



- I. Purpose** – This policy establishes program and participation guidelines for San Bernardino County’s HR-Commuter Services Program (HR-CS) regarding the County’s vanpool program.
- II. Policy Statement** - Vanpool is a form of ridesharing that allows groups of four or more people to ride together in an efficient and timely manner. It reduces traffic congestion, curbs air pollution and serves to fulfill the mission of the Commuter Services Traffic Reduction Program, while providing benefits to participants.
- III. Vanpool Participation**
 - A. Initiating a Vanpool** – Participants must contact HR-CS to complete all applicable forms. HR-CS will inform participants of associated costs that will be collected via automatic payroll deduction (see section IV. Rates for more information) and start dates.
 - B. Changing Vanpools** – Changing from one vanpool to another is **ONLY** permitted in limited circumstances which may include changes to worksite, home address or schedule. Commuter Services discourages excessive vanpool changes, and, as such, has the discretion to approve or disapprove requests that are proven to be unnecessarily burdensome to the affected vanpool members.
 - C. Absences** – The driver of the vanpool vehicle shall be notified 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 vanpool member shall be notified so that other members will not be unnecessarily detained.
 - (1.) **Extended Leaves** - Payroll deductions will continue automatically unless the participant notifies HR-CS of a leave of absence. Participants may elect to continue payment while out on extended leave to keep their seat reserved. HR-CS may evaluate participation for riders on extended leave if it affects subsidy eligibility requirements.
 - D. Terminating Participation** – Participants must give appropriate notice for terminating vanpool participation in accordance with the deadlines listed in the [Rideshare Participation Deduction Schedule](#).
- IV. Rates and Payment** – Rates are collected in accordance with the Rideshare Participation Deduction Schedule and are used to remit payment to the vanpool vendor for the actual cost of utilizing the vehicles.
 - A. Subject to Change** – Rates are subject to change based upon the needs of the vanpool and vendor pricing. Rates are based on the cost of the vehicle, fuel, insurance, maintenance/service, mileage and number of participants. To reconcile rate variations, HR-CS may need to make periodic adjustments.
 - B. Pre-Tax Deductions** – Vanpool rates are collected through pre-tax payroll deductions, resulting in lower taxable income for Vanpool Program participants.
 - C. Subsidies** – Vanpools may qualify for additional subsidies to reduce the cost of participation upon meeting applicable eligibility criteria. *See the Vanpool Subsidy attachment for more information.*
- V. Participant Responsibilities**
 - A. All Participants** – It is the responsibility of all vanpool participants to ensure a safe and courteous environment and to treat the vanpool as an extension of their workplace. Participants are expected to follow this policy, vanpool vendor requirements, and all other applicable policies, rules and regulations, including, but not limited to, the following:



1. [County Policy No 03-10 SP5: Vehicle Safety](#)
2. [County Policy No. 07-01: Policy Prohibiting Discrimination, Harassment and Retaliation](#)
3. [San Bernardino County Personnel Guidelines](#)
4. [SB Loop Guidelines](#)

B. Drivers – Vanpools should have at least two available drivers. Any participant who will occasionally have to drive the vehicle must:

1. Be approved to drive by the vanpool vendor.
2. Possess a valid California Driver's License and maintain a good driving record.
3. Follow the laws and rules of the road (see [California Driver's Handbook](#)).
4. Provide a signed [authorization for the Department of Motor Vehicles](#) to release driving record to HR-CS.

C. Coordinator – Coordinators must sign and agree to the requirements of the vanpool provider's Lease Agreement to become the vanpool vehicle leaseholder. Coordinators are responsible for:

1. Acting as the primary contact for the vanpool for both HR-CS and the vanpool vendor.
2. Ensuring the safety of the vehicle and coordinating vehicle care and maintenance.
3. Providing leadership and acting to resolve minor grievances amongst vanpool participants.
4. Fulfilling all applicable reporting requirements to maintain regional and County subsidies.
 - a. Failure to maintain regional and County subsidies will result in an increased cost for each participant to cover the amount of the subsidy. In the event of this occurring, each active participant will receive a payroll pickup.

Due to these additional responsibilities, Coordinators are eligible for an additional subsidy; refer to Vanpool Subsidy attachment for more information.

D. Occupancy Guidelines

1. To form a vanpool there must be at least 70% occupancy.
2. To maintain a vanpool there must be at least 50% occupancy.
3. If a vanpool occupancy drops below 50% occupancy, the vanpool will have one calendar month to increase their occupancy or the vanpool will be suspended until participant occupancy is increased to at least 50% occupancy.

VI. County Responsibilities – The HR-CS is responsible for the administration and oversight of the vanpool program and will act in the following capacity:

- A.** Facilitate payroll deductions and remit payment to the vanpool vendor on behalf of employees.
- B.** Assist the Coordinator in managing the vanpool and escalated grievances. The County will take prompt and appropriate action to ensure the safety and security of vanpool members.
- C.** Act as the primary point of contact for vanpool program inquiries and maintain the HR-CS website.
- D.** Administer the County's Rideshare Incentive Program for vanpool program participants.

