

Commuter Choice Program Registration Form

Eligibility Requirements: Employees must use their selected commute mode at least **70%** of their scheduled workdays. Employees must be half-time or more in an appointment that exceeds six (6) months (7.5 teaching units per academic year for faculty, Unit 3). **Teaching associates, graduate assistants and student assistants are not eligible.**

Financial Incentives: Eligible employees who **do not** own CSUF parking permits may receive full monthly program incentives (\$120 maximum). Eligible faculty and staff who own parking permits may receive 25% monthly program incentives (\$30 maximum).

New Applicants:

I am not currently enrolled in the Commuter Choice Program and would like to register. I meet eligibility requirements as stated above.

Renewal:

I would like to renew my enrollment in the Commuter Choice Program. I meet eligibility requirements as stated above.

Update Only:

Please update my records as indicated below.

1 Please complete entire form. An incomplete form will cause delays in enrollment.
Date

First Name

Last Name

Home Address

City/Zip

Cross Streets

5
Campus Wide ID (CWID)

Titan Card ID Number

2 Department Bldg./Room #

Campus Ext. E-Mail Address

3 Do you work a compressed work schedule?
 No 4/10 9/80 3/36

Does your work schedule vary significantly day to day? Yes No

Start Time AM PM End Time AM PM

How many days/week do you work?

How Many miles do you travel to campus (one-way)?

6 **Eligibility Information:**

Do you own a Parking Permit?
 No = Eligible for 100% financial incentives
 Yes = Eligible for 25% financial incentives (see top section)

Yes Permit Number No permit

Employed By:
 State Foundation
 Associated Students

Employment Status:
 Faculty Staff

If you are a new employee, you may be asked for a copy of your CSUF Appointment offer.

7 Recruited By:

4 I will be arriving to campus using the following travel mode:

*Carpool Walk Bike
 Train Bus Vanpool

*Please list all members in the carpool. Applicants must live within a close proximity of each other or commute to campus along the same route.

1
Carpool Member (Name & Dept.)

2
Carpool Member (Name & Dept.)

8 My signature below verifies that the information I have provided on this document is true and complete to the best of my knowledge. I have read the Commuter Choice program policies and procedures and agree to the terms. I understand that falsification of any information provided in this enrollment or on my monthly tracking forms will result in program disqualification.

*Note: Financial incentives (except bus, rail, and Infrequent Need Permits) are reported to the State Controller's Office as taxable income. Tax deductions will be made on monthly payroll checks following the date incentives are disbursed.

Date:

For Office Use Only

Registration Received: _____ Review Completed: _____ Agency/Unit: _____

Permit Verified: _____ Confirm/Denial Letter: _____ Inland Empire Incentive? _____

Commuter Choice Program

Policies and Procedures

I. Goals

CSUF offers a Commuter Choice Program designed to reduce the number of single occupant vehicle (SOV) trips to the campus. A major part of this effort is aimed at faculty and staff (employees) and designed to help the campus comply with the Southern California Air Quality Management District (AQMD) Rule 2202. The Rule requires employers with 250 or more employees to provide commute options during peak commute hours of 6AM to 10AM which reduces mobile source emissions and to comply with the Federal Clean Air Act. Commute options include carpool, rail, transit, walk, bike and vanpool. A secondary goal of the Commuter Choice Program is to mitigate parking demand and traffic congestion on the main campus.

II. General Regulations

A. Participation Privilege Participation in CSUF's Commuter Choice program is a privilege and not a right of employment. Transportation Services reserves the right to deny enrollment to anyone who does not meet qualification requirements and/or follow the policies and procedures set forth herein. Participants must comply with the regulations of the programs in which they participate and must practice good conduct in order to retain participation privileges. Failure to comply may result in program disqualification. Depending on the severity of the abuse, the case may also be referred to the appropriate Dean or Vice President.

B. Commute Options Participants can only receive monthly financial incentives from **one** Commute Option. The Commute Option is chosen at the time of registration. Commute options are: Commuter Rewards (walk and bike), U-Pass (OCTA bus), Metro (LA county bus) pass reimbursement, other transit pass reimbursement, rail pass reimbursements (train), or vanpool reimbursement.

C. Other Restrictions Not Listed This policy and procedure document may not contain all Commuter Choice program restrictions. There may be other circumstances/situations that arise. Each circumstance/situation will be evaluated and the appropriate decision/action will be determined at that time.

D. Abuse of Incentives Submitting false claims against the Commuter Choice Program is misuse of state funds and is illegal. Participants who submit false claims are subject to losing their program participation and/or incentive privileges, disciplinary action or criminal prosecution. Depending on the severity of the abuse, the case may also be referred to the appropriate Dean or Vice President.

E. Notification of Status Obligation Employees are responsible for notifying Transportation Services of changes in employment status or in the transportation mode for which they receive incentives. This includes, but is not limited to parking permit purchases. Only participants who do not own parking permits receive full monthly incentives. See Participants without Parking Permits section III.C.

F. Yearly Commuter Survey As part of its compliance program, the University is required to submit an annual Employee Commute Reduction Plan to the AQMD. This plan includes details of the campus' Commuter Choice programs and incentives and aggregate data collected from an annual employee commute survey. This survey tracks how employees travel to campus over a five-day (Monday through Friday) period. The survey yields an Average Vehicle Ridership number (AVR) and serves to illustrate the efficacy of CSUF's Commuter Choice programs.

Commuter Choice program participants who are randomly chosen to complete an AQMD commuter survey must complete it true and correct to the best of their knowledge. Participants who do not complete the survey are subject to Commuter Choice program disqualification.

