

State of Colorado
CLEAN AIR TRANSIT BENEFIT

Implementation Guide
August 1995

General Support Services
State Controller's Office
1525 Sherman Street Suite 250
Denver CO 80203
303/866-3281

Fiscal Rule
Chapter 2, Rule 8

.01 CLEAN AIR TRANSIT BENEFIT FOR STATE EMPLOYEES

To promote the State's mission of mitigating traffic congestion and creating clean air solutions, and to help equalize benefits for those State employees that do not receive free parking, the executive director of a State department, or the president or chancellor of an institution or campus of an institution of the Department of Higher Education (referred to as a State Agency for this Rule) may offer a Clean Air Transit Benefit to their employees. If offered by a State Agency, the benefit shall be offered on an equal basis to all permanent full-time employees within the geographic area served by the mass transit provider and also, if deemed appropriate by such State Agency, may be offered on an equal basis to all part-time employees within the same geographic area. Further, where a State Agency has employees in different locations, the benefit shall be offered based upon the applicable price structure of the mass transit provider for each of those specific locations. The Clean Air Transit Benefit may be the total cost of using mass transit or a portion of the total cost.

Prior to offering the benefit, the State Agency shall develop an implementation plan. The plan shall contain the number of employees expected to receive the benefit, the estimated cost, if any, to be paid by the employee, and the estimated fiscal impact on the State Agency. Any contract between the State Agency and the mass transit provider shall be approved by the State Controller.

Each State Agency providing the Clean Air Transit Benefit for their employees shall maintain records showing the actual number of employees receiving the benefit, the actual cost, if any, paid by the employee and the cost to the State Agency for providing the benefit.

Effective Date: September 1, 1995

Table of Contents

	Page #
I. General Description of Available Benefits Offered by RTD	4
II. Eco Pass Services	6
III. Guaranteed Ride Home Program Guidelines	20
IV. Commuter Check, Employer Outlet, or Pass-By-Mail Programs	21
V. Checklist of Suggested Steps	22
VI. Roster of Important Phone Numbers	23

This Implementation Guide provides detailed operating procedures that are necessary to comply with RTD requirements. Also included are general requirements of the State that have been identified by the State Controller's Office. Each department participating in this program will need to develop adequate internal controls, operating procedures and standard forms for internal operating needs. Further, it will be necessary for your department to coordinate this program with your budget and accounting offices and perhaps your payroll office.

General Description of Available Benefits Offered by RTD

ECO PASS PROGRAM

This is an annual (Jan-Dec) transit pass offered by RTD which employers may purchase for their employees. The Eco Pass is composed of two elements: one calendar year of unlimited Regional, Express, Local, skyRide, and Light Rail RTD service **and** the Guaranteed Ride Home Program, which provides free emergency taxi service from work.

Some of the characteristics of the RTD Eco Pass are:

- ◆ Deeply discounted rates.
- ◆ Subsidized by the employer.
- ◆ Must be purchased for all permanent, full-time employees in your department.
- ◆ Option to include/exclude part-time employees.
- ◆ Available to any department within the RTD six-county District.
- ◆ May be used 24 hours a day, 7 days a week.
- ◆ Includes the Guaranteed Ride Home Program
- ◆ Not valid on Special Services such as Bronco Ride and Rockies Ride.

If your department chooses to offer the RTD Eco Pass you must complete a contract with RTD using the State Contract/Eco Pass Agreement found on pages 10-12 of this manual. This contract shall be forwarded to the State Controller for approval. The costs of the Eco Pass shall be charged to the appropriate personal services or operating line item of your current year budget.

GUARANTEED RIDE HOME PROGRAM

The Guaranteed Ride Home Program is a service provided by Ride Arrangers to encourage the use of alternative transportation by employees to the worksite. It provides the employee with a free backup ride home through a designated provider when they cannot utilize their normal method of getting home, i.e., riding the bus.

