



# San Bernardino County Carpool Policy

The carpool program is one component of the County's Employee Commute Reduction Program (ECRP) and is offered as a benefit to County of San Bernardino employees. This policy establishes guidelines for program participation.

For the purpose of the carpool program, a carpool is an arrangement whereby three or more County employees travel to and from work together in the same County vehicle. Carpooling is a form of ridesharing.

## 1. ADMINISTRATION

The San Bernardino County, Human Resources Commuter Services Program Administrator or designee is responsible for administration and oversight of the carpool program and will act in the following capacity:

- Coordinate and facilitate the formation of new carpools
- Determine eligibility for the program
- Assist with the placement of individuals in existing carpools
- Monitor the use of county fleet vehicles for use as carpool vehicles
- Manage fleet of carpool vehicles and rotate them when appropriate
- Administer employee payroll deductions
- Make a determination on an undecided pickup point and pickup radius area for carpools
- Make the final judgment to remove an individual from a carpool or disband a carpool

## 2. PROGRAM ELIGIBILITY & MEMBERSHIP

A County employee living 20 miles or more from their worksite may be eligible to join or form a carpool. Membership shall be determined by available seating with no restrictions or limitations set by individual members.

A carpool shall consist of a minimum of three (3) eligible members. To form a new carpool or to determine if there is seating available on an existing carpool, employees must contact Commuter Services by phone: (909) 387-9640 or by e-mail at: [HRCommuterServices@sbcountry.gov](mailto:HRCommuterServices@sbcountry.gov).

If a carpool falls below the minimum requirement, then the carpool has two pay periods to increase its membership back to the minimum. Carpools may request an extension if there is a serious prospect for membership. However, all extensions will be solely at the discretion of Commuter Services.

Commuter Services will make the final determination of employee eligibility and membership.

### A. Licensing & Records

Any County employee who drives a San Bernardino County carpool vehicle must possess a valid California Driver License and have a sound driving record. Each member of a carpool who may on occasion have to drive the carpool vehicle is required to sign an authorization for the Department of Motor Vehicle (DMV) to release driving record information to San Bernardino County. The DMV will be authorized to track each employee's driving history, report any action against their driving privileges, and will send an annual driver's record report to Commuter Services.



### **3. CARPOOL RATES**

The collected rates are used to reimburse Fleet Management for the actual cost of using the vehicles and are adjusted according to the mileage and membership changes of the carpool.

- A.** Rates are collected through payroll deduction over 26 pay periods and cannot be pro-rated. Commuter Services shall make the appropriate modifications to each carpool member's payroll deduction as needed and will notify the affected individuals.

Rates are also reviewed and adjusted each fiscal year. In the event the rate structure is modified, and the rate table changes, Commuter Services shall notify all active participants in advance of implementation.

Rates are based upon the following criteria and subject to periodic change:

- Round-trip mileage
- Number of members
- Cost of vehicle
- Insurance
- Service & Maintenance
- Licensing
- Fuel
- Carwash
- Replacement costs

### **4. CARPOOL MEMBER RESPONSIBILITIES**

Individual carpool members shall adhere to the following provisions. Failure to comply shall be grounds for removal from the hybrid vehicle carpool program.

#### **A. Schedule of Operation**

The purpose of the program is to assist groups of rideshare participants in their commute to and from work in a timely manner. It is the responsibility of each member to cooperate in a cohesive manner, so everyone gets to work promptly. A consensus among all participants of the carpool is required to establish the absolute departure time for pick up points and to and from work. It is the responsibility of each member to comply with the times. Members who are not present at the absolute departure time, either to or from work, may be left behind. Habitual tardiness or demonstrated lack of dependability shall be grounds for removal from the program.

Carpool members shall notify the driver in advance of any planned absence. However, if the absence is unplanned, such as illness, emergency, unexpected overtime, etc., the driver should be notified as soon as possible. If the driver cannot be contacted immediately, another carpool member shall be notified so that other members will not be unnecessarily detained.

#### **B. Meeting Points**

Carpool meeting points are determined by the members of the carpool and may be adjusted to accommodate the needs of the carpool members, i.e., new meeting points may be added to accommodate new members and meeting points may be removed as members drop the carpool.



The carpool members are expected to negotiate and agree on reasonable locations. In the event that a consensus cannot be obtained from all carpool members, Commuter Services will evaluate and render a final decision.

