

TRANSIT ASSISTANCE PROGRAM

PURPOSE: Clackamas County encourages employees to use alternative modes of transportation such as public transit, carpooling, walking or bicycling. The reasons for this are many: to meet the state DEQ requirements to provide commute options to reduce harmful emissions, relieve road congestion, reduce costs of parking, improve employee health and reduce employee commuting costs. In support of these values, Clackamas County will offer a transit subsidy.

SCOPE: This policy applies to all benefits eligible (regular full-time and part-time) employees. Participants in the transportation program pledge to use the Tri-Met pass or tickets primarily for their own transportation to and from work.

POLICY STATEMENT: The transit assistance program will provide employees with a fifty percent (50%) subsidy on the purchase of a monthly all-zone Tri-Met pass or the option of one or two 10-ticket books of two-hour tickets. This program may be reviewed at any time for continuation, expansion or change. The County reserves the right to modify or terminate this program.

PARTICIPATION

Clackamas County will pay fifty percent of the cost of a monthly all-zone Tri-Met pass or the option of one or two 10-ticket books of two-hour tickets. Employees will pay the balance through a pre-tax payroll deduction. Participating employees must complete a payroll deduction authorization form prior to participating in the program.

Deductions will be taken on the second paycheck of the month for passes/tickets effective the next month (i.e., payroll deduction in September will be used to purchase a pass or book of tickets for the month of October). Transit passes/tickets will be mailed each month to the address specified on the payroll deduction authorization form.

Employees may begin or end their participation in the program at any time by submitting a completed cancellation form with a minimum of six weeks advance notice.

EMERGENCY RIDE HOME PROGRAM

Employees who use public transit, ride a bike, carpool, vanpool or walk for commuting to work and who work and live within the Tri-Met service district, are eligible for an emergency ride home. Tri-Met will pay for a taxi to take the employee home if they need to leave work unexpectedly for an emergency. Emergency Ride Home (ERH) vouchers are available from the Department of Employee Services and from [work-site ERH coordinators](#). Tri-Met's authorized reasons for using their Emergency Ride Home Program are:

- Employee's own illness that cannot wait for normal ride home. A family member is seriously ill, involved in serious accident or has died. A close family member is defined as:
 - Employee's Children
 - Spouse or Domestic Partner
 - Parents/Guardian
 - Siblings
- A serious problem or crisis arises. For example:
 - School or daycare notifies the employee that a problem exists that requires their immediate attention.
 - Damage to home or property
- The driver of the carpool or vanpool has to leave early to address an emergency, leaving the employee without a ride home.

Emergency Ride Home vouchers are not available for the following conditions:

1. Attending to personal errands
2. Attending medical and dental appointments
3. Business-related travel
4. Natural disasters (e.g. earthquake or flood)
5. Employee's on-the-job injuries

DISQUALIFICATION/VIOLATIONS

This program relies heavily on the honor system. Reported violations will be investigated and violators will be subject to disqualification from further participation in the program.

INTERNET LINKS

Program Participation and Payroll Authorization Form

(<http://www.clackamas.us/wellness/documents/transitpasspayrolldeductionform.pdf>)

Program Cancellation Form

(<http://www.clackamas.us/wellness/documents/transitpasspayrolldeductionchangeorcancellation.pdf>)

County Ordinance (<http://www.clackamas.us/code/documents/title2.pdf>)