



# TRIP REDUCTION INCENTIVE PROGRAM (TRIP)

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## Exhibit 1

### City of San Luis Obispo – TRIP Reduction Incentive Program (TRIP)

#### **PURPOSE**

The Trip Reduction Incentive Program (TRIP) is a voluntary program for the City's workforce, with the following objectives:

- Support achievement of long-term goals of the General Plan, Active Transportation Plan, and Climate Action Plan of reducing traffic levels, reducing greenhouse gas emissions, and preserving the environment and the quality of life in San Luis Obispo.
- "Lead by Example" by incentivizing sustainable transportation methods that could be adopted by other public and private-sector employers to achieve similar results throughout the community.
- Encourage employees to use sustainable transportation to travel to and from work or reduce the number of work trips, thereby incrementally reducing the use of motor vehicles and associated climate pollution.

This program identifies a variety of potential benefits to City employees who use sustainable transportation to travel to and from work.

#### **INCREASED TIME OFF**

##### **Eligibility**

All regular and limited-term contract City employees.

##### **Incentive**

Employees who use sustainable transportation to travel to and from work will be eligible for increased time off as follows:

- Employees who use alternative transportation at least one (1) day per work week throughout a calendar year (average weekly use) will receive four (4) hours of additional paid vacation.
- Employees who use alternative transportation at least two (2) days per work week throughout a calendar year (average weekly use) will receive eight (8) hours of additional paid vacation.
- Employees who use alternative transportation at least three (3) days per work week throughout a calendar year (average weekly use) will receive twelve (12) hours of additional paid vacation.
- Employees who use alternative transportation at least four (4) days per work week throughout a calendar year (average weekly use) will receive sixteen (16) hours of additional paid vacation.
- 56-hour workweek employees will receive additional paid vacation time based on the percentage of days they use alternative transportation.

##### **Procedures**

To participate in this program, interested employees must do the following:

- Enroll in the Commuter Club via iRideshare.org.
- Use sustainable transportation and log your trips on the iRideshare.org website throughout the program year.

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- By the end of the first pay period in January of each year, submit the certification form linked below and attach a report from iRideshare.org showing the days sustainable transportation was used during the program year. The supervisor will verify participation.

The Human Resources Department will notify Payroll of the employees who have earned increased time off. Additional paid vacation hours will appear on the last paycheck in January. If an employee begins work for the City part way through the program year, they will be eligible for a prorated amount of paid vacation hours based on the number of full months they participated. If an employee separates from City employment prior to issuance of the last paycheck in January, they will not be eligible for any amount of increased time off. This program is designed to provide the eligible employee vacation hours to be used starting in the calendar year following program participation.

Certification Forms: [TRIP Program: Increased Time Off Form](#)

#### **Definitions**

- **Sustainable transportation:** Riding the bus, riding a bicycle, walking, ridesharing (vanpools or carpools), other forms of active transportation, regional electric transportation and/or a combination of these modes of transportation. Carpooling/vanpooling does not have to be with another City employee. Remote work and compressed work schedules are not considered sustainable transportation for the purpose of this policy.
- **Regional electric transportation:** Driving a battery electric vehicle where the commute's origin point begins outside San Luis Obispo city limits. Hybrid and plug-in hybrid vehicles are not considered regional electric transportation for the purpose of this policy.

## **GUARANTEED RIDE HOME**

### **Purpose**

In cases of personal emergencies or unplanned (but approved) changes in work schedules, City employees who use sustainable transportation to travel to and from work will have access to a guaranteed ride home through iRideshare.org, or may also use a City-owned passenger vehicle to get home. This program is also available to members of carpools when designated drivers must unexpectedly leave work and other pool members may find themselves without a ride. This program is not available to employees who must leave work early to attend a scheduled appointment or other planned engagement. The purpose is to provide peace of mind to employees who use sustainable transportation that, if an emergency does occur while they are at work, they will have available transportation to return home quickly.

### **Eligibility**

All regular and contract City employees who use sustainable transportation are eligible to participate.

### **Procedures**

If an employee must leave work during normal business hours, or extend their workday beyond normal business hours due to an unplanned but approved work schedule change, the following steps should be taken:

1. The employee tells their supervisor that they need to leave work or work beyond their regular schedule, and the reason. If needed, the employee may request help with transportation.
2. The employee may use one of the following options:
  - a. Arrange for a ride-sharing service or public transportation.
  - b. Request a ride from another employee.
  - c. Use a City-owned passenger vehicle (More information below).

### **Use of Vehicles**

City-owned passenger vehicles are normally available at each work site, but the employee is responsible for checking their availability.

- City-owned passenger vehicles available for this program shall be:
  - Used only for trips to and from the employee's home and work site and not for personal use.
  - Operated only by an employee with a valid California Driver's License.
  - Returned to City operation as soon as possible.
    - If employee is unable to promptly return the vehicle, the City may arrange for the vehicle to be retrieved from employee's home. Employee shall ensure access and keys to the vehicle for this purpose.
- Used in compliance with the City's Vehicle Use Policy.
- At no point shall an employee, while in the possession of a City vehicle pursuant to this program, consume or be under the influence of alcohol, drugs, or medication not prescribed by a medical professional.

## **OTHER ACTIVITIES**

## Exhibit 1

### City of San Luis Obispo – TRIP Reduction Incentive Program (TRIP)

In addition to the incentive portion of this program, the City encourages use of sustainable transportation and reduction of work commute trips in the following ways:

- Compressed Work Schedules:
  - With supervisor approval and based on operational need, City employees may work a compressed work schedule, such as a 09/80 or a 4/10, that reduces their quantity of workdays per pay period, therefore reducing the number of trips taken to and from work. Please refer to the Compressed Work Schedule guidelines for more information.
- Telework
  - With supervisor approval, remote work from a location other than the employee's primary City work site may be available for certain positions. Please refer to the Telework Policy for more information.
- Free rides on City busses using a Downtown Access Pass. Contact the Transit division at 805.781.7012 or [slotransit@slocity.org](mailto:slotransit@slocity.org) for more information.
- Bike parking at City work sites where feasible.
- Commute programs and services through SLO Regional Rideshare, including:
  - Vanpools
  - Carpool Ride