

Rideshare Review

A bimonthly publication from Capitol Rideshare

March/April 2019



Department of Corrections vanpool employees transition to new Valley Metro vans

The move will save ADC money, potentially expand service for employees

For more than two decades, the Arizona Department of Corrections (ADC) has managed its own vanpool fleet for corrections officers. The shift work and remote locations of the prison complexes contribute to the ideal circumstances for an agency-based vanpool fleet, which has served more than 1,100 employees over the years. Since summer of 2017, Capitol Rideshare staff has worked with the Arizona Department of Corrections (ADC), Valley Metro and Enterprise to develop and implement a transition plan that would move ADC Corrections Officers working or living in Maricopa County from department-owned vans into the Valley Metro vanpool program. In early 2019, the first five vans were delivered to employees at Arizona State Prison Complex (ASPC) Lewis in Buckeye. More than 100 employees at ASPC Lewis are currently participating in the vanpool program. Statewide, more than 500 employees are currently commuting to work at the various ASPC sites in ADC-managed vanpools.



Arizona Department of Corrections employees at ASPC Lewis who participate in the vanpool program received new vans from Valley Metro; more than 100 employees at ASPC Lewis participate.

Photo: Morgan Willis, Valley Metro

Contact:

Capitol Rideshare
100 N. 15th Ave.
Suite 305
Phoenix, AZ 85007
602.542.RIDE
RideshareHelp@azdoa.gov
CapitolRideshare.az.gov

Join ADOA employees for a group ride to CityScape on April 17 for Bike to Work Day!

GAO's Cristi Cost, a frequent Bike to Work Day participant, is forming a group of state employees to make the bike ride from the Capitol Mall to CityScape to celebrate Bike to Work Day on Wednesday, April 17. The group will meet on the south side of the ADOA building by 7:15 a.m. The group will be leaving promptly at 7:20 a.m. for CityScape. Email Cristi.Cost@azdoa.gov to coordinate.

Cyclists wanting to participate will need to bring their own bikes or use GRID Bike Share, which has hubs at four locations in the Capitol Mall area. Take advantage of the discounted plan that Capitol Rideshare has negotiated with [GRID Bike Share to offer state employees](#). It's only \$30 for an annual plan and it's an ideal option for commuters who take the bus or light rail, but need to travel beyond the transit stop.

Registration for the Annual Bike to Work Day began in March on [Maricopa County's event web page](#). Be sure to register by April 12 for breakfast, a commemorative t-shirt, and the chance to win raffle prizes. Capitol Rideshare will have a table at CityScape; stop by and say hello! Check out other [Valley Metro Bike Month events online](#).

Help fight transit fraud!

Employees are responsible for charges to their Platinum Passes

A reminder for employees who have a Platinum Pass: employees are responsible for all charges incurred on their Platinum Pass until they notify their human resources department, in writing, that the pass is lost or has been stolen. The Platinum Pass may be used only by the employee to whom it was issued.

Steps to prevent fraud:

- Keep your Platinum Pass secured.
- Check your paystub for charges, even when you have not used your pass.
- NEVER loan your pass to anyone else.
- Report your pass missing immediately (in writing) by contacting your human resources liaison.
- Follow up with HR to ensure your missing pass has been replaced (Capitol Rideshare can check, too).
- Commuter Club members can (and should) check their usage.

Questions? Please call 602.542.7433 or email RideshareHelp@azdoa.gov.

The 2019 Annual Travel Reduction Survey is complete

Arizona Revised statute (A.R.S.) 49-588 requires all large employers in Maricopa County, including the State of Arizona, to annually survey their employees regarding their commuting habits. Survey data allows Capitol Rideshare to secure bus subsidies, provide input on bus routes, and make suggestions for the light rail system.

This year, the survey was sent to more than 22,000 state employees in Maricopa County. Here are the unofficial results:

- State's overall response rate: 80%
- 62 agencies had a response rate at or above 80%
- Total surveys submitted: 18,468
- Average number of miles employees drive (one way): 20.5
- Average commute time (one way): 37 minutes

To see how your agency did, check out the [agency response rates](#) on the Capitol Rideshare website.

All state employees who participate in a vanpool sponsored by a regional transportation authority or by their agency are eligible for a \$30 monthly subsidy, which is payable to the vanpool vendor (Capitol Rideshare pays subsidies for employees participating in the ADC vanpool program). For the ADC-managed vanpool, employees contribute \$50 per month through a payroll deduction and the department covers the remaining costs, including fuel.

Moving the employees from ADC-owned and maintained vans to the Valley Metro vanpool program exemplifies Arizona Management System (AMS) efficiency. The shift work ensures that the vans will run at or near capacity seven days a week. ADC will operate the new vans at or near a monthly net-zero cost and will save money annually on the maintenance and insurance costs, which are covered by the vendor, Enterprise.

Offering the vanpool program is a smart management decision for ADC leadership. Recruiting and retaining qualified corrections officers is a challenge for corrections facilities nationwide—and it's a challenge for Arizona as well. Ensuring that corrections officers who live long distances have reliable transportation to and from work (at a reduced cost) positively contributes to recruitment and retention efforts—and helps meet the state's mandate of reducing air pollution by reducing the number of commuters driving alone to work. The employees meet at a central location (such as a park and ride), then drive to the remote location in Buckeye. For the group that lives in the east valley, the daily round trips exceed 100 miles.

