

# CERRITOS COLLEGE POLICE DEPARTMENT

## Memorandum

TO: New or Re-Active Rideshare Participant  
FROM: Michelle Wheatley, Parking Coordinator Cerritos College  
DATE: April 7, 2017  
RE: Rideshare Sign-up Application

Welcome to Cerritos College! My name is Michelle Wheatley and I am the Employee Transportation Coordinator for Cerritos College. The Employee Commute Rideshare Program is offered to all employees of Cerritos College with the benefit of earning up to six (6) hours of vacation time per quarter or up to \$45.00 cash per quarter. Only those employees who are eligible for vacation benefits have the choice of receiving either vacation hours or cash, all part-time employees are offered only the cash benefit.

Attached is the Alternative Transportation Program application. Please fill out the first two pages and return them to my office at the Campus Police Department. Once your application is received/processed and you have participated for at least **one quarter** (3 months), you will receive a "Certified Carpooler" parking permit that will be used in conjunction with your staff parking permit to park in the designated Carpool Parking spaces which are located throughout the campus. If you have any carpool partner(s), they also need to request an application and return it to my office.

Please make your own copies of the monthly Alternative Transportation Verification Form that is attached, as it will be **the only one** accepted in the ride share program; this form needs to be turned in at the end of each month, but **no later than the 4<sup>th</sup> working day after the end of the month** you are reporting. **Late/Unsigned forms will not** be accepted or processed. Please make sure that you read the instructions for completing the form and that the form is **completely filled out and signed by you and your immediate supervisor/manager.**

Thank you for joining the effort to clean up our air. If you have any questions, please feel free to contact me, Michelle Wheatley, at extension #2326 or at [mwheatley@cerritos.edu](mailto:mwheatley@cerritos.edu).

# CERRITOS COLLEGE –EMPLOYEE RIDESHARING AGREEMENT

The below listed employee/employees hereby agree to the following provisions of the Cerritos College Ridesharing Agreement:

1. Each member will purchase a parking permit.
2. Each member will display their individual staff parking permit so they are clearly visible.
3. Each member participating in the rideshare program must request a carpool pass to display with their parking permit from the ETC.

Cerritos College agrees to assist the below listed employees by providing the following:

1. A carpool pass giving access to parking stalls that are provided in various lots on campus intended for the use of rideshare participants only.
2. A guaranteed ride home for any member of the rideshare group who needs to leave due to illness or family emergency.

Print Name	Employee # & SS #	Parking Permit #
_____	_____	_____
_____	_____	_____
_____	_____	_____

The undersigned agrees to abide by the terms of this agreement and to notify the college Employee Transportation Coordinator if there are any changes or additions to this rideshare group. Each member of the rideshare group must sign and date below. Each member of the rideshare group must submit a separate enrollment form and ridesharing agreement.

Signature	Date
_____	_____
_____	_____
_____	_____



