



# Rideshare Incentive Program Claim Form

Month/Year: \_\_\_\_\_

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Miles from home to work (round trip): \_\_\_\_\_

Carpool Partner(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Enter one of the letter codes listed below into the grid for each corresponding day:

C = Carpool      W = Walk      B = Bicycle      P = Bus/Train      V = Vanpool

Week #	Dates	Monday	Tuesday	Wednesday	Thursday	Friday
1						
2						
3						
4						
5						

I certify that this information is correct and that at least 70% of the commute distance was in conformance with program requirements.

This form is due by the 10<sup>th</sup> of each month for the previous month. Keep a copy of this form for yourself and send the original to the ETC at the Campus Safety Office. Public transportation users must attach a copy of proof of payment for bus and/or train passes.

See back of form for instructions and eligibility rules.

\_\_\_\_\_  
Participant Signature

\_\_\_\_\_  
Date

**Instructions:**

Enter a “C” for Carpool, “W” for Walk, “B” for Bicycle, “P” Bus/Train, or “V” for Vanpool, for each corresponding day on the grid. *Leave non-work days and drive-alone days blank.*

**Example Scenario:**

This participant walked to work on October 4<sup>th</sup> and 17<sup>th</sup>, carpooled every Thursday of the month, and took the bus on October 21<sup>st</sup> and 25<sup>th</sup>.

<b>Week #</b>	<b>Dates</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>
<b>1</b>	10/3 – 10/7/16		W		C	
<b>2</b>	10/10 – 10/14/16				C	
<b>3</b>	10/17 – 10/21/16	W			C	P
<b>4</b>	10/24-10/28/16		P		C	
<b>5</b>	10/31/16					

**Points Program:**

Points are tallied monthly. Participants earn 1 point per day for carpooling/vanpooling and 3 points per day for walking, cycling, or taking the bus/train. In the example above, the participant earned 16 points for the month.

**Eligibility Rules:**

Employees must be COC employees who carpool, ride the bus/train, bicycle, or walk to work at least eight (8) days per month. Carpools must consist of two or more riders who are all College of the Canyons employees and travel at least 70% of their commute together.

**NOTE: Participants utilizing public transportation must provide proof of payment for bus/train passes.**