

MEMORANDUM

To: PERSONNEL MANAGEMENT LIAISONS

Date: January 30, 1989
Reference Code: 88-114

THIS MEMORANDUM SHOULD BE DISTRIBUTED TO:

Traffic Management Coordinators

From: Department of Personnel Administration
Office of the Director

Subject: Discount Travel Passes

Under Governor Deukmejian's Executive Order D-73-88, the Department of Personnel Administration (DPA) is responsible for implementing several measures aimed at encouraging State employee use of public transit and vanpools in areas served by congested commute routes. One of the measures provides for a subsidy of 50% (to a maximum of \$15) towards the purchase of monthly transit passes/tickets in the congested commute areas identified in the recent Caltrans Transportation Management Guidelines.

As outlined below, this program should be implemented by March 1, 1989 in all facilities served by congested commute routes. (Departments that cannot meet this date because of their large number of field locations may set an alternative date, not later than April 1, 1989, for program implementation.) In these areas the program will cover all bargaining unit employees except those in units 1 and 9, where bargaining agreements have not been reached. It will also cover all nonrepresented employees in these areas, under the authority provided by the new DPA rule 599.936 (copy attached).

This program is a pilot and will be evaluated after approximately one year to determine if it has helped to increase the number of employees commuting on public transit systems. The results of this review will determine if, and in what form the program will be continued.

While there are various ways to provide this benefit, it appears that the only way to clearly avoid making it taxable for the employee is to have the State, itself, sell transit passes/tickets to employees at a discount. For example, the State would sell a \$40 pass for \$25, making up the \$15 difference out of its own funds. State agency costs for this are to be covered within existing budgets.

Discounted tickets/tokens should also be made available to employees who do not commute on a full-time basis. The discounts should be proportional to the monthly discounts. For example, daily, one-way tickets selling for 70¢ or more should be sold at a 35¢ discount. Employees purchasing 42 of these tickets would receive almost the full \$15 monthly discount. (Employees who purchase more than 42 tickets would pay the regular fare on the additional tickets purchased.) If the price of the ticket is less than 70¢, the ticket should be sold at half of full value.

Because of the tax concerns cited above, the discounts are available only when passes/tickets are purchased directly from the State. The State will not provide rebates or reimbursements on passes/tickets purchased elsewhere.

It is our understanding that several departments already sell passes/tickets to their employees. These departments should continue these sales, and initiate the 50%/\$15 discount for employees in facilities in designated urbanized areas, effective immediately. Departments not currently selling transit passes or tickets should initiate a discount sales program for transit passes and tickets in congested commute facilities by the specified target date. Each department has the flexibility to design a pass/ticket distribution system that is feasible in view of its size, distribution of employees, etc. However, each department should have sufficient sales locations to make the program reasonably convenient for affected employees. Departments may want to establish specific dates and times (e.g., 1st and 15th of each month) when employees can purchase their monthly passes or daily tickets.

To help departments with this effort, Caltrans and DPA have identified and contacted the major transit districts that provide transit service within the designated urbanized areas. A survey of these transit districts was conducted to determine if they sell transit passes on a monthly basis and whether or not their programs could accommodate the State's need for the purchase of such passes. The attached listing briefly highlights the pass programs provided by the various transit districts and also includes a contact person for each district. For more detailed information on how to purchase transit passes or tickets, contact the appropriate representative identified on the attached listing.

In addition, several departments have expressed interest in the possibility of a more centralized ticket purchase/distribution process. The Commute Management Office in the Department of General Services has agreed to assess the possible operation and practicality of such systems. DPA is working with the Department of General Services to evaluate the possibility of selling transit passes at centralized locations at various state facilities. Further information regarding this process will be forthcoming.

To provide adequate program control and evaluation data, departments should have employees complete and sign the attached form when they begin to participate in the program. Employees will also be required to sign the sales record portion of the form each time they make a purchase. The form will help ensure that the employees are purchasing passes/tickets for their personal use only. It will also provide initial and on-going data that will be used in DPA's post evaluation of this pilot program. Departments should maintain centralized file(s) of all employees who participate in this pilot program and plan to make them available for DPA review in the Spring of 1990.