COMMUTER CHECK PROGRAM

You can help your employees who use RTD by purchasing Commuter Checks at full value. Commuter Checks are special transit vouchers which allow your department to pay for a portion of the employees' bus pass or ticketbook. Using a simple mail-in order form, your department can purchase Commuter Checks and provide them monthly, quarterly or whenever you like to employees who ride the bus. Your employees can take these Commuter Checks to major supermarkets or RTD sales outlets where they are redeemable toward the purchase of monthly bus passes and Fare\$aver ticketbooks. If your department chooses to offer the Commuter Checks

you will need to procure them through the issuance of a Purchase Order. This expenditure should be charged to the appropriate personal services line item of your current year budget.

EMPLOYER OUTLET PROGRAM

The Employer Outlet Program is an option which would allow you to provide your employees monthly passes and FareSaver ticketbooks on site. By serving as an Employer Outlet, you'll make taking the bus more convenient for your workers. RTD will help you set up the program and deliver the passes to you. The passes are purchased by your department at full value. Your department has the choice of providing RTD passes and ticketbooks on consignment to employees at full value or at a discount. Any passes not given or sold to employees can be returned to RTD for full credit. If your department chooses to offer the Employer Outlet Program you will need to procure through the issuance of a Purchase Order. This expenditure should be charged to the appropriate personal services line item of your current year budget.

PASS-BY-MAIL PROGRAM

The RTD Pass-By-Mail program allows your department to purchase monthly passes and FareSaver ticketbooks at full value for employees interested in using public transit. Orders for passes are placed monthly (before the 15th) using a convenient mail-in order form. These RTD passes are then mailed to your department, along with the next month's order form. With Pass-By-Mail, your department has the option of selling, discounting or providing passes to your employees as a benefit. If your department chooses to offer the Pass-By-Mail Program you will need to procure through the issuance of a Purchase Order. This expenditure should be charged to the appropriate personal services line item of your current year budget.

Eco Pass Services

HOW ECO PASS WORKS

If your department chooses to participate in the Eco Pass program, an Eco Pass must be purchased for all permanent, full-time employees of your department working within the RTD six-county district. This includes those employees who do not wish to participate in the Eco Pass program. Departments have the option to include/exclude part-time employees. Employees are issued official Eco Pass decals from RTD which are placed on their State ID in the upper left hand corner. With ID's in hand, employees become eligible to begin riding the bus.

ECO PASS DESIGN

- ◆ RTD annual decal
- ◆ Presented to driver as a pass
- ◆ Includes the Guaranteed Ride Home

HOW THE ECO PASS IS PRICED

The price of the Eco Pass is deeply discounted and based on your departments location and the level of bus service available at your location. Eco Pass charges range from \$25 per pass per year in areas with minimal RTD service (outer suburban counties) to \$160 in areas providing excellent RTD service (downtown Denver). The following elements establish the pricing structure:

- ◆ Pre-paid
- ◆ Three pricing levels based on the level of bus service in your location.
- ◆ Applicable to all departments within the RTD six-county district.
- ◆ \$100 contract minimum
- ◆ 3 month contract minimum.

Service Levels

Service Level Areas (SLA) determine the price of Eco Pass. SLA's measure the number of peak hour service bus trips that are, at most, a third of a mile from the department's business site. There are three SLA categories:

- A Outer suburban and major employment centers outside the Central Business District (CBD) - \$25 per employee per year.
- B Downtown Boulder CBD and fringe Denver CBD - \$60 per employee per year
- C Downtown Denver CBD (see map on page 18) - \$160 per employee per year

Contract

RTDs Eco Pass program operates on a calendar year schedule (Jan - Dec). It is recognized that a department may begin the Eco Pass program as early as September, 1995 which is the effective date the new Clean Air Transit Benefit. Departments may desire to sign a contract for an initial contract period beginning January, 1996 through December, 1996 or may sign a contract beginning September, 1995 through December, 1996.

Special Discount for early entry into the Eco Pass Program

RTD is providing the State of Colorado with a one-time 25% discount for those departments that enter the program first. This discount is available only for the first 12 months of your contract(s), is limited to \$100,000 for the State as a whole, and is only available to those departments located within the Denver Central Business District (see map on page 18).

