
1. Free Bus Pass	358	358
2. Compressed Work Week	10	17
3. Alternative Work Hours	N/A	N/A
4. Preferred Parking	0	13
5. Awards & Recognition Program	0	110
6. Commuter Information Center	0	358
7. Awareness Program	0	358
8. Guaranteed Ride Home	0	13
9. Dedicated "Headway"	0	358
10. CTS Ridematch	0	358
11. "Meet Your Match" Parties	0	110
12. Monthly ETC Meeting	1	2
13. Monthly Newsletter	0	358
14. Monthly Raffles	0	110
15. New Hire Orientation	0	All New Employees
16. Bus Itineraries and Ridematching	0	358
17. Promotional Items	0	358
18. Rideshare Advisory Committee	0	2
19. Rideshare Week Events	0	110
20. Pilot Vanpool Program	N/A	N/A
21. Bicycling Program	0	2
22. Bus Stop Program	1	13

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Summary
 SCRTD Division: 15

Summarize your incentives:

Incentive	Employees Participating	
	Current	Targeted
1. Free Bus Pass	623	623
2. Compressed Work Week	4	10
3. Alternative Work Hours	N/A	N/A
4. Preferred Parking	0	50
5. Awards & Recognition Program	0	179
6. Commuter Information Center	0	623
7. Awareness Program	0	623
8. Guaranteed Ride Home	0	50
9. Dedicated "Headway"	0	623
10. CTS Ridematch	0	623
11. "Meet Your Match" Parties	0	179
12. Monthly ETC Meeting	1	2
13. Monthly Newsletter	0	623
14. Monthly Raffles	0	179
15. New Hire Orientation	0	All New Employees
16. Bus Itineraries and Ridematching	0	623
17. Promotional Items	0	623
18. Rideshare Advisory Committee	0	2
19. Rideshare Week Events	0	179
20. Pilot Vanpool Program	0	10
21. Bicycling Program	1	4
22. Bus Stop Program	2	21

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Summary
 SCRTD Division: 16

Summarize your incentives:

Incentive	Employees Participating	
	Current	Targeted
1. Free Bus Pass	190	190
2. Compressed Work Week	1	8
3. Alternative Work Hours	N/A	N/A
4. Preferred Parking	0	11
5. Awards & Recognition Program	0	60
6. Commuter Information Center	0	190
7. Awareness Program	0	190
8. Guaranteed Ride Home	0	11
9. Dedicated "Headway"	0	190
10. CTS Ridematch	0	190
11. "Meet Your Match" Parties	0	60
12. Monthly ETC Meeting	1	2
13. Monthly Newsletter	0	190
14. Monthly Raffles	0	60
15. New Hire Orientation	0	All New Employees
16. Bus Itineraries and Ridematching	0	190
17. Promotional Items	0	190
18. Rideshare Advisory Committee	0	2
19. Rideshare Week Events	0	60
20. Pilot Vanpool Program	0	5
21. Bicycling Program	0	1
22. Bus Stop Program	N/A	N/A

SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
 COMMUTER PROGRAM TRIP REDUCTION PLAN
 Incentive Summary
 SCRTD Division: 18

Summarize your incentives:

Incentive	Employees Participating	
	Current	Targeted
1. Free Bus Pass	657	657
2. Compressed Work Week	8	15
3. Alternative Work Hours	N/A	N/A
4. Preferred Parking	0	38
5. Awards & Recognition Program	0	174
6. Commuter Information Center	0	657
7. Awareness Program	0	657
8. Guaranteed Ride Home	0	38
9. Dedicated "Headway"	0	657
10. CTS Ridematch	0	657
11. "Meet Your Match" Parties	0	174
12. Monthly ETC Meeting	1	2
13. Monthly Newsletter	0	657
14. Monthly Raffles	0	174
15. New Hire Orientation	0	All New Employees
16. Bus Itineraries and Ridematching	0	657
17. Promotional Items	0	657
18. Rideshare Advisory Committee	0	2
19. Rideshare Week Events	0	174
20. Pilot Vanpool Program	0	5
21. Bicycling Program	2	9
22. Bus Stop Program	3	13

**SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT
COMMUTER PROGRAM TRIP REDUCTION PLAN
Incentive Summary
Central Maintenance Facility**

Summarize your incentives:

Incentive	Employees Participating	
	Current	Targeted
1. Free Bus Pass	640	640
2. Compressed Work Week	1	50
3. Alternative Work Hours	0	10
4. Preferred Parking	93	185
5. Awards & Recognition Program	0	582
6. Commuter Information Center	0	640
. Awareness Program	0	640
8. Guaranteed Ride Home	0	185
9. Dedicated "Headway"	0	640
10. CTS Ridematch	0	640
11. "Meet Your Match" Parties	0	582
12. Monthly ETC Meeting	1	2
13. Monthly Newsletter	0	640
14. Monthly Raffles	0	582
15. New Hire Orientation	0	All New Employees
16. Bus Itineraries and Ridematching	0	640
17. Promotional Items	0	640
18. Rideshare Advisory Committee	0	2
19. Rideshare Week Events	0	582
20. Pilot Vanpool Program	0	30
21. Bicycling Program	0	2
22. Bus Stop Program	N/A	N/A