To assist departments in promoting this program, DPA has provided a flyer which departments may use to advertise the pilot program to all their eligible employees. We encourage departments to post the flyer(s) where information is normally made available to employees.

If you need further assistance regarding transit passes, you may contact Sydney Miguel at (916) 324-9363 or ATSS 8-454-9363.



Lillian Rowett
Deputy Director

Attachment

EMPLOYEE COMMUTER SURVEY

Collective Bargaining Designation (CBID)

_____	_____
_____	Employee Name
_____	_____
Department/Address	_____

	Home Address

Distance traveled _____
(from home to work, one way)

Frequency of commute:
(each month)

- 15-20 days/month
- 10-14 days/month
- less than 10 days/month

Method of commute:

- Light Rail/BART
- Bus
- Ferry
- Train (e.g., Caltrain)
- Other _____

I have been commuting on public transit since _____.

I certify that my responses to this form are true and correct. I also certify that I am the sole recipient of this pass/token. I further understand that I will be obligated to return any improperly received discount payment and that any purposeful misuse of this program is cause for disciplinary action.

Signature

Date

For office use only:

Record of Purchaser

<u>Commuting Period</u>	<u>Type/amount of ticket/token purchased</u>	<u>Date</u>	<u>Employee Signature</u>
03/89			
04/89			
05/89			
06/89			
07/89			
08/89			
09/89			
10/89			
11/89			
12/89			
01/90			
02/90			
03/90			

TRANSIT DISTRICT PASS PROGRAMS

<u>Company</u>	<u>Contact Person</u>	<u>Telephone #</u>	<u>Literature</u>	<u>Program</u>
Regional Transit (Sacramento)	Kristen Power	(916) 321-2823	Yes	Yes. Monthly passes are distributed to departments, departments pay for passes at the end of the month when unsold passes are returned.
Yolo Bus		(916) 371-2822	None Available	Uses Regional Transit passes. Riders from Davis or Woodland will need a Yolo Zone sticker sold for \$10/month to avoid additional 50¢ charge per trip coming into Sacramento (eastbound over Yolo Causeway).
Alameda-Contra Costa Transit District*	Lori Gonzales	(415) 891-4775	Yes	Yes. Monthly passes are distributed to departments, departments pay for passes at the end of the month when unsold passes are returned.
San Francisco Bay Area Rapid Transit* (BART)	Vicky Jennings	(415) 464-6000	Yes	Yes. 1) High value ticket/pass. No expiration, ticket is used until fare value expired. 2) AC/BART ticket may be purchased twice a month (1st-15th and 16th-31st) in various denominations. Good for unlimited rides on Alameda County (AC) transit system. Tickets/passes may be obtained as follows: <ul style="list-style-type: none"> - Departments pay for a specified number of tickets in advance, unsold tickets sold the following month. - Tickets distributed to departments, departments pay for tickets when unsold tickets returned at the end of the month. - Tickets are distributed to departments and paid with a purchase order.
Central Costa Contra Transit Authority*	Jeffrey Collister	(415) 676-7500	None Available	Yes. Departments pay for a specified number of tickets in advance, unsold tickets sold the following month.
Santa Clara County Transit District*	Sandy Franklin	(408) 299-3713	Yes	Yes. Monthly passes are distributed to departments, departments pay for passes at the end of the month when unsold passes are returned.
Golden Gate Bridge Highway and Transit*	Bob Fugle	(415) 921-5858	Yes	Yes. Tickets are sold in books of 20 with six different zone areas. Departments receive a 4% commission for selling tickets.