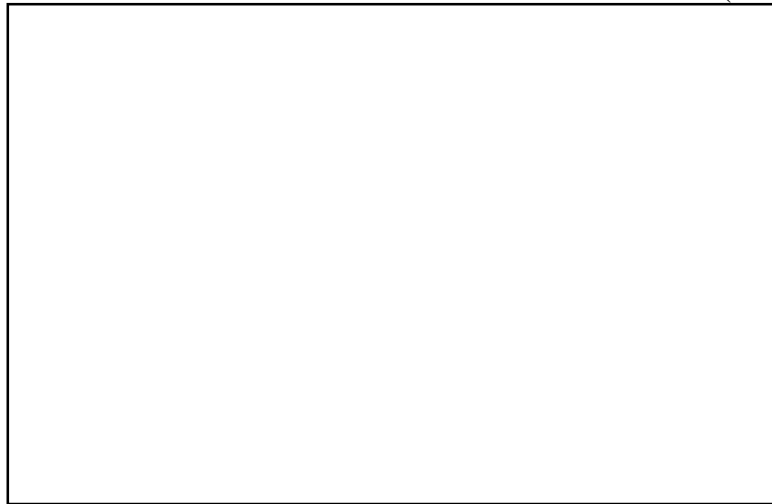
RESPONSIBILITIES OF DEPARTMENT COORDINATORS

The Department Coordinator must account for all RTD Eco Passes paid by and distributed to his/her department, including lost, damaged or voided passes. Eco Passes are valuable and highly negotiable, therefore all unused passes or decals should be kept in a locked and secured place.

Issuing an Eco Pass

Each employee must read and sign the “Rules for Eco Pass Program Participation” form on page 13 of this manual. A file of these signed forms shall be maintained by the Department Coordinator.

In issuing an Eco Pass, the Department Coordinator attaches a serial-numbered, plastic-foil, RTD Eco Pass sticker (1/2” X 1”) to the employee’s official State of Colorado photo ID card in the upper left hand corner. If an employee does not have an official State of Colorado photo ID, please refer to page 19 of this manual for instructions on how to obtain one. (Photo not available.)



Please note that starting in January, 1996 RTD may institute a magnetic coded card in lieu of using the Official State of Colorado ID.

Department Coordinators must keep records matching Eco Pass serial numbers to employees using the RTD Eco Pass Tracking Sheet (see page 14).

Required Documentation

Department Coordinators must maintain records matching Eco Pass serial numbers to employees using the RTD Eco Pass Tracking Sheet (see page 14) or a comparable record. In addition, Department Coordinators must maintain all new hire and terminated employee information for

auditing and account reconciliation purposes. RTD and the State reserve the right to audit or survey the number of eligible employees.

New Hires

To add a new employee to the Eco Pass Program, a request must be submitted in writing to RTD, Accounting Department, PO Box 9769, Denver CO 80209. The written request should be either on department letterhead or on the enclosed Request Form (see pages 15-17). List the employee's full name, date of hire, signature of the Department Coordinator, and a warrant for the full pro-rated amount. After this information is received, it takes approximately four business days to process the request.

Replacement Employee

To request a new pass for an employee replacing a terminating employee, a request must be submitted in writing to RTD, Accounting Department, PO Box 9769, Denver CO 80209. The written request should be either on department letterhead or on the enclosed Request Form (see pages 15-17). List the terminated employee's full name and termination date, the replacement employee's full name and hire date, signature of the Department Coordinator. **PLEASE NOTE: The terminated employee's Eco Pass decal must be returned immediately upon termination with the request or there will be a charge for the full amount of a new employee.** This may be accomplished by cutting the decal from the terminated employees State ID. After this information is received, it takes approximately four business days to process the request.

