

CALIFORNIA INSTITUTE OF TECHNOLOGY
STAFF PERSONNEL MEMORANDA

SUBJECT RIDESHARING	MEMO NO. <u>33</u>
	PAGE <u>1</u> OF <u>2</u>
	DATE <u>3/1/90</u>
APPROVED <u><i>Deborah</i></u> VICE PRESIDENT FOR BUSINESS & FINANCE & TREASURER	

1. Policy

The California Institute of Technology is committed to reducing the number of employee vehicle trips made to the worksite as a means for contributing to improved air quality in the Los Angeles basin. It will conform to related regulations and respond to their goals in a manner that safeguards individual privacy.

2. Program

- a. Accordingly, an Employee Rideshare Program is established to promote and facilitate employee participation in ridesharing and use of alternate modes for their commute to work including carpooling, vanpooling, bicycling, walking and public transit.
- b. The Program is supported by:
 - (1) Employee Transportation Coordinators to implement efforts under the Program.
 - (2) Flexible work-hours where practicable and approved in advance.
 - (3) Ridesharing Information Center(s) convenient to employees.
 - (4) Bicycle storage and support facilities near work station where possible.
 - (5) Guaranteed ride home for emergency situations.
 - (6) Preferential parking for carpools and vanpools.
 - (7) Proactive measures that improve public transit or add to rideshare priority lanes on freeways, etc.

(Continued)

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APPROVED <i>[Signature]</i> VICE PRESIDENT FOR BUSINESS & FINANCE & TREASURER	

- c. In addition, selected tangible incentives will be provided when approved including but not limited to:
- (1) Public transit pass available at a discount.
 - (2) Vanpool subsidy and service support.
 - (3) Subscription shuttles along major access corridors.
 - (4) Supplemental liability insurance coverage for vanpool drivers.

4. Exceptions

Any exception to this policy requires the approval of the Vice President for Business and Finance and Treasurer or designee.