



City of Portland Employee T.R.I.P. Trip Reduction Incentive Program Rules

- Participants sign up for a T.R.I.P. incentive program with their timekeeper or bureau's designated transportation coordinator (TC). You must be benefits eligible to receive the T.R.I.P. incentives, although you may submit the order form and sign-up materials prior to your eligibility effective date. You are responsible for letting your timekeeper/coordinator know if you drop out of the program, or wish to change to another program option.
- Remember that you are pledging to get to work 80% of the time by the particular mode that you choose (bus, MAX, walk, bike, or carpool). If you are a typical full-time employee, you must use the alternative mode 16 days per month. If you normally work less than 5 days per week, the minimum number of days per month will then depend on the number of days per week you work. Sick and vacation days do not count against you.
- If you **bike or walk** to work at least 80 percent of your scheduled work days you qualify for \$30 per month of additional taxable income. You are not eligible for this benefit if you drive or ride in a car for any part of your commute.
- If you use transit in combination with bike commuting or walking, you are still eligible for this benefit; however, you cannot also get a transit pass subsidy.
- If you use **transit** as your primary mode of transportation (80% of the month), the City will provide a transit pass incentive equal to \$30 off your monthly pass. You may also be eligible for the transit pass incentive if you drive to a TriMet or C-TRAN Park and Ride Lot and take a bus or train to work.
- You are not eligible for the transit pass incentive if you drive to a neighborhood street or undesignated parking area and use TriMet as a shuttle service.
- If you wish to use different alternative modes during each month (i.e., walk, bike, carpool and bus) you are still eligible for either the transit pass or carpool incentive provided you do not drive alone on more than 20% of your work days.
- If you **carpool** to work at least 80 percent of your scheduled work days you qualify for a \$30 per month CarpoolCheck, used to defray your monthly parking cost. You may combine CarpoolChecks with other city employees to further reduce your parking fee, however CarpoolChecks cannot be redeemed for cash.

Bike & Walk Bucks:

- Complete the Bike & Walk Bucks form (<http://www.portlandonline.com/omf/index.cfm?c=28409&a=14630>)
The Accounting Division will add the additional \$30 per month to your taxable income on a quarterly basis. Your deadlines will be the last days of March, June, September, and December to receive the amount in the second paycheck in the following month.

TriMet - two options:

- Annual Pass: Once a year during April, you have the chance to pay your share of a year's passes up front (using pre-tax income) with the added benefit of receiving one month free and locking into current fares.
- Monthly Payroll Deduction*: This option allows you to pay for TriMet monthly passes using pre-tax income and having a TriMet pass mailed to you automatically each month.

C-TRAN - two options:

- Employees can mail the \$30 TransitCheck, plus their personal check for the difference, to C-

TRAN by the 9th of each month to receive their bus pass for the following month. C-TRAN will mail the pass to your home by the 30th of the month. TransitChecks are not transferable and are not redeemable for cash.

- C-TRAN Payroll Deduction*: This option allows you to pay for C-TRAN monthly passes using pre-tax income and having a C-TRAN pass mailed to you automatically each month.

*Payroll Deduction for Transit Passes:

Initiating a Pass Deduction: Complete a Payroll Deduction Form to have a transit pass mailed automatically each month. The City of Portland will pay \$30 per month toward your pass and Payroll will deduct the amount you owe TriMet or C-TRAN in pre-tax dollars plus 50 cents (a processing fee) from the second pay date of each month.

Canceling Your Pass Deduction: If you wish to make cancel your transit pass payroll deduction, please complete a Change\Cancellation form and turn it into Accounting by the deadlines on the chart. Since it takes approximately 6 weeks lead time to make these changes, plan accordingly for long vacations, leaves or retirement.

Changes: If your mailing address has changed or you need a different zone pass, please complete the regular payroll deduction and order form and check the appropriate boxes.

CarpoolCheck - two options

- The first option allows you to park at discounted City-owned spaces, either on-street or in Smart Park garages. Request an application for this program from Gudrun Free, City of Portland Parking Operations, 503-823-6841.
- The second option allows you to park at privately-owned parking facilities run by City Center\PMC or Diamond Parking where there is a regular monthly commuter rate. You can apply your CarpoolCheck towards the monthly parking charge. Request an application for this program from Rich Cassidy, Transportation Options, 503-823-6051.

Carpoolers must comply with the carpool parking permit policies and procedures, copies of which are available from the Bureau of Transportation System Management. These policies outline where carpoolers can park with their permits, the cost of parking, how many people qualify as a "carpool," etc.

Emergency Ride Home Program

For employees who carpool, use transit, walk, or bike to work, TriMet will pay for a taxi to take them home if they need to leave work unexpectedly or due to an emergency.

Authorized reasons for using the Emergency Ride Home Program:

1. The employee cannot wait for their normal ride home because they are ill.
 2. A close family member is seriously ill, has been in an accident, or died. A close family member is a parent, sibling, spouse, domestic partner, child, or guardian.
 3. A serious problem or crises arises, such as damage to home or property or a problem at school or daycare which requires immediate attention.
 4. The driver of the carpool or vanpool has to leave early to address an emergency, and other riders are stranded.
- Contact your timekeeper or designated transportation coordinator for the E.R.H. rules and the E.R.H. voucher.

Disqualification/Violations

This program relies heavily on the honor system. However, reported violations will be investigated and violators will be subject to disqualification and/or disciplinary action by the City of Portland.

Questions/Comments

- ◆ For questions about rules and eligibility call or write Rich Cassidy, Bureau of Transportation System Management at 503-823-6051, Building 106/Room 800.
- ◆ For questions about signing up for the program, contact your bureau's designated transportation coordinator.