If an employee is replaced *after* six months during the current contract period, the employee is treated as an addition to the original contract at the pro-rated amount. If the terminated employee's Eco Pass is returned and a new employee is rehired for the position *before* six months within the current contract period, an even exchange of decals instead of a credit will be issued.

Lost Or Stolen Passes

RTD will replace a lost or stolen Eco Pass for a \$22.00 fee. Those stolen passes which have an accompanying police report will be charged only a \$5.00 first time processing fee. If an employee loses his/her pass a second time, the fee is increased to \$50.00 regardless of whether a police report is provided. This fee is not part of the departments transit benefit. Each employee is responsible for paying his/her replacement fee directly to RTD. A pass will not be reissued a third time.

To request a new Eco Pass for a lost or stolen card, a letter requesting a new Eco Pass must be submitted to RTD, Accounting Department, PO Box 9769, Denver CO 80209. The written request should be on department letterhead or on the enclosed Request Form (see pages 15-17). The letter must contain the employees full name, a check from the employee for the appropriate amount, and the signature of the Department Coordinator. After this information is received, it takes approximately four business days to process the request.

Terminating Employees/Credit Requests

All Eco Pass decals for terminated employees must be returned to RTD immediately in order to receive pro-rated credit. Companies will then be issued a pro-rated credit for each decal returned provided the employee has not been replaced by another employee. The credit will include the current month if the ID is received by the 15th of the month. If the ID is received after the 15th of the month, departments will receive credit beginning the following month. If the employee is not replaced within a six month period, departments may request a credit to the next year's contract. If the employee is replaced, departments can request additional decals which will be issued against each credit the company has.

Departments may request the credit in writing on department letterhead. The letter should include the terminated employee's full name, date of termination and the terminated employee's Eco Pass decal. Credits are issued from the date received by RTD Accounting, not necessarily the actual date of termination. This information must be sent to the attention of RTD, Accounting Department, PO Box 9769, Denver CO 80209 within 30 days of termination to receive full credit for the pro-ration of the remaining months in the year. No credits will be issued for periods under six months.

Guaranteed Ride Home Program Guidelines

HOW THE GUARANTEED RIDE HOME PROGRAM WORKS

The Guaranteed Ride Home Program is a service provided by Denver Regional Council of Governments RideArrangers to encourage the use of alternative transportation by employees to the worksite. It provides the employee with a free backup ride home through a designated provider when they cannot utilize their normal method of getting home, i.e., riding the bus.

Situations in which this program can be used include an employee's or family member's illness, working late unexpectedly, and the bus is no longer running or other emergency situations.

Examples of occurrences for which the program is NOT designed include pre-scheduled doctor or other appointments, transportation of injured employees, planned working overtime, and other instances where the employee could have scheduled transportation beforehand. If you miss your regularly scheduled bus and have to wait for the next one, that does not qualify you for a "Guaranteed Ride Home."

A department would receive this benefit for all employees at no charge when purchasing the RTD Eco Pass. If your department does not purchase the Eco Pass, the Guaranteed Ride Home Program benefit may be purchased separately for all permanent, full-time employees at a rate of approximately \$3 per employee for one year. If the Guaranteed Ride Home Program is purchased separately the costs shall be charged to the appropriate personal services line item of your current year budget.

HOW TO ACCESS THE GUARANTEED RIDE HOME SERVICE

Your department will need to assign an individual(s) to be the designated contact for employees needing this service. This designated contact person would determine the appropriateness of the request and call the designated provider of this program. They would give the designated provider the name of the employee, place of employment, pick-up time and destination.

The designated provider will verify your participation in the program and a taxi will be dispatched. When the cab arrives, you will be asked to show your Official State of Colorado ID.

At the end of your taxi ride, sign the Guaranteed Ride Home Program voucher provided by the driver. The cost of your trip (excluding optional tip) will be paid by the Guaranteed Ride Home Program. There is a 100 mile one-way limit. The employee would be responsible for paying any amount above the 100 mile limit.

