



County of Orange
Commuter Club Program
Refer-A-Friend Form

Dear Commuter Club Member:

Do you know a co-worker who might consider ridesharing? Do they need a gentle push to join a carpool, vanpool, take the bus or train, walk or ride their bike to work? Tell them about the benefits of ridesharing and the Commuter Club. You might even ask them to rideshare with you! Not only will you help them with their commute but you'll also be eligible to **win a \$25 certificate** redeemable through GiftCertificates.com where you can select gift cards from a variety of retail stores, restaurants and much more. List your name and phone number under the "referred by" section below, make copies of this form and then distribute to co-workers. When they submit this form to us, we'll enter you into the upcoming bi-annual drawing. This is an ongoing effort so please refer co-workers often.

Dear "Refer-A-Friend" Candidate:

All eligible rideshare participants can join the County's *Commuter Club* program managed by OC Human Resource Services. The program is designed to recognize and thank County of Orange employees that rideshare to work at least five times per month.

To sign up for the *Commuter Club*, you must verify by signature that you have been in a rideshare arrangement for at least 5 days a month for three months. Then, as a sign-up bonus, you will receive a \$15 Starbucks Card and the following discounts/benefits for as long as you continue to rideshare at least 5 days per month during the current year:

- A *Commuter Club* card that allows you to receive discounts from local merchants, restaurants and venues.
- A chance to win one of eight \$25 gift certificates awarded each quarter and redeemable through GiftCertificates.com.
- You can also participate in the "Refer-A-Friend" Campaign for another chance to win \$25 each quarter.
- A *Guaranteed Ride Home* Authorization Form to use for transportation in case an emergency arises on a day that you rideshare
- E-mail alerts regarding rideshare program enhancements and transportation-related information
- A \$10 Starbucks Card as an annual thank you gift for renewing your commitment to rideshare each subsequent year

Today's Date:					
First Name:		Initial:		Last Name:	
Your City of Residence:			Your City of Residence Zip Code:		
Work Address:		City:		Zip Code:	
Agency/Dept.		Bldg #:		Work Hours:	
Work Phone:		Email:			

Referred By:		Work Phone:	
Agency/Dept.		Email:	

I declare that the foregoing information is true and correct. I signify that I have been in a rideshare arrangement now for at least 5 days a month for three months. I also commit to rideshare once a week or five times a month while receiving the benefits of the Commuter Club. I also agree to complete the All Employee Annual Transportation Survey that is distributed to all employees each September.

Signature _____ Date _____

Pony Mail to Rideshare, Bldg 10, 1st Floor

Commuter Assistance Program Guidelines

These incentives and services managed by Orange County Human Resource Services are for all County of Orange and Superior Court employees. If you have agreed to be matched with potential rideshare partners, you are agreeing that your work contact information will be shared with other potential rideshare partners. It will be your responsibility to contact individuals you are matched with should you desire to participate in a carpool or vanpool arrangement. Participation is voluntary. Ridesharers are completely responsible for the operation of their carpools or vanpools. The County of Orange has no responsibility or liability for any claims, expenses or damages resulting from any individual's participation in a rideshare mode. For questions, call 714/647-1931 or rideshare@ocgov.com. Certain incentives will be reported as income.

	Incentive (Form)	Eligibility	Details
1.	Commuter Choice (Voluntary Payroll Deduction Authorization Form)	Any employee who purchases OCTA Bus, Metrolink or vanpool tickets on a monthly basis through the payroll deduction process.	Tax Savings - This program allows the use of pretax dollars (up to the amount established by the IRS) per month on approved commuting options (reducing your taxable income). Commuter Choice Program Guidelines are provided on the Voluntary Payroll Deduction Authorization . You may be eligible for the first-month free.
2.	Commuter Club (All-In-One)	Any employee who rideshares at least 5 work days per month for 3 months or longer.	Reward Program - New members receive a \$15 Starbucks Card. All members are entered into ongoing quarterly drawings for \$25 gift cards. Participation is renewable each year through the annual transportation survey process. Renewing members receive a \$10 gift card. All members receive a Commuter Club Card good for discounts from participating merchants for as long as they continue to rideshare.
3.	Carpool / Vanpool Classifieds (All-In-One)	Any employee interested in finding a carpool or vanpool match with fellow OC or SC employees.	Match List - Employee contact information is added to the car/vanpool interest list posted on the HR Portal and shared with other employees. Employees are encouraged to contact others with similar commutes. Employees may be contacted directly by other County employees.
4.	Try the Bus / Train On Us (All-In-One)	Any employee who purchases a one-day ticket or pass on a public transit mode not previously used to commute to work.	Free One-day Ride - Employee will be reimbursed for a ONE-day ticket/pass by submitting proof of purchase. This is a one-time per mode incentive. For transit schedules and instruction for purchasing one-day passes, go to www.metrolinktrains.com or www.metro.net or www.octa.net or www.amtrak.com .
5.	Start-A-Vanpool (Vanpool Information Form)	Any employee that leases a vanpool vehicle for sharing the commute ride with at least three other County of Orange employees.	\$300 + \$300 - The employee leasing the van receives a \$300 gift card three months after lease is signed and another \$300 gift card at six months. Vanpool must be in use during each consecutive three month period. Must provide roster of riders, route information and vanpool lease information.
6.	Get A Charge On Us (All-In-One)	Any employee that leases or purchases an electric vehicle to commute to work.	\$100 Rebate - The employee who has leased or purchased an electric vehicle will receive \$100 by submitting a copy of the lease or proof of purchase. The EV must run on electricity stored in batteries and have an electric motor.
7.	Guaranteed Ride Home (GRH Authorization Form)	Any employee who has used a ride share mode on the day that a valid emergency situation arises. Limited to two GRH trips per 12 months.	Free Taxi Ride Home - Valid emergencies are unplanned situations such as family emergencies, illness, or unscheduled overtime. Planned or scheduled trips are not valid emergencies. The GRH Authorization form is required (available on-line or see your HR Manager).
8.	\$2/day Incentive and RidesharePlus	Any employee living in western Riverside County or San Bernardino County as this is funded by those counties.	Vons Gift Cards and Discount Coupons - \$2 per day for new ridesharers for first 3 months. Continuing rideshare participants are eligible for a special Entertainment Book containing discount coupons. Apply on-line at www.ierideshare.com using the code of OC333.
9.	Vanpool Lease Reduction	Any employee that leases a vanpool vehicle and meets criteria established by OCTA.	\$400 Discount - Vanpool groups can get a reduction in the monthly lease amount up to \$400 per month. Forms and guidelines are provided by the vanpool leasing company and OCTA - www.octa.net for more information.
10.	3+ Carpools and EVs Discounted Fee on 91 Express Lanes	Anyone with a "transponder" and at least two other passengers.	Reduced Rate - 3+ carpools and electric vehicles ride free (except when traveling eastbound Monday through Friday 4-6 p.m. when tolls apply at a 50% discount). Must set up the transponder account accordingly at www.91expresslanes.com