



## Commuter Assistance Program All-In-One Application

First Name		Initial		Last Name	
Home Address	City			Zip Code	
Work Address	City			Zip Code	
Agency/Dept.	Bldg #:			Work Hours	
Work Phone:	Email:				

**Commuter Club Application Section - for those that rideshare**

Yes, I commit to rideshare at least 5 days per month. I would like the benefits of the Commuter Club including the one-time sign up bonus, annual thank you gift, quarterly drawings, and the merchant discounts while I continue to rideshare.

For the **one-time sign up bonus (new members only)**, enter a month above each calendar and track the rideshare mode used to commute to work each day for three consecutive months and then submit form. (c=carpool, v=vanpool, b=bus, t=train, bk=bike, w=walk)

		MONTH:						
		Sun	Mon	Tue	Wed	Thu	Fri	Sat
Week 1								
Week 2								
Week 3								
Week 4								
Week 5								

**Carpool/Vanpool Classifieds Section - for those that want help finding a carpool match**

Yes, list my home city, work hours, work phone number and/or e-mail address in the Carpool/Vanpool Classifieds section of the Commuter Assistance Program web site so other County employees can contact me.

I would like to join a carpool\*       I would like to join a vanpool only\*       I would like to drive/lease the van\*

**"Try The Train On Us" Application Section - for those that want to try riding Metrolink to work**

Please send me a complimentary 4-trip ticket and the Metrolink Ride Guide. I certify that I have not taken the train to work within the past 90 days. I understand that if I like riding the train and decide to purchase the tickets through payroll deductions, I will not be charged for my first monthly pass/ticket (Note 1). The Metrolink station nearest my home is \_\_\_\_\_ and the station nearest my work is \_\_\_\_\_.

**"Try The Bus On Us" Application Section - for those that want to try riding the OCTA bus to work**

Please send me a complimentary 1-day bus pass. I certify that I have not taken the bus to work within the past 90 days. I understand that if I like riding the bus and decide to purchase the annual bus pass through payroll deductions, I will not be charged for my first month of riding the bus (Note 1). The nearest cross streets to my home: \_\_\_\_\_ The nearest cross streets to my worksite: \_\_\_\_\_.

\* Note 1: The **Commuter Choice Program** allows employees to purchase bus, rail, or vanpool "tickets" through the payroll deduction process so that their taxable income is reduced by that amount up to \$115 per month. You will receive the required Commuter Choice Voluntary Payroll Deduction Authorization form with your complimentary tickets.

**Authorization Section - MUST BE SIGNED AND DATED**

*I have read the Commuter Assistance Program Guidelines and I understand that above information may be used by the Commuter Assistance Program office to organize carpools, vanpools or distribute requested information. I understand the home address information will only be used to send me information or subsidies that I have requested. I agree to complete the annual transportation survey distributed to all employees each September.*

Signature	Date	
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Please submit by FAX to 714-653-1148 or by Pony Mail to Rideshare, Bldg 10, Civic Center Plaza



## Commuter Assistance Program Guidelines

### Commuter Choice Program

County of Orange employees can now purchase Metrolink, OCTA bus, and vanpool "tickets" through the convenience of a monthly payroll deduction. By doing so, your taxable income is reduced by that amount up to \$115 per month. This income tax saving is like money in your pocket each month. To register, you must submit a Voluntary Payroll Deduction Authorization Form. Further instructions as well as the form are available on the CAP Website.

### Guaranteed Ride Home Program

Sometimes rideshare participants experience unique or unexpected commuter problems such as working late and missing a carpool, or needing to get home for a personal emergency. All employees can now get home via a rental car or the pre-selected taxi service if an emergency arises on a day that they rideshare. Commuter Club members automatically receive a special Authorization Form and instructions or you may contact your HR managers/supervisor for assistance.

### Commuter Club Incentive Program

County employees that rideshare at least five times per month for three months can become members of the Commuter Club. Members receive a \$15 Starbuck Card as a sign up bonus, a Commuter Club membership card good for discounts from participating merchants, chances to win quarterly drawings and an annual appreciation gift for those that continue to rideshare. Members also receive a Guaranteed Ride Home Authorization form to use during valid emergency situations.

### Carpool Classifieds

If you are interested in carpooling to work, you can view a list of fellow employees who live and work near you who may want to share the ride. Visit the CAP web site to register your commute information or find a carpool partner. The Carpool Classifieds section of web site lists over 500 County employees and is updated regularly. You can also register with the regional rideshare data base at [www.ridematch.info](http://www.ridematch.info) to find rideshare matches with non-County employees.

### "Try The Bus On Us" Program

This program is available to County of Orange employees that want to try using the OCTA bus service to commute to work for the **first time**. You will receive a complimentary one-day ticket and instructions on how to get a free OCTA personalized transit itinerary. If you like riding the bus and sign up to purchase the annual bus pass through payroll deductions (Commuter Choice), you will receive the first month free. Bus schedules are available at [www.octa.net](http://www.octa.net), on our web site and at the Commuter Information Display Racks.

### "Try The Train On Us"

This program is available to County of Orange employees that want to try using Metrolink to commute to work for the **first time**. You will receive a complimentary 4-trip ticket and a Metrolink Ride Guide. If you like riding the train and decide to purchase your tickets through payroll deductions (Commuter Choice Program), you will not be charged for your first monthly pass. Metrolink schedules are available on-line at [www.metrolinktrains.com](http://www.metrolinktrains.com) and the CAP Web site or at a Commuter Information Display Rack.

### Resources:

CAP Website: [www.oc.ca.gov/hr/rideshare](http://www.oc.ca.gov/hr/rideshare)

CAP e-mail: [rideshare@ocgov.com](mailto:rideshare@ocgov.com)

CAP Voice Mail: 714.647.1931

CAP Fax: 714.653-1148

Commuter Information Display Racks: see list of locations on the CAP Website