

**SALT LAKE COUNTY
COUNTY-WIDE POLICY ON
TRIP REDUCTION**

Purpose -

The policy of Salt Lake County and the State of Utah is to encourage and support transportation modes and ridesharing programs that reduce the number of vehicle miles traveled, thereby reducing gasoline consumption and protecting the environment.

Reference -

Title 72, Chapter 12, Utah Code Annotated.
Salt Lake County Human Resources Policy & Procedure #5702, *Standards of Conduct*
Salt Lake County Human Resources Policy & Procedure #5615, *Telecommuting*
Salt Lake Countywide Policy & Procedure #1350, *Vehicles*

1.0 Definitions

- 1.1 Vanpool- A mode of prearranged commuter transportation of a fixed group of 4-15 employees and children of employees, including the employee driver, between home and work, or termini and who are provided an incentive to participate.
- 1.2 Vanpool Vehicle-Any vans leased by Salt Lake County pursuant to its trip reduction program and any other vehicles designated by Salt Lake County for vanpooling.
- 1.3 Public Transit - transportation systems available to the public such as buses, light rail, and commuter rail.

2.0 Vanpool Procedure

- 2.1 Employees, including temporary hires, but excluding contractors, are eligible to participate in the vanpool program.
- 2.2 The vanpool coordinator compiles a list and records the names of all employees who wish to participate in the vanpool program. Program enrollment is taken on a first-come first-serve basis.
- 2.3 Employees wanting to start a vanpool must receive approval from the Trip Reduction Program Manager who will work with Mayor's Finance regarding budget and with the rideshare operator for an available lease.
- 2.4 Children of employees will be allowed to participate in the vanpool provided the employee participates and pays the normal monthly fee for both the employee and the dependent child. The employee shall be solely responsible for ensuring compliance with seat belt or car/booster seat requirements for their children, in accordance with applicable standards and Utah State law.
- 2.5 Employees desiring to participate in the rideshare program shall enroll by entering into a trip reduction agreement with the rideshare operator and setting up the appropriate payment arrangement with the vanpool coordinator.

- 2.6 Once enrolled, participants of an individual van will be responsible to work together to ensure that monthly minimum ridership is met for each van.
- 2.7 Participants are responsible for the maintenance of the van. This includes filling the van with gas, regular oil changes, rotation of tires, and other maintenance needs per the rideshare operator's schedule. Maintenance costs will be paid for by the rideshare operator.
- 2.8 Monthly rideshare fees are automatically deducted from participants' pay checks through the county's payroll deduction program.
 - 2.8.1 All monies received by the trip reduction program coordinator will be deposited in an account designated as the vanpool account by Salt Lake County Mayor's Finance.
- 2.9 Participants wishing to terminate their enrollment in the vanpool program shall notify the trip reduction program. The participant(s) will forfeit any unused portion of their monthly fee(s). No refunds will be given unless the program is at fault.
- 2.10 The Trip Reduction Program Manager reserves the right to refuse participation in the vanpools to any employee with cause.

3.0 Vanpool Drivers/Riders

- 3.1 Each vanpool will have a designated driver and back-up driver(s). The participants in each vanpool are to cooperate to designate the drivers. The trip reduction program manager may make changes to driver assignments at any time.
 - 3.1.1 The rideshare operator must approve all vanpool drivers.
- 3.2 The participants in each vanpool are to cooperate to determine routes and stops with final approval from the trip reduction program manager.
- 3.3 All vanpool drivers are required to complete the National Safety Council's on-line defensive driving course, or a substitute course approved by Risk Management, at least once every two years in accordance with Countywide Policy & Procedure #1350, Vehicles, paragraph 19.4.1.
- 3.4 Participation by drivers/riders in the trip reduction/vanpool program is not to be considered driving in the course of their employment.
- 3.5 Salt Lake County is not liable for injury to passengers or others in result of the operation of vehicles in the trip reduction program. In addition, section 34A-2-401 Utah Code annotated, 1953 as amended, does not apply to persons injured while participating.
- 3.6 Seatbelt use is required of all vanpool participants, in accordance with Utah State law. Non-compliance may lead to forfeiture of participation and termination of ridership privileges.

- 3.7 Vanpool drivers are required to comply with Salt Lake County Human Resources Policy and Procedure, #5702, *Standards of Conduct*.

4.0 Vanpool Accident Procedure

- 4.1 When any Salt Lake County leased van is involved in an accident, the following must occur:
- 4.1.1 The vanpool driver involved in the accident shall notify the rideshare operator and the vanpool trip reduction manager immediately of the accident.
 - 4.1.2 The vanpool coordinator will assist the vanpool driver in filling out accident report forms. The vanpool coordinator will assist the vanpool driver in all reporting requirements prescribed by the rideshare operator.

5.0 Vanpool Authorized Use

- 5.1 Vans may be used outside the normal commuting hours for up to a maximum of 50 miles per month, per van.

6.0 Monthly Public Transit Pass

- 6.1 The County may offer employees, including temporary hires, but excluding contractors, a subsidized monthly transit pass.
- 6.2 Employees desiring to obtain a subsidized pass shall enroll by submitting a payroll deduction form through the trip reduction program coordinator.
- 6.3 The employee's share of monthly transit pass fees are automatically deducted from the employee's paychecks through the County's payroll deduction program.
- 6.4 When starting the trip reduction program, employee's may purchase a pass through the trip reduction coordinator.
- 6.4.1 All monies received by the trip reduction program coordinator will be deposited in an account designated as the trip reduction program account by the Salt Lake County Mayor's Finance.
- 6.5 Transit passes purchased by employees under this policy are non-transferrable.
- 6.6 Participants wishing to terminate their enrollment in the monthly transit pass program shall notify the trip reduction program coordinator.
- 6.6.1 Notice must be given no later than the first day of the month, one-month prior to termination. The participant(s) will forfeit any unused portion of their monthly fee(s). No refunds will be given unless the program is at fault.

7.0 Liability

- 7.1 Transportation to and from work under this policy does not constitute an employer/employee relationship. Any injuries that may occur during transit are not compensable under worker's compensation.

APPROVED and PASSED this 22 day of May, 2018.

SALT LAKE COUNTY
COUNCIL

Aimee Winder Newton
Aimee Winder Newton, Chair

ATTEST:

Sherrie Swensen
Sherrie Swensen, County Clerk

APPROVED AS TO FORM:

Diane R. Orcutt 5/17/18
District Attorney's Office Date