San Mateo County Transit District*	Sue Russell	(415) 348-7325	None Available	Yes. Eight types of passes ranging in price from \$6-\$70 are available. Monthly passes are distributed to departments, departments pay for passes at the end of the month when unsold passes are returned.
Long Beach Public Transit Company	Chris Ortega	(213) 591-8753	Yes	Yes. Monthly passes are distributed to departments, departments pay for passes at the end of the month when unsold passes are returned.
Southern California Rapid Transit	Scott Smith Ed Langer	(213) 972-4682	Yes	Yes. Monthly passes are distributed to departments, departments pay for passes at the end of the month when unsold passes are returned. <u>Discount</u> tickets are also available.
Orange County Transit District	Jean Hargrove (consignment)	(714) 638-9000, Ext. 3270/3180/3177	Yes	Yes. Monthly passes are distributed to departments, departments pay for passes at the end of the month when unsold passes are returned or passes are distributed to departments and paid with a purchase order.
San Diego Metropolitan Transit	Beth Lange	(619) 231-1466	None Available	Yes. Monthly passes are distributed to departments, departments pay for passes at the end of the month when unsold passes are returned. SDMT also sells passes on consignment for Chula Vista Transit, National City, County Transit System, The Strand Pointe and Northern County Transit System.
San Diego Trolley, Inc.	Beth Lange	(619) 231-1466	None Available	Passes are sold by San Diego Metropolitan Transit (SDMT). Monthly passes are distributed to departments, departments pay for passes at the end of the month when unsold passes are returned.
*CRAIN AND ASSOCIATES	Linda Aeschliman	(415) 323-8338	Yes	A number of the listed transit companies currently contract for ticket sales through this company. The companies include: Muni, BART, Golden Gate Bridge Highway and Transit, San Mateo County Transit District, Alameda-Contra Costa Transit District, Santa Clara County Transit District, Central Contra Costa Transit Authority, and Caltrain. Minimum ticket order for consignment agreement is \$600. Smaller departments may want to consolidate purchases in order to use Crain and Associates service.
Caltrain	<u>Caltrans</u> Clem Bomar Eric Schatmeier	(415) 557-8996 (415) 557-9029		Tickets may be purchased on consignment from Crain and Associates (see above), by mail from Southern Pacific Ticket Office, or at any Caltrain station.
	<u>Southern Pacific</u> San Francisco Ticket Office	(415) 405-4548		

SAMPLE NOTICE
TRANSIT DISCOUNT PROGRAM

Governor Deukmejian's Executive Order D-73-88 calls for several measures aimed at encouraging State employee use of public transit and vanpools in areas served by congested commute routes. One of the measures involves 50% discounts (to a maximum of \$15) on the purchase of monthly transit passes/tickets in these areas. Following are the key points of the program:

- It covers State employees* who work in facilities served by congested commute routes including this facility, _____ (address) _____.
- Monthly passes/tickets will be sold, as follows:
(Show transit district, discount price, and regular price.)
- The passes/tickets are available for purchase at _____ (indicate sales location) _____.
- They may be purchased _____ (indicate sales times) _____.
- Passes/tickets purchased under this program are for the employee's personal use only.
- Discount transit tickets/passes are available only from your employer. Employees who purchase tickets from transit districts or other outlets at full price will not be entitled to a State discount or rebate on the purchase of such tickets/passes.

To apply, contact _____.

*Employees in Bargaining Units 1 and 9 are not currently covered, since agreements have not been reached with these units.

599.936. Transit and vanpool incentives - nonrepresented employees.

Nonrepresented employees as defined in Section 599.619 who work in facilities served by congested commute routes shall receive the following incentives for commuting to and from work on public transit or in vanpools:

(a) Nonrepresented employees working in facilities served by congested commute routes as identified by the State shall be eligible for a 50% discount on monthly public transit passes sold by State agencies up to a maximum of \$15 per month. This shall not be considered compensation for purposes of retirement contributions.

(b) The State shall establish a pilot program in three facilities served by congested commute routes selected by the Department of Personnel Administration to provide up to 30 minutes per day of compensated travel time for those nonrepresented employees using public transit or State vanpools to commute to work.

(c) The State shall provide \$50 per month to each nonrepresented employee who is the primary driver of a vanpool and works in a facility served by one or more congested commute routes as identified by the State. This shall not be considered compensation for purposes of retirement contributions. The following criteria shall apply to this program:

(d) For the purpose of this rule, a vanpool is a group of seven to fifteen people who commute together in a vehicle (State or non-State) designed to carry that number of passengers. The passengers may be either State or non-State employees, provided that they work at a location served by a congested commute route.

(e) Congested commute routes are those routes identified as such in the Caltrans State Traffic Management Guidelines.

Authority cited: Sections 3517.8 and 19815.4(d) of the Government Code. Reference cited: Section 3517.8 of the Government Code.