Commuter Check, Employer Outlet, or Pass-By-Mail Programs

RESPONSIBILITIES OF DEPARTMENT COORDINATOR'S

The Department Coordinator's responsibilities for the RTD Eco Pass and Guaranteed Ride Home Program are explained in other sections of this Informational Guide. For the Commuter Check, Employer Outlet, or Pass-By-Mail programs the Department Coordinator is responsible for maintaining complete monthly records for participating employees by benefit type.

The Department Coordinator must account for all benefits paid by and distributed to the department, including lost or damaged items. Commuter Checks or Passes are valuable and highly negotiable, therefore all unused items should be kept in a locked and secured place.

In addition, the following must be accomplished:

- ◆ Employees should apply for the benefit in advance, certify their eligibility and that the benefit will be used solely for their needs. These certifications should be kept by the Department Coordinator.
- ◆ Employees should appear in person and present identification to pick up their benefit.

***CHECKLIST OF SUGGESTED STEPS
TO IMPLEMENT THE CLEAN AIR TRANSIT BENEFIT***

- ✓ Assign a Department Coordinator, and Division Coordinator(s) if appropriate.
- ✓ Survey employees to determine interest in the program.
- ✓ Complete a cost/benefit analysis.
- ✓ Obtain Executive Director approval.
- ✓ Develop an Implementation Plan.
- ✓ Execute contract or purchase orders.

Roster of Important Phone Numbers

STATE CONTROLLER'S OFFICE

Jody Pyott 866-3814

RTD NUMBERS

Eco Pass Administration	299-2122
Route and Schedule Information	299-6000
Customer Service (complaints & commendations)	299-6700
Lost & Found (Metro area)	299-2288
Lost & Found (Boulder)	299-5150
Eco Pass Photos - Denver	299-2132
Eco Pass Photos - Boulder	441-4007

DENVER REGIONAL COUNCIL OF GOVERNMENTS

RideArrangers Guaranteed Ride Home Program 480-6745

Rules for Eco Pass Program Participation

1. I am a state employee eligible to participate in the Eco Pass program.
2. I understand the Eco Pass is a benefit provide by the State to me and is not transferable to any other party.
3. Should I leave State employment I agree to surrender the Eco Pass to my employer. If I fail to return the Eco Pass to my employer, I agree to a payroll deduction equivalent to \$74 a month for the remaining term of the Eco Pass.
4. I realize I am responsible for the replacement cost of a lost or stolen Eco Pass. RTD will replace a lost or stolen Eco Pass for a \$22.00 fee. Those stolen passes which have an accompanying police report will be charged only a \$5.00 first time processing fee. If I lose my pass a second time, the fee is increased to \$50.00 regardless of whether a police report is provided. A pass will not be reissued a third time. To obtain a replacement I MUST contact my Department’s Coordinator.
5. My failure to comply with these rules may result in a personnel action against me.

I hereby acknowledge that I have read and understand the program rules, and agree to abide by such rules.

Signature Date

(A signed copy of this statement will be provided to all participating employees.)

It is my determination that _____ meets the criteria for
Employee’s Name
eligibility to receive an Eco Pass and is a qualified State employee.

Eco Pass Coordinator Date

State of Colorado I.D. Program

225 East 16th Avenue, Suite 800

866-3970

Official State of Colorado photo identification credentials, or badges, are provided by the Division of Central Services, General Support Services. The charge of \$3.00 may be paid by either the agency or the individual. Agencies are billed on a monthly basis.

The employee(s) should have a blank card completely filled out and signed by their executive director, or designee, before coming to the office to have their picture taken. Blank cards (no charge) that fit our camera may be obtained by calling Cherie at 866-3970. Pictures are taken daily from 8:30 a.m. to 4:30 p.m., no appointment necessary.

Expiration dates are 2 years for permanent employees and 6 months for temporary workers.

The completed, laminated badge is 2 1/4" X 3 1/4". It may be attached with either a metal clip provided with the badge, or if requested, a small 24" metal chain worn around the neck for use on delicate clothing.

For more information or blank cards (no charge), please call Cherie at 866-3970.