VII. Vehicle Operation and Schedule

- A. Allowable Use** – Coordinators may use vanpool vehicles for limited personal use.



Approved drivers may also utilize the vehicle for official County business. Refer to the vanpool vendors lease agreement for allowable mileage. If this use results in exceeding the monthly mileage allowance, additional fees will be incurred by the responsible party. The vanpool vehicle must strictly be utilized for the purpose of commuting to and from work.

- B. Parking** – Vanpool vehicles must be parked at night, and on weekends, on the driveway or in the garage of the Coordinator or another location pre-approved of by the vanpool vendor.
- C. Fueling and Maintenance** – Coordinators should refer to the vanpool vendors lease agreement for information on fueling and maintaining the vehicle.
- D. Schedule** – The pick-up and drop-off schedule for each vanpool shall be agreed upon by all vanpool participants at the forming of the vanpool.
 - 1. **Changes:** Any changes to the pick-up and drop-off schedules shall be by unanimous decision. If a unanimous decision cannot be met, the vanpool may request assistance from HR-CS to decide based on the case presented. Any decision by HR-CS will be final.
 - 2. **Late or No Shows:** Participants who are not at the designated pick-up spot at the scheduled time, will be left behind. Habitual tardiness or absences shall be grounds for removal from the vanpool.
- E. Emergencies** –
 - 1. **Accidents & Vandalism:** In the event of an accident or vandalism, the Coordinator is required to:
 - a. Immediately notify the local law enforcement agency
 - b. Obtain contact information of witnesses and other pertinent details relating to the incident.
 - c. If there are no injuries, get the vanpool participants and vehicle to a safe location, then notify HR Commuter Services and Enterprise.
 - (1) Do not sign any paperwork unless it comes from a representative of HR Commuter Services and Enterprise.
 - 2. **Breakdown:** In the event of a breakdown, park the vehicle in a non-hazardous location. Notify HR Commuter Services and Enterprise of the location and nature of the breakdown.
- F. Guaranteed Ride Home** – In the event of an emergency, the Guaranteed Ride Home program will reimburse County employees who are actively participating in the Vanpool Program for the one-way cost of getting home. Each participant is only permitted to utilize this service twice per calendar year. Please refer to [HR-CS website](#) to review the qualification criteria for this service.

VIII. Acknowledgement – Vanpool participants must acknowledge they have received, read and agree to follow the terms of this Vanpool Policy. Participants will not be eligible to join the program until such acknowledgement is signed, dated and returned to HR-CS.

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 vanpool vehicles even after normal duty hours. A hard copy of the policy can be found in the vanpool vehicle's glove box. You may also view an electronic copy of the policy at the following County website: <http://countyline.sbcounty.gov/Uploads/CAO/Policy/06-01.pdf>.

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

Acknowledgement

Participation Acknowledgement – All vanpool participants are required to acknowledge the following:

- _____ I have received the Vanpool Policy, and fully read, understand and agree to the responsibilities, terms and conditions set forth therein.
- _____ I understand that I will need to notify HR-CS of any changes to my participation status by the deadlines listed on the [Rideshare Program Deduction Schedule](#).
- _____ I understand that failure to follow the Vanpool Policy and Ridership Manual or violation of any applicable State or Federal laws, may result in disciplinary action up to and including termination of employment or vendor contracts.

Driver Acknowledgement – All persons who will be driving the vehicle are required to acknowledge the following:

- _____ I am an employee of the San Bernardino County. I possess a valid California Driver License and have a sound driving record.
- _____ I have applied to be a driver with the vanpool vendor and will notify HR-CS if this application is not approved.

Coordinator Acknowledgement – The Vanpool Coordinator is required to acknowledge the following:

- _____ I understand that if I do not perform my responsibilities as Coordinator, it may result in the forfeiture of the coordinator discount.
- _____ I understand that I will be responsible for any payment for tolls or any improper use of the vehicle that results in additional fines, fees or expenses.

Signature	Print Name	Emp. ID	Date
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Vanpool Subsidies

Vanpool lease rates may be reduced by an available subsidy program.

Regional Seat Subsidies

Region	Subsidy
Victor Valley Transit (VVTa)	\$50% of van lease up to \$600 (for vanpools with worksites in the high desert area)
SB Loop	\$50% of van lease up to \$600 (for vanpools with worksites outside of the high desert)

County Leaseholder Subsidy

Occupied Seats	Leaseholder discount
No empty seats	50% discount
1 empty seat	25% discount
2 empty seats	10% discount
3 empty seats	0% discount
4+ empty seats	0% discount

Notice: Subsidies are subject to funds availability and may vary.