### **C. Safety**

- All members must be seated with their seatbelts fastened prior to departure
- Purses, laptops and packages shall be secured
- Traffic laws shall be obeyed at all times
- Vehicle shall be operated in accordance with road conditions
- Carpool members shall be responsible for reporting reckless driving to Commuter Services
- Instrumentation and tire pressure shall be checked regularly to make certain the vehicle operates safely
- At no time shall any driver use a cell phone or other electronic device while operating the vehicle (NOTE: this includes Bluetooth, MP3, text messaging or any other type of electronic hands-on or hands free communication devices)
- In an emergency situation where an electronic communication device must be used, the driver must safely move the vehicle to a safe location off the road

### **D. Courtesy**

- There shall be no smoking at any time in the carpool vehicle
- A courtesy should be extended to those carpool members who wish to sleep, read or converse. Radio volume shall be adjusted to be respectful of all members of the carpool. Loud conversations that could be distracting to the driver or disturbing to other passengers should be avoided
- Apply perfumes, colognes and/or lotions after the carpool's destination has been reached
- Climate controls shall be set to a level that is approved by a consensus of the carpool members
- Carpool members shall only use cell phones for emergency situations
- Carpool vehicles shall be fueled prior to picking up passengers. Refueling shall take place outside of work time
- Members of a carpool shall be responsible for any and all damages resulting from abuse or recklessness
- Grievances shall be worked out among the parties within the carpool. Failure to reach a middle ground shall result in mediation by Commuter Services or possible disbarment of any individual or individuals found to be causing a disruption, or total disbandment of the carpool itself

## **5. MEMBERSHIP STATUS CHANGES**

### **A. Joining or Dropping Carpool**

Eligible employees may join a carpool only at the beginning of a pay period. Anyone who chooses to terminate their carpool membership must give Commuter Services a two (2) week notification. This termination must coincide with the end of a pay period.

### **B. Changing Carpools**

Changing from one carpool to another will ONLY be permitted under the following circumstances:

- A schedule change that makes work hours incompatible with the current operating carpool
- A change in work site to a location that is not within the area supported by the carpool



- A change in home address to a location that is not within the area supported by the carpool

Commuter Services will review each situation on a case by case basis for a final decision.

## 6. ABSENCE

Periods of absence are expected and should be handled in the following manner:

### A. Temporary

A carpool member must notify the driver as soon as possible of periods of temporary absence including: sick leave, vacation, administrative, or annual leave, etc. Carpool payroll deductions will continue and will not be adjusted or prorated due to such absence.

### B. Medical Leave

A carpool member on a medical leave of absence may exercise one of two options: (Option - A) terminate the carpool membership or (Option - B) reserve his or her space in the carpool while on medical leave.

#### Option - A

A carpool member choosing to terminate membership in the carpool due to a medical leave must notify Commuter Services as soon as possible to cease carpool rate payroll deductions. The member's space will be considered vacant and available for a new member to occupy. The member may rejoin the carpool upon returning from a medical leave only if space is available.

#### Option - B

A carpool member choosing to remain in the carpool while on a medical leave may reserve his or her space by continuing carpool payroll deductions during the absence. Commuter Services must be notified of the absence and approximate return date as soon as possible. The member's space in the carpool will be reserved for as long as the carpool payroll deduction continues.

In either case, Commuter Services will evaluate and monitor the rates of the other carpool members and will make any necessary adjustments.

## 7. CARPOOL DRIVER

Each carpool shall appoint a Primary Driver and an Alternate Driver. A County employee must possess a valid California Driver License and have a sound driving record to be eligible to drive a carpool vehicle. The names of the appointed drivers, as well as any future driver updates, must be reported to Commuter Services.

### A. Training

Any employee who drives a carpool vehicle is required to attend the County's Driver Awareness course. This course is offered by the County's Risk Management Department and is held throughout the year. The primary and alternate drivers must complete this course within 60 days of driving the carpool vehicle. All necessary verification of attendance must be provided to Commuter Services for consideration. Drivers may contact Risk Management and PERC for specific course and registration information.

### B. Driver Responsibilities

The Primary Driver assumes the following responsibilities:

- Complete the required driving course within the first 60 days of driving the carpool
- Provide leadership and act as the primary contact for the carpool
- Obey traffic laws and practice safe, courteous driving habits at all times



- Consistently follow the appropriate departure times as established by the carpool members
- Notify Commuter Services of any changes regarding carpool membership, meeting locations, schedules or any other modifications
- Maintain a daily log and submit the weekly Carpool Mileage Report to Commuter Services the following Monday
- Accurately report odometer readings for the primary car
- Ensure the vehicle adheres to the prescribed service and maintenance schedule when notified by Commuter Services and/or Fleet Management and maintain the overall cleanliness
- Notify Fleet Management or Commuter Services of any vehicle problems
- Prohibit any unauthorized person from riding in the carpool without securing prior permission from Commuter Services
- Park the vehicle in a consistent location at the worksite
- Park the vehicle after-hours in a location approved by Commuter Services
- Maintain a current copy of the Carpool Policy for periodic review and to answer member questions
- Carry all required licenses, statements, and documentation

\*The Alternate Driver will be required to fulfill the responsibilities of the primary driver whenever the primary driver is unavailable.

