

Subject: Van Pool Operations and Public Transit Subsidies

Date: July 1, 2013

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Replaces Policy Dated: September 1, 2010

PURPOSE: The purpose of this policy is to set forth the terms and conditions under which Pinal County van pools and public transit will be established, operated and/or subsidized.

STATEMENT OF POLICY: It is the intent of Pinal County to take affirmative steps to reduce motor vehicle related emissions, promote fuel conservation, and reduce traffic and parking congestion in Pinal County by promoting the use of a van pool or public transportation.

SCOPE: This policy applies to all van pools receiving operating subsidies for any agency or division of Pinal County and to all employees seeking public transit subsidies.

DEFINITIONS:

Alternate Driver - One or more persons who have been approved, in writing, by the van pool lessor as additional drivers of the van pool. Alternate drivers are only responsible for the vans maintenance and operation when they are driving.

Driver - The driver is the person who has been approved, in writing, by the van pool lessor as the primary operator and who is primarily responsible for the van, it's maintenance and operation. This individual must be an employee of Pinal County if the van pool is to receive a subsidy from the County. The van pool driver operates the van not for profit.

Public Transit Participant – Is an employee of Pinal County that purchases a monthly public transit bus pass through a regional transit located within Pinal County.

Public Transit Subsidy – A public transit participant will be eligible for a public transit subsidy equal to the Board of Supervisors approved percentage provided to a subsidized van pool.

Van Pool Participant - A rider on a van pool who is a) an employee of Pinal County, b) an employee of another governmental or state agency, c) an employee of any agency that is a recognized vendor or contractor with Pinal County, or any other individual with the approval of the County Manager.

Van Pool – A van pool is a voluntary, independently operated, not for profit entity that provides transportation to a van pool participant's place of employment and from/to a common pick up/drop off point. The County assumes no liability for the operation of a van pool, or for any physical damage or material loss that may result to the vehicle or occupants from misuse or the misconduct of any van pool participant.

Van Pool Subsidy – Pinal County will provide a subsidy determined by the Board of Supervisor for the vehicle lease cost as long as the lease account is maintained in good standing.

Van/vehicle - Any vehicle assigned by a lessor that is the property of the lessor, that is contracted to permit use of the vehicle only by the driver or an alternate driver who are each in possession of written approval issued by the lessor to operate the van/vehicle.

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Treasurer – A van pool participant who is responsible for collecting monthly fees, depositing the funds in the van pool bank account, and paying the monthly van lease payment and any other expenses of the van pool. The van pool treasurer is a not for profit participant in the van pool.

Essential Minimum Requirements To Receive A County Van Pool Subsidy

- A signed lease agreement with a van/vehicle lessor
- An official name for the van pool
- An Employer Identification Number (EIN) from the IRS for the van pool
- An independent bank account for the purpose of maintaining the van pools financial transactions. (Treasure's are prohibited from commingling personal and van pool finances.)
- Ridership must maintain a sufficient number of County employees to fill at least 50% of the seating capacity of the selected van. Should a van pool fall below the 50%, the van pool will be given sixty days (60 days) to increase their participation with a follow-up at the end of that period. If at the end of the sixty days (60 days) and ridership has not increased, the county subsidy will cease until the van pool has maintained a minimum of a 50% ridership for a 30-day period.
- An employee approved as a primary driver by the van pool lessor and an employee (who may be different than the primary driver) willing to serve as "Treasurer".

Van Pool Start-up Process

When a group of county employees voluntarily agree to establish a van pool for the purpose of home to work commuting and have obtained the minimum essential requirements noted above, they may submit a written request for a van pool subsidy to the Air Quality Department. The request must contain the following:

- The name of the primary driver,
- List of all participants agreeing to ride on the van, no less than 50% of seating capacity of potential van (including the driver),
- The name of a second employee who has agreed to be the van pool treasurer.
- Individual agreements, signed by all participants reflecting their commitment to ride on the van and pay their pro-rated share of the unsubsidized van pool operating expenses.

Upon receipt of a van pool start-up request, Air Quality will confirm that the minimum requirements have been met and will forward a recommendation, for the van pool subsidy, to the Board of Supervisors for approval during a regularly scheduled meeting. Subsidies, once approved, will not be made retroactive.

Monthly Billing

Once a subsidy has been approved by the Board of Supervisors, it will be the responsibility of the van pool to submit an invoice for payment to Air Quality on a monthly basis, to receive the subsidy. The invoice shall contain the following:

- A copy of the current monthly bill from the van pool leasing company.
- An invoice from the van pool referencing the following:
 - a) Date
 - b) Submitted by
 - c) Contact name & phone number for pickup
 - d) Tax ID#
 - e) Home address
 - f) Month of lease invoice coverage period

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- g) Lease amount
- h) Subsidy amount being requested
- i) Van pool lessor invoice number

- A calculation showing all income and expenditures of the van pool for the previous month and the cost per participant for the upcoming month.

Subsidy checks will be made payable to the van pool. It is the responsibility of the van pool to deposit the checks and make the monthly payment to the van pool leasing company.

Public Transit Participants

Public transit participants may seek reimbursement under this policy by submitting an “Employee Claim for Reimbursement of Travel Expenses” and attach a receipt reflecting the payment of a monthly bus pass to Air Quality. A public transit participant will be eligible for a public transit subsidy equal to the percentage provided to a subsidized van pool.

Van pools are expected to recruit their own participants and to establish such rules as are necessary for the orderly operation of the van pool. Van pools must make all lease payments on a timely basis. Failure to make full payment each month will constitute grounds for a discontinuance of the County subsidy.

Financial accounts of van pools receiving County subsidies will be subject to random audit by the County.