AVR STATUS AND REQUIREMENTS BY WORKSITE

SOUTHERN CALIFORNIA RAPID TRANSIT DISTRICT
 COMMUTER MODE SUMMARY FOR OCT/NOV 1990 SURVEY

LOCATION	EMPLOYEES		***** ESTIMATED EMPLOYEES BY TRAVEL MODE *****					***** PARTICIPANTS *****										
	TOTAL	AM ARR	SOLO	SOLO	2-PERSON	3-PERSON	4+PERSON	BUS/RAIL			NO RESPONSE	TELE- COMMUTE	3/36 WORK WEEK	4/40 WORK WEEK	9/80 WORK WEEK	TARGET AVR	ACTUA AVR	
			AUTO	MOTOCYCLE	CARPOOL	CARPOOL	CARPOOL	VANPOOL	TRANSIT	WALK								BIKE
DIV 1	451	201	140	2	11	0	0	0	26	1	1	20	0	2	10	40	1.75	1.23
LOC 2	265	184	119	0	16	1	0	0	11	0	0	37	0	0	0	32	1.75	1.12
DIV 3	533	190	141	2	18	1	0	0	18	0	0	10	0	0	11	16	1.50	1.19
DIV 4	79	36	28	2	1	3	0	0	0	0	0	2	0	0	0	4	1.50	1.09
DIV 5	691	256	185	1	21	3	5	1	9	2	2	27	0	1	6	26	1.50	1.14
DIV 6	166	87	70	0	2	1	0	1	3	3	0	7	0	0	4	0	1.50	1.12
DIV 7	511	204	167	2	12	1	0	0	11	1	2	8	0	2	14	22	1.50	1.14
DIV 8	481	164	129	3	12	2	0	0	1	2	3	12	0	0	9	10	1.50	1.10
DIV 9	684	274	204	6	29	1	0	0	20	0	1	13	0	2	18	46	1.50	1.12
DIV 10	710	257	180	4	17	6	4	0	20	0	1	25	0	4	16	18	1.50	1.15
DIV 11	164	71	50	1	9	0	0	0	3	0	1	7	0	0	2	10	1.50	1.15
DIV 12	360	145	117	2	9	0	0	9	3	3	0	2	0	0	5	4	1.50	1.15
SO PARK	99	92	62	0	12	5	0	0	9	0	1	3	0	0	0	6	1.50	1.28
DIV 15	673	248	209	0	18	5	0	0	2	0	0	14	0	4	8	10	1.50	1.00
DIV 16	265	103	90	1	3	0	0	0	3	0	0	6	0	1	8	6	1.50	1.00
DIV 18	707	240	211	4	12	0	0	0	1	2	2	8	0	0	8	16	1.50	1.00
CHF	654	200	106	0	15	9	1	0	24	0	0	45	0	0	0	122	1.50	1.27
HQ	1,104	971	255	5	75	16	8	2	431	1	0	178	0	0	15	294	1.75	2.00
VERNON YO	40	38	17	0	1	0	0	0	0	0	1	19	0	0	0	4	1.50	1.00
ALL LOCATION	8,637	3,961	2,480	35	293	54	18	13	595	15	15	443	0	16	134	686	1.58	1.30
MODE SPLIT			70.49%	0.88%	7.40%	1.36%	0.45%	0.33%	15.02%	0.38%	0.38%	11.18%		0.40%	3.38%	17.32%		

EMPLOYEE TRANSPORTATION COORDINATORS BY WORKSITE

EMPLOYEE TRANSPORTATION COORDINATOR STATUS UPDATE --

28-Jan-91

Location	Dept.	Transportation Coordinator	Phone No.	Current ETC?	Renewal Date	Source Receptor Area	Back-up Person	Comments
Div. 1	T	Dan Ruiz	x6201	Yes	7/10/91	1	James Moore "Sims"	Will complete update training Sept. 24 (\$100 credit from SCAQMD)
Div. 2	TP	Michelle Berry	x7722	Yes	7/13/91	1	Jim Wilson	
Div. 3	T	Tony Sandoval	x6203	Yes	7/13/91	1		
Div. 5	T	Juanita Wright	x6205	Yes	7/10/91	1		
Div. 6	T	Dana Coffey	x6206	Yes	7/13/91	2	Frank Cole Grace Golden	
Div. 7	T	Steve Crawford	x6207	Yes	7/10/91	2	Joe Putt	
Div. 8	T	Lorene Kelly-Yaruzzi	x6208	Yes	7/13/91	6	David Olney Gus Dominguez	
Div. 9	M	Harry Finley	x6309	Yes	7/10/91	9	Juan Morales Mike Walker	
Div. 10	M	Mike Ortega	x6310	Yes	7/10/91	1	"Art"	
Div. 11	M	Bill Haines	816-5500	Yes	1/25/92	4		41 Operators, 9 TOS, 43 Maint., plus approx. 30 contractors/consult

Div. 12	T	Patay Goens	x6212	Yes	7/13/91	4	Anyone who answers phone
Div. 15	M	Freeman Crutchfield	x6315	Yes	7/10/90	7	Any ERS
Div. 16	M	Joe Quintero	x6316	Yes	7/13/90	10	
Div. 18	M	Henry Prater	x6318	Yes	7/10/90	4	Ray Hoffer Pat Lofton
CMF	M	Helen Miller	2-5836	Yes	7/10/90	1	Gina Guerrero (x5780)
South Park	Fac. Maint.	Russ Meek	x7064	Yes	7/13/90	1	
Hdqtrs.	Plan.	Teresa Moren	x4864	Yes	7/13/90	1	
	Plan.	Lou Cherene	x4863	Yes	7/13/90	1	
	Plan.	Jay Fuhrman	x4827	Yes	7/13/90	1	
	T	Maria Palomino	x4428	Yes	8/24/90	1	