

CERRITOS COLLEGE POLICE DEPARTMENT

Memorandum

TO: New or Re-Active Rideshare Participant
FROM: Michelle Dawkins, Parking Coordinator/Campus Police Department
DATE: December 4, 2008
RE: Rideshare Sign-up Application

Welcome to Cerritos College! My name is Michelle Dawkins 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 full-time employees have the option of receiving either vacation hours **or** pay, 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 to my office at the Campus Police Department. Once your application is received and processed, 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; this form will be turned in at the end of each month. 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.

Thank you for joining the effort to clean up our air. If you have any questions, please feel free to contact me, Michelle Dawkins, at extension #2326.

Attachments

CERRITOS COLLEGE – EMPLOYEE RIDESHARING AGREEMENT

The below listed 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 bringing a student to any school campus, a child to a child daycare center, or a babysitter 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 designated parking space for the rideshare vehicle in lot _____ (please choose).
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 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

Alternative Transportation Verification Form

Name: _____ SS#: _____
Print: Last, First

Work Location: _____ Emp. #: _____

Verification For: _____
Month Year

INSTRUCTIONS FOR COMPLETING THIS FORM:

1. Please **circle** the commute code **and** the number for each day which you participated, leave weekends or days driven alone blank.
2. Obtain immediate manager's signature as verification.
3. Sign and date this form.
4. Submit this form to the Employee Transportation Coordinator – Michelle Dawkins **no later than 3 working days after the end of each month to the Campus Police.**
5. This form must be filled out completely to receive credit.

Commute Code:

Carpool Bus Bike CNG Walk Child Care 9/80 Dropped Off Telecommute
(Circle)

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31

Total Days: _____

Alternative Transportation Incentives: **VACATION / CASH** to be credited quarterly
(Circle One)

I certify attendance as shown above:

Signature of Immediate Manager	Extension	Date
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I certify that I have participated in the Alternative Transportation Program as indicated above and in accordance with the provisions of the enrollment agreement signed by me. Any falsification will immediately terminate my enrollment in the program.

Signature of Participant	Extension	Date
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