Corrections Officer Michael Crossley, a long-time vanpooler, said the vanpool program is a win-win situation for employees. "It's easy on the wallet, saves fuel and it's less pollution," said Crossley. He said commuting to and from work together also offers employees the chance to build comradery among the various units at ASPC Lewis. He encourages state employees to consider vanpooling to work.

How to know: is vanpool an option for you?

Vanpool is recommended for employees who travel 15 miles or more to work; Valley Metro requires a minimum of six employees to form a vanpool. The more employees who join, the less expensive the cost to the individual participants. State employees can join a vanpool with an open seat or form their own vanpools. To join a vanpool, employees should create a profile at Valley Metro's [ShareTheRide.com](https://www.sharetheride.com) by entering their commute information and work schedule. The online portal will offer potential vanpool (and carpool) matches. Employees can contact their matches directly through the online portal. Employees working at large agencies have the potential to create a vanpool among their coworkers. Ask your agency's travel reduction coordinator about posting a [vanpool riders wanted flyer](#) in the agency break room or other employee common area. Agency intranet or Facebook@work sites also are ideal communications tools for vanpool formation.

Once a state employee has joined a qualifying vanpool (Valley Metro or agency-sponsored), he/she should complete the vanpool subsidy application and email it to RideshareHelp@azdoa.gov. The monthly subsidies (\$30 per state employee) are paid directly to the vendor, Enterprise, and are deducted from the monthly vanpool costs.

For more information about vanpool as an alternate mode, please visit the [vanpool information](#) section on Capitol Rideshare's website. Be sure to carefully review the rules and requirements for participation as restrictions apply to drivers. *Please note:* Vanpool is not a door-to-door service or a temporary solution for employees who suddenly find themselves without transportation. Capitol Rideshare cannot assign employees to a vanpool.

Coordinator's Corner

Travel Reduction Survey done; thank you!

The 2019 annual Travel Reduction Survey has concluded. Many agencies reached 100% participation rate and roughly two thirds of agencies reached 80% or better. We appreciate the efforts from all of the travel reduction coordinators—we know this is a labor intensive process for many of you. Please be sure to see the unofficial survey results on page 2.

Please don't back date the Platinum Pass cancelations in HRIS!

When canceling a Platinum Pass bus card, it is imperative that the cancelation date is the current date for that day. If the card cancelation is backdated in HRIS, the system will not cancel the card. Bus card cancelations are processed every 24 hours; if the cancelation is back-dated, the system will not pick up the cancelation and the card will remain active. As such, employees will be charged for two active cards if both are being used. Please note: Capitol Rideshare is not responsible for reimbursing the employee for fraudulent charges.

New Employee Orientation and other presentations from Capitol Rideshare

Capitol Rideshare staff is available to present an overview of the state's travel reduction program to employees at your agency's new employee orientation (NEO). We also sent you the redesigned Capitol Rideshare brochures to be included in new hire packets for new state employees. Staff also can set up an information table during the lunch hours to assist employees with travel reduction queries. To order brochures or to request a Capitol Rideshare speaker, please email the request (with times and dates) to RideshareHelp@azdoa.gov.

Capitol Rideshare is administered by the Arizona Department of Administration Office of Grants and Federal Resources; it is funded by the Federal Highway Administration through the Maricopa Association of Governments and by the Arizona Department of Environmental Quality.

Editor: Mary Marshall

Reminders

Platinum Pass: reconsider transit options at a reduced rate

The state offers a transit subsidy to employees who sign up for the Platinum Pass; there is no fee to apply for the pass and employees are only charged when they use the pass. The current subsidy rate is 50 percent of the fare, up to half the cost of a monthly pass. Just print out the [application](#), complete it and send it to your agency's human resources unit. Learn more about this program on [Capitol Rideshare's website](#).

Emergency Ride Home services are only for Commuter Club members; register today!

The primary benefit of [Commuter Club](#) membership are the two free emergency rides home per fiscal year (restrictions apply). Capitol Rideshare offers this service exclusively to employees who commit to using an alternate mode of transportation twice each week, then sign up for Commuter Club. The service is available when the Commuter Club member has an unexpected emergency (such as a carpool driver leaving early or a family emergency during work hours). Be sure you are registered through the online portal; if you are not sure, [please go to the online portal and check](#) to see if you have an account.

Valley Metro launches blog, details transit route changes coming April 22

Valley Metro has launched a blog on its interactive commuter service portal, [ShareTheRide.com](#). Twice per year, Valley Metro and partner cities update transit service throughout the region based on public input and planning and design projects. On Monday, April 22, there will be adjustments to bus routes as well as a new circulator, Peoria on the Go (POGO), to serve Peoria. POGO runs 6:00 a.m. to 6:00 p.m., Monday-Friday, free of charge.



**CAPITOL
RIDESHARE**

Ride smarter. Breathe easier.