

CERRITOS COLLEGE POLICE DEPARTMENT

Memorandum

TO: New or Re-Active Rideshare Participant
FROM: Amador Chaidez, Parking Coordinator Cerritos College
DATE: February 2, 2023
RE: Rideshare Sign-up Application

Welcome to Cerritos College! My name is Amador Chaidez 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 4th 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, Amador Chaidez, at extension **#2326** or at achaidez@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 of 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

_____	_____
_____	_____
_____	_____

CERRITOS COLLEGE – EMPLOYEE RIDESHARING AGREEMENT

I, _____, have been working the hours of _____ to _____ (do not use military time). My employee # is _____ and my Social Security # is _____. I hereby agree to enroll in the Cerritos College Alternative Transportation Program by participating in one or more of the following activities for **at least 51%** of my total trip to work.

1. Walking to work.
2. Riding a bicycle to work.
3. Riding a bus to work or taking a train.
4. Participating in a rideshare group. (any vehicle with 2+ occupants)
5. Other alternative to driving along (i.e. childcare, 9/80 work schedule, dropped off by another employee from a different employer, riding with a student, dropped off a child or student at a school, ride to work with another employee, etc.).

Cerritos College agrees to pay me one dollar twenty-five cents (\$1.25)* or ten (10) minutes of vacation time (classified and management employees only) for each point that I earn by participating in one or more of the above activities. Incentives will be paid at the end of each three (3) month quarter. Vacation time will be rounded up if over one-half (1/2) of a fifteen (15) minute increment or rounded down if less than one-half (1/2) of a fifteen (15) minute increment.

A MAXIMUM OF THIRTY-SIX (36) POINTS WILL BE PAID PER QUARTER.

I elect:

I would like to be paid a taxable monetary incentive which will be included in my regular payroll warrant at the end of each quarter (available to all employees).

I would like to earn a vacation incentive which will be kept on file in the payroll department (available to classified and management employees).

Participant:	_____	_____	_____
	Signature	Ext.	Date
Received by:	_____	_____	_____
	ETC	Ext	Date
Manager:	_____	_____	_____
	Signature	Ext	Date