III. Financial Regulations

A. Incentive Payments Participants can only receive monthly financial incentives from **one** Commute Option. The Commute Option is chosen at the time of registration. Commute options are: Commuter Rewards (walk and bike), U-Pass (OCTA bus), Metro (LA county bus) pass reimbursement, other transit pass reimbursement, rail pass reimbursements (train), or vanpool reimbursement.

B. Taxable Income Per Internal Revenue Code, Section 132 (f) employers may subsidize the cost (\$120 per month maximum) of employees' commute to work by **transit or vanpool only**. Transit is defined as rail or bus. All financial incentives received from the Commuter Choice Program (TitanTender or by check) are considered taxable reportable income and will be reported to the State Controller's Office on a monthly basis. With exception are transit and vanpool subsidies up to \$120 monthly. Tax deductions will be reflected on monthly payroll checks following the date incentives are disbursed.

C. Participants without CSUF Parking Permits Participants who do not own parking permits are eligible to receive full monthly financial incentives (\$120 maximum).

D. Participants with CSUF Parking Permits Participants who own a parking permit are eligible to receive 25% of monthly financial incentives (\$30 maximum).

IV. Eligibility

A. Program Eligibility Permanent full-time or part-time state, Foundation or AS employees are eligible to participate in the CSUF Commuter Choice Program. Employees must be part-time or more in an appointment that exceeds six (6) months (7.5 teaching units per academic year for faculty, Unit 3). Teaching assistants, graduate assistants, student assistants are not eligible. If an appointment cannot be verified using People Directory, an employee will be asked to provide employment verification by submitting a copy of their appointment letter/contract or a memo from their Human Resources department.

V. Application Process/Registration

A. Registration To register, employees must complete a Commuter Choice Registration Form. Applicants must provide home address, work location, employment status and other general information. Incomplete forms may cause delays in program enrollment. Registration forms received before the 15th of the month, upon program approval, may start claiming incentives that month (example: registration forms received January 1st -15th, may claim incentives in January. Registration forms received January 15th -30th, may claim incentives in February).

B. Evaluation Eligibility will be determined using the criteria specified in section IV.A. Transportation Services will evaluate and approve or deny the applicant. If an appointment cannot be verified using People Directory, an employee will be asked to provide employment verification by submitting a copy of their appointment letter/contract or a memo from their Human Resources department. If further information is required, or the applicant does not qualify for program enrollment, the applicant will be notified using the e-mail address they provided.

C. Enrollment Confirmation Once the application has been approved, a confirmation packet will be sent through campus mail confirming program enrollment. The confirmation letter will indicate program participation "start date", which is the date participants can start claiming incentives. Tracking forms received prior to the designated "start date" will not be accepted.

VI. Tracking and Monitoring

A. Maintaining Program Eligibility Participants are to keep a daily account of how they commute to campus on monthly tracking forms. This applies to all commute options (Commuter Rewards, Carpool Parking Permit, Rail, U-Pass, Metro / Transit and Vanpool programs). Eligible Commuter Choice Program participants must use their selected commute mode at least 70% of their scheduled workdays to receive incentives/subsidies and qualify for

(Section VI.A continued)

the supplementary Commuter Choice Program incentives (GRT, Recruitment Bonus, Drawings, etc.). Tracking forms must be submitted monthly per the submittal calendar, generally the 5th business day of the following month.

Failure to submit monthly forms will result in program disqualification.

B. Tracking Forms Participants must record their daily participation on the tracking forms issued by Transportation Services. This applies to all commute options (Commuter Rewards, Carpool Parking Permit, Rail, U-Pass, Metro/ Transit and Vanpool programs). Forms may be submitted to Transportation Services electronically or through campus mail. Tracking forms must be received by the fifth business day of the following month (see submittal calendar for exact dates). *Failure to submit monthly forms will result in pro-program disqualification.* Late forms will not be accepted, no exceptions. Claims on tracking forms must be true and correct. Participants cannot claim rewards/reimbursements on the days Infrequent Need or Inclement Weather (Rideshare) permits are issued (see section VIII.A and B). Program disqualification will result if a participant reports false information (see Abuse of Incentives section II.C).

C. Valid Days to Claim Incentives

Incentives/reimbursements will only be paid out for Monday

- Friday scheduled work days. Incentives/reimbursements will not be paid for weekend trips or on days the campus is officially closed (this includes days when personal time must be used during the December holiday break). Eligible Commuter Choice Program participants must use their selected commute mode at least 70% of their scheduled workdays to receive incentives/subsidies and qualify for the supplementary Commuter Choice Program incentives (GRT, Recruitment Bonus, Drawings, etc.).

D. Tracking Form Reminders Transportation Services will make every effort to send monthly courtesy electronic mail messages reminding participants of tracking form due dates. It is the participant's responsibility to send in tracking forms by deadline dates (see section VI.E) in the event courtesy electronic mail messages are not sent or not received by participant.

E. Tracking Form Confirmation Transportation Services will make every effort to send electronic mail messages confirming receipt of tracking forms received in person, by fax or campus mail. Electronic forms sent through the website will generate an automatic confirmation. Please print and keep copies of confirmations for your records.

F. Reimbursements/Commuter Rewards Posting Commuter Rewards postings to TitanTender will occur by mid-month (coinciding with mid-month payday). See submittal calendar for exact dates. Rail and Metro/ Transit reimbursement requests will be reviewed and approved by Parking & Transportation senior staff. Check requests will be submitted to Business and Financial Affairs for processing. Participants should allow 6 weeks for processing. Vanpool subsidies will be determined when a CSUF vanpool is implemented. Commuter Rewards are reported to the State Controller's office as taxable income (see Taxable Income section III.B).

VII. Commute Options

For complete policies and procedures visit website at www.parking.fullerton.edu.

VIII. Commuter Choice Supplementary Programs

For complete policies and procedures visit the website at www.parking.fullerton.edu.