## **8. CARPOOL VEHICLES**

Carpool vehicles will be replaced periodically to ensure the safety of the passengers and to minimize the risk of disabled vehicles during commutes. Carpool vehicles are for the sole purpose of taking County employees to and from the worksite and are prohibited from personal use by any member. The carpool vehicle is not to be driven to off-site lunch establishments or to run personal errands. Any carpool member, who uses the vehicle for a personal matter will be required to reimburse the County for all vehicle expenses. Members of a carpool shall be responsible for any and all damages resulting from abuse or recklessness.

### **A. Use for Official County Meetings, Trainings, & Seminars**

Carpool vehicles may be used for official County business by carpool members attending scheduled trainings, official County meetings, and seminars in the local area. The use of carpool vehicles for this purpose may not exceed a maximum of 60 miles per week and overnight stays will not be permitted. Vehicle use for this purpose must not delay or disrupt the normal scheduled pickup and drop-off of the other carpool members. Commuter Services reserves the right to make case by case decisions under unusual circumstances.

Carpool members requesting use of the vehicle for the official use, as described above, must receive prior approval from Commuter Services at least 72 hours in advance. Additional mileage must be accurately reported on the weekly Carpool Mileage Report.

### **B. After Hours Parking Location**

Pursuant to County Policy 12-04SP, carpool vehicles must be parked at night and on the weekend at a County storage location, on the driveway, in the garage of the carpool driver or a member of the carpool. The permanent parking location of the carpool vehicle and any



changes thereof must be reported to Commuter Services as soon as possible. Any other arrangement, beyond what is stated herein, must be approved by Commuter Services.

### **C. Fueling**

All carpool vehicles shall be fueled prior to departures to avoid any delays arriving to the worksite or the designated drop-off point for return trips. Unless authorized by the carpool driver's supervisor, fueling of the carpool vehicle shall take place outside of regular work hours. Carpool vehicles may be fueled at the County Yard or at one of the commercial service stations approved by Fleet Management. If a Voyager card has been approved and assigned to a particular carpool, only unleaded (87 Octane) fuel is to be used. The Voyager card is for gas purchases only.

### **D. Maintenance**

Fleet Management shall provide all service and maintenance for the carpool vehicle. It is the responsibility of the primary or the alternate driver to adhere to the prescribed maintenance schedule. The driver is responsible for washing the vehicle and may utilize the carwash located at the County Yard to meet this requirement.

### **E. Loaner Vehicles**

Periodically, the carpool vehicle will require maintenance. During these periods, a "loaner vehicle" will be provided. Prior to use, and weekly thereafter if applicable, the mileage of the loaner vehicle must be accurately reported in the notes section on the Weekly Carpool Mileage Report by the carpool's driver.

### **F. Keys**

Two keys shall be assigned to each carpool to accommodate the primary and alternate drivers. Commuter Services must be provided the names of all primary carpool vehicle key holders and any changes must be reported as soon as possible. Carpool drivers must advise their fellowriders when they are unavailable to drive as soon as possible so that the alternate or other designated driver can make preparations. Carpool vehicle keys are to be distributed only to those carpool members who are eligible and willing to drive the vehicle in place of the identified primary or alternate driver.

Fleet Management has additional keys to each carpool vehicle to ensure access to vehicles should a key be locked inside the vehicle, misplaced or stolen. At no time should a carpool member leave a key to the vehicle under a floor mat, in the glove box, or inside the ignition of the vehicle. Should a vehicle be vandalized or stolen as a result of a key or keys being left in the vehicle, the person(s) responsible for such action may be subject to disciplinary action. A lost or stolen carpool vehicle key should be immediately reported to Commuter Services. Employees will be required to pay a replacement fee for lost or stolen carpool vehicle keys.

All designated carpool vehicles are the property of San Bernardino County; therefore, duplicating carpool vehicle keys for without prior authorization by Commuter Services is strictly prohibited.

## **9. EMERGENCIES**

In the event of a vehicle accident or breakdown, all provisions of the County's policy are to be followed.

### **A. Accidents**

- Immediately notify the local law enforcement agency. If you are not injured, stay at the scene until all investigations have been completed

- Quickly attempt to ascertain the names, addresses, and vehicle registration numbers of any potential witnesses to the accident
- Complete the Vehicle Accident Report found in the glove compartment of the vehicle
- Only give information or sign papers required by law – driver license, vehicle registration, and personal identification. Do not sign any other papers for anyone except those persons representing San Bernardino County
- As soon as possible, notify the County Garage giving the location of the vehicle and the extent of the damage. If the vehicle can be driven safely, take it to the County Garage or the nearest County Service Center
- Notify Commuter Services

#### **B. Breakdowns**

- Park the vehicle in a non-hazardous location
- Promptly notify the County Garage giving the location and nature of the breakdown. If the vehicle is safe to drive, take it directly to the County Garage or nearest County Service Center
- As soon as possible, notify Commuter Services
- A loaner vehicle shall be provided in the event your assigned vehicle requires repairs

#### **10. GUARANTEED RIDE HOME (GRH)**

The Guaranteed Ride Home (GRH) program offers emergency transportation to any employee actively participating in the County's rideshare program. For more information on this program, please visit our website at <https://link.sbcounty.gov/GRH>.





