

California Lutheran UNIVERSITY

TRIP REDUCTION & GILBERT PARKING PROGRAMS 2014-2015

Trip Reduction

The Trip Reduction Program incentive is offered to employees who use alternative modes of transportation at least three days per week on a continuing basis. Individuals who carpool, bicycle, walk, or use public transportation as a means of commuting to work are encouraged to register for the Trip Reduction Program.

All participants are required to complete a letter of intent every calendar quarter to acknowledge or re-acknowledge their commitment of participation. The Letter of Intent requires employee to agree to the terms of the program and identify their intentions of alternative modes of transportation throughout their work week.

Guaranteed Ride Home Program:

Employees enrolled in the Trip Reduction Program are guaranteed a ride home in case of emergencies.

Rideshare Information:

Ventura County Rideshare information may be obtained at (<http://www.goventura.org/?q=rideshare>) or by calling 1-800-286-RIDE. You will have the ability to register, based on your home and work addresses, to receive recommendations to rideshare through carpool, vanpool, bus, bicycling or walking. Apps for your smartphone are also available.

Bicycle Racks:

Bicycle racks are provided throughout campus to accommodate those who commute by bicycle. Bicycle permits are required and may be obtained through Campus Safety.

Gilbert Parking

Employees who work in offices on south campus and are willing to park at north campus every work day during the academic year, will be provided a **G permit** parking sticker. This program is valid from September 1 to May 31, each academic year. The G permit parking sticker can be obtained at the Campus Safety office.

Participants with this sticker will not be allowed to park at south campus during daytime academic hours, with the exception of when special events are held at north campus. Participants are subject to parking citations and fines if they park where a G permit is not allowed. Participants may dis-enroll from the program at any time by visiting Campus Safety for a permissible parking permit. Enrollment in this program is limited.

Eligibility begins the 1st of the month following enrollment in either program. Participants will become ineligible if on a leave of absence for 1 full month or longer.

Incentive

\$25 Meal Credit:

Employees who participate in either the Trip Reduction or Gilbert Parking program will receive a \$25 per month meal credit at campus dining facilities. Participants must meet the specific program requirements to receive this benefit and have a valid CLU ID card. At the beginning of each month, participants ID cards will be credited with \$25. All balances will be cleared at the end of each calendar quarter. All balances will begin the 1st of the next month with a \$25 credit.

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LETTER OF INTENT - TRIP REDUCTION PROGRAM

Letter of Intent Valid: ☐ January - March ☐ July - September
☐ April - June ☐ October - December

At the beginning of each month, participants' CLU ID card will be credited with \$25. At the end of each calendar quarter, all balances will be cleared and participants will begin the 1st of the next month with a \$25 credit.

The trip reduction program will cease if you are on a leave of absence for an entire month or upon termination of employment all balances will return to zero. All participants are required to complete a letter of intent every calendar quarter to acknowledge or re-acknowledge their commitment of participation.

Carpool definition: Adults or students, 16 years or older traveling to work or school, and/or preschool children or elders dropped off at a facility within ½ **mile of the worksite**.

I intend to participate in California Lutheran University's Rule 211 Trip Reduction Program by committing to one or more of the following at a minimum of 3 times per work week:

- ☐ Walk to Work _____ times per week
☐ Ride Public Transportation _____ times per week
☐ Ride a Bicycle _____ times per week
☐ Will be dropped off at work _____ times per week
☐ Carpool to work _____ times per week

Name of person(s) carpooling with: _____

Employee Printed Name

Employee ID

Employee Signature

Date

Your participation will begin the first of the month following receipt of the signed letter of intent.

Forward this completed form to Human Resources, MC 1100.