



10.03 TRIP REDUCTION INCENTIVE PROGRAM (TRIP)

Purpose

The City of Portland is dedicated to encouraging employees to use alternative modes of transportation such as walking, biking, transit and carpool to relieve road congestion, reduce harmful emissions and improve employee health. The TRIP program is designed to give employees incentives to choose alternatives to single occupant vehicle commuting. Program components include:

- City pays \$25 towards each monthly Tri-Met or C-TRAN Pass or \$275 for an annual option. Monthly payroll deduction from pre-tax income for employee share
- Annual option for ordering Tri-Met passes using a one time payroll deduction from pre-tax income for employee share
- \$25 off carpool or vanpool parking at downtown parking locations
- \$25 of additional (taxable) monthly income for Bike & Walk commuters
- Emergency ride home: a free taxi ride (if you take the bus, train, carpool, carpool, bike or walk to work) in cases of emergency.

Participants in the TRIP program pledge to get to work 80% of the time by bus, MAX, carpool, walking or biking. A typical full-time employee would use the alternative mode of transportation 16 days per month.

The City offers this incentive program to employees at its discretion and may modify or terminate this program at any time. The Bureau of Transportation System Management, Transportation Options Division is responsible for the program administration and the Office of Management & Finance, Accounting Division is responsible for the financial processing.

Eligibility

All benefits eligible employees may participate in the TRIP Program. Employees may sign up for the TRIP program prior to a benefits eligibility date for purposes of affecting participation upon eligibility. Employees may only take advantage of one incentive each month.

Employees are not eligible for the transit pass incentive if they drive to a neighborhood street or undesignated parking area and use Tri-Met or C-TRAN as a shuttle service.

If an employee wants to combine different alternative modes of transportation during each month (bike, carpool, bus and walk) they are still eligible for either the transit pass, carpool, bike or walk incentive provided they do not drive alone on more than 20% of their work days.

Tri-Met Passes

The City of Portland will pay \$25.00 per month towards an employee's Tri-Met pass or \$275 for the annual option. Employees use pre-tax income to pay the balance and have the pass mailed to them automatically each month. Employees may also be eligible for the transit pass incentive if they drive to a Tri-Met Park and Ride Lot and take a bus or train to work.

Participants have two options:

1. **Annual Pass**: Once a year during April, employees may pay their share of a year's passes using pre-tax income with one deduction for the entire year. This option has the added benefit of receiving one-month free travel and locks in the current fares.
2. **Monthly Payroll Deduction**: This option allows employees to pay for Tri-Met monthly passes using pre-tax income. Payroll will deduct the amount the employee owes Tri-Met for the pass (plus a 25 cent processing fee) from the second paycheck of each month.

Changing or Canceling A Pass Deduction: When an employee wishes to make changes to a transit pass payroll deduction, they must complete a [Change/Cancellation Form](#) and turn it into Accounting by the appropriate deadline. It takes approximately 6 weeks lead-time to make these changes. To make changes to a mailing address or to request a different zone pass, employees need to complete the regular payroll deduction and order form and check the appropriate boxes.

C-TRAN

The City of Portland will pay \$25.00 per month towards an employee's C-TRAN pass. Employees may use pre-tax income to pay the balance and have the pass mailed to them automatically each month. Employees may also be eligible for the transit pass incentive if they drive to a C-TRAN Park and Ride Lot and take a bus or train to work.

Participants have a choice of two options:

1. **Employees mail their personal check** with a CTRAN TransitCheck 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 the employee's home by the 30th of the month.
2. **C-TRAN Payroll Deduction**: Employees who complete a [C-TRAN Payroll Deduction Form](#) can have a C-TRAN pass mailed to them automatically each month. The City of Portland will pay \$25 per month toward the pass and Payroll will deduct the amount the employee owes C-TRAN (plus a 25 cents processing fee) from the second paycheck of each month.

TransitChecks are not transferable and are not redeemable for cash.

CarpoolCheck

The Carpool option allows City employees to use a \$25 CarpoolCheck towards a monthly parking fee at any parking facility managed by City Center/PMC or Diamond Parking. Monthly fees and availability will vary.

Participants have a choice of two options:

1. **Parking facilities where Tri-Met has a discounted carpool program.** Employees must complete a [Tri-Met Carpool Application](#) to enroll in this program which gives additional discounts to parking charges for carpoolers in selected garages and on street locations. Each month the employee sends in a CarpoolCheck to Tri-Met with employee share of monthly parking charge.
2. **Parking facilities run by City Center\PMC or Diamond Parking** where there is a regular monthly commuter rate. Employees must complete a [carpool application](#) with the Bureau of Transportation System Management to enroll in this program. Each month employees can apply their \$25 CarpoolCheck towards monthly parking charge.

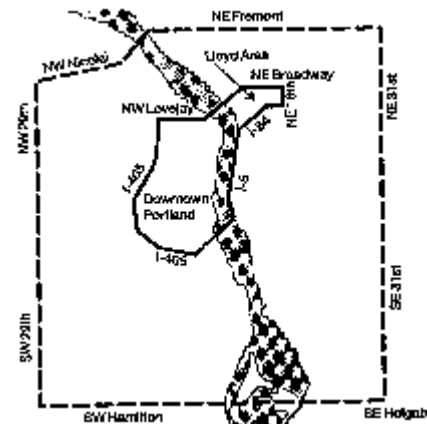
Employees may combine CarpoolChecks with other city employees to further reduce the parking fee. CarpoolChecks cannot be redeemed for cash.

