

Santa Monica College
ALTERNATIVE TRANSPORTATION INCENTIVES

Rules of Eligibility

- (1) The following monetary incentives are available to employees who use alternative modes of transportation to commute to work a Santa Monica College District.
 - (a) Carpool Subsidy The employee who commutes by carpool 75%-100% of the time is eligible to receive a \$25.00 subsidy. The Employee who commutes by carpool 35%-74% of the time will be eligible to receive a \$15.00 subsidy.
 - (b) Public Transit The employee who commutes via public transit 75%-100% of the time is eligible to receive a \$25.00 subsidy. The employee who commutes via public transit 35%-74% of the time will be eligible to receive a \$15.00 subsidy.
 - (c) Bicycle/Walk The employee who walks or rides a bicycle to work at least 50% of the time is eligible to receive a \$15.00 subsidy.
 - (d) Combination-Carpool and Public Transit The employee who commutes by both Carpool and Public Transit, added together 75%-100% of the time is eligible to receive a \$25.00 subsidy. The employee who commutes by both Carpool and Public Transit, added together 35%-74% of the time will be eligible to receive a \$15.00 subsidy.
 - (e) Combination-Bicycle/Walk and Carpool and/or Public Transit The employee who commutes by Bicycle/Walk and Carpool and/or Public Transit, added together 75%-100% of the time is eligible to receive a \$20.00 subsidy. The employee who commutes by Bicycle/Walk and Carpool and/or Public Transit, added together 35%-74% of the time will be eligible to receive a \$10.00 subsidy.
 - (f) Grand Prize Drawing All employees who are eligible for any subsidy listed above will be entered in the Grand Prize Drawing for that month. The prize will be \$100.00 in gift certificates. There will be three winners each month. The vendor(s) will be selected by the Committee for Cleaner Air.
- (2) Employees of Santa Monica College who are eligible to participate in the alternative transportation incentive program include all full and part time faculty members, and all permanent classified employees, including full and part time.
- (3) Alternative modes of transportation are walking, bicycling, using mass transit or carpooling. Other modes of transportation may be considered for eligibility by the Committee for Cleaner Air on a case-by-case basis.

- (4) A carpool consists of a Santa Monica College employee and any occupants (i.e., children, working or non-working spouse, employees from another organization) who shared the ride from point of origin to the worksite for at least 60% of the trip.
- (5) If driving alone is utilized in conjunction with one or more alternative methods of transportation during the commute trip, then the employee can claim eligibility for that day only if the alternative methods of transportation are used during at least 60% of the trip distance. (A commute trip is an employee's daily commute to and from the worksite).
- (6) An employee may claim use of more than one type of alternative method of transportation during a month; however, he or she will be eligible to receive one subsidy per month. The percentage will be based on the total for all types of alternative transportation used during the month, relative to the days scheduled to work. The employee will then receive the subsidy corresponding to their most-used method transportation. If more than one method of transportation was used an equal number of times, the employee will receive the subsidy of the greater value. If the employee used various methods of alternative transportation, and their most used method does not sum up to be eligible, then he or she may be eligible for either combination subsidy (d or e).
- (7) To claim a transportation subsidy and/or to enter the Grand Prize Drawing, the employee must complete an Alternative Transportation Subsidy Claim Form. Extra claims forms are available in the mailroom. The claim form must be submitted to Risk Management within 10 days following the month to which it applies. All sections of the claim form must be completed. Follow the instructions on the claim form.
- (8) Monthly claim forms will not be accepted before the employee uses the alternative transportation method(s) he/she has declared on the claim form.
- (9) Any employee who provides false information on the claim form may be excluded from future participation in all Santa Monica College alternative transportation incentive programs.
- (10) Alternative Transportation claim forms will not be accepted if they are signed by the same person regardless of classification. This program relies on the supervisor's credibility that the employee's claim information above is accurate and correct.
- (11) Alternative Transportation claims will not be accepted if **RECEIVED** in the Risk Management office after the 10th of the month. Postmarks are not accepted. If the 10th falls on a weekend, then the claim form must be **RECEIVED** prior to the 10th of the month in the Risk Management office.
- (12) FAXed claim forms are accepted no later than the 10th of the month as long as the original is also placed in campus mail. FAX # (310) 434-3602.

NOTE: IF DRIVING ALONE TO WORK IS THE ONLY METHOD OF TRANSPORTATION OR IS THE MOST USED METHOD, THEN EMPLOYEES ARE NOT ELIGIBLE TO USE THIS PROGRAM.

See Reverse Side