## 11. ROAD CLOSURES OR UNSAFE CONDITIONS

In the event that weather prohibits members of a carpool from arriving to their worksites on time, each individual passenger must make up the missed time or appropriately code the Time Reporting Code (TRC) in the Employee Management and Compensation System (EMACS). The use of accrued leave is subject to supervisor approval.

Occasionally, circumstances cause roads to become unsafe or closed making it necessary to leave work earlier than the regularly scheduled time. Each individual member must obtain approved leave from their supervisor prior to leaving early for any time not worked.

During unusual weather circumstances, carpool members may elect to stay in the local area overnight. Carpools electing to stay in the local area are authorized to drive carpool vehicles within a 30-mile radius. Each carpool group should agree as to where individuals may be dropped off and picked up. All the standard Carpool Policy procedures for safety and care must be followed. Departments may authorize the use of department assigned County vehicles for use.

As with any employee in this situation, the County will not be responsible or accountable for any lodging or incidental cost such as meals incurred due to the current weather circumstance. Under these circumstances, the members of the carpool should base decisions on what most benefits the group as a whole. Any other inclement weather arrangements, such as a rental car, will be





made independent of the County's involvement, guidelines, or said jurisdiction as stated in the Carpool Policy.

**EMERGENCY NUMBERS**

<b>FLEET MANAGEMENT</b>	<b>COMMUTER SERVICES</b>	<b>CALTRANS ROAD CONDITIONS</b>
During Business Hours (909) 387-7871	Phone (909) 387- 9640	Phone 1-800-427-7623
After Business Hours (909) 387-7855	Fax (909) 387-9641	

**COUNTY OF SAN BERNARDINO TYPICAL SCHEDULE OF INSURANCE COVERAGE FOR THE FISCAL YEAR**

**Type Coverage:** General and Automobile Liability

**Insurer:** The County is self-insured up to \$2,500,000 per claim or occurrence with limits to \$100M

For more details please reference the County Line website, Department of Risk Management at <http://countyline.sbcounty.gov/riskmanagement/insurancecentral/coverage.asp> and see Frequently Ask Questions on page 10 of this policy.

**NON-DISCRIMINATION/HARASSMENT POLICY NUMBER 06-01, EFFECTIVE AUGUST 30, 2005**

It is the policy of the Board of Supervisors that the County of San Bernardino shall not discriminate against or tolerate the harassment of employees or applicants for employment on the basis of actual or perceived age, ancestry, color, race, sex, religion, national origin, marital status, physical or mental disability, medical condition, or sexual orientation or any other basis protected by law. All County employees or applicants for employment are to be treated with respect and dignity. In addition, the County shall not discriminate on the basis of disability in admission or access to, or in operations of, its programs, services or activities. It is the responsibility of all County employees to adhere to and implement this Policy. The County has zero tolerance for any conduct that violates this Policy. Conduct need not rise to the level of a violation of the law in order to violate this Policy. Instead, failure to follow the Policy provides grounds for disciplinary action up to and including termination of employment or vendor contracts. **Example:** Attempting to use a person's religious preference against himself to influence a decision or perspective in a given situation is considered harassment. This is the same exact policy signed by all County employees upon their hire, so please review this policy in its entirety; it will also be enforced while riding in County owned vehicles even after normal duty hours. The policy can also be found at the following County website at <http://countyline.sbcounty.gov/policy/section.asp?section=06>.

**COUNTY RESPONSIBILITIES**

The County recognizes its obligation to take prompt and appropriate action if an incident of discrimination or harassment occurs and to avoid or minimize the impact of any incident of discrimination or harassment. The County will pursue all reasonable preventive measures to ensure the work place; programs and services are free of discrimination or harassment. Pursuant to these obligations, individuals who believe they have been discriminated, harassed, or retaliated against may also file a complaint of discrimination and seek legal remedies.



## Acknowledgment

Upon receiving and reading this **Carpool Policy**, please sign and date on the lines provided below. You may interoffice mail this document to **Commuter Services at Inter Office Mail Code 0178**, or Fax to: **(909) 387- 9641**. A copy of this signed acknowledgment will be placed in your file for as long as you are a member of a carpool in this program. Failure to sign, date and return this acknowledgement to **Commuter Services** may revoke your eligibility to participate in the

I have fully read, understand and agree to the terms and conditions set forth in the San Bernardino County Carpool Policy.

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Signature	Print Name	Date
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