Carpoolers must comply with the [carpool parking permit policies and procedures for Tri-Met](#) (Option One) and the Bureau of Transportation System Management (Option Two). These policies outline where carpoolers can park with their permits, the cost of parking, how many people qualify as a "carpool," etc

Carpool Option Rules and Procedures

Eligibility Requirements

1. Employees must carpool with at least one other person at least four days a week, at least one way to and from work
2. Other carpool members need not be City employees, but they must work or go to school within the boundary area shown below:



Verification

1. The Bureau of Transportation System Management will verify information on carpool applications. Inaccurate applications will be denied and all carpoolers listed on the inaccurate application will be ineligible of participation in the TRIP program for one year.
2. The Bureau of Transportation Systems Management will periodically contact carpoolers to determine authenticity.
3. Information regarding carpool members' addresses, phone numbers, and work locations must be kept current and updated by completing a new carpool application form.
4. Should a carpool member take a leave of absence for a period grater than four weeks, it is the responsibility of the other carpoolers to find another qualified participant and complete a new carpool application form.

Bike & Walk Bucks

Bike shall mean any non-motorized, pedal-operated vehicle or any wheelchair used by a disabled employee.

Walk shall mean the unassisted travel of a person by foot.

City employees are eligible for [Bike and Walk Bucks](#) after they have biked or walked to work at least 80 percent of their scheduled workdays in any one-month. City employees who use other forms of non-motorized transportation such as skate boards & skates are also eligible. A participant is not eligible for Bike and Walk Bucks if he/she drives or rides in a car, van, or truck for any part of their bike and walk commute days.

Participants will receive \$25 for each month they bike or walk to work at least 80 percent of the time added to their paychecks on a quarterly basis. The last workdays of March, June, September and December are the quarterly deadlines for the completed Bike & Walk Bucks City of Portland Employee Commute Certificate to be submitted to Payroll in order to receive the benefit amount in the second paycheck of the following month.

If employees wish to be reminded of the quarterly deadlines they can contact Transportation to be included on an email reminder list The \$25 is considered taxable income under the Federal IRS Code.

Emergency Ride Home Program

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

Authorized reasons for using Emergency Ride Home Program are:

1. The employee cannot take transit, walk or bike home because they are ill;

or

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; or
3. A serious problem or crisis arises such as damage to home or property, or a problem at school or daycare that requires immediate attention; or
4. The driver of the carpool or vanpool has to leave early to address an emergency and other riders are stranded.

Emergency ride home rules and vouchers are available from timekeepers and designated [transportation coordinators](#).

How To Sign Up for TRIP

Participants may sign up for the TRIP Program with their timekeeper or bureau's designated transportation coordinator (TC).

All participants in the TRIP Program must complete the following:

1. Pledge and Benefit Registration Cards

The Pledge Card is the City's official record that an employee has read the rules of the TRIP program and is electing to participate, change options, or discontinue participation in the program.

The Benefit Registration Card allows City Payroll to begin tracking an employee's receipt of these non-taxable benefits

2. Payroll Deduction Card

Employees must complete the [Tri-Met](#) or [C-TRAN Monthly Pass Payroll Deduction Form](#) to have funds automatically deducted and passes automatically sent to the employee. The employee's share of a Tri-Met or C-TRAN transit pass will be deducted from the second paycheck each month using pre-tax income. When signing up for Payroll Deductions, employees need to check the deadlines to see when they will receive the first pass.

3. Deliver or Mail Completed Forms

Employees must fill in their social security number and sign all forms. Employees must return the Pledge Card to their bureau's transportation coordinator and deliver other forms to the specified addresses.

Employee Changes

If an employee wishes to make changes to a transit pass payroll deduction for long vacations, leaves or retirement, they must fill out the [Change/Cancellation Form](#). Employees are responsible for letting timekeepers or transportation coordinators know if they want to drop out of the program or wish to change to another program option.

Deadlines for Changes

See the Monthly Transit Pass Payroll Deduction Form for deadlines.

Administration

Administrator shall mean the City of Portland Transportation Options Division Manager, or designee, within the Bureau of Transportation System Management. The administrator is responsible for the general operation of this rule and shall have the authority to decide all questions arising in connection with the administration, interpretation, and application of this rule, and shall take all actions and make all the decisions that are necessary to carry out the provisions of this rule, including but not limited to:

1. Determining an employee's eligibility to participate in the plan;
 2. Promulgating rules of procedure and keeping records necessary for the proper and efficient administration of this rule;
 3. Furnishing the City Council and participants with information they may require;
 4. Engaging the service of such agents as the administrator may deem advisable to assist in the performance of the administrator's duties;
 5. All applicable reporting and disclosure requirements including the filing of any required income tax returns and engaging the service of agents to assist with reporting and disclosure requirements.
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Disqualification/Violations

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

Contact Information

Questions or comments about TRIP rules and eligibility should be directed to Bureau of Transportation System Management, 503.823.6051, Building 106/Room 800. The attachments to this administrative rule are not part of the binding Trip Reduction Incentive Program.

Administrative Rule History

Adopted by Council March 6, 2002, Ordinance No. 176302
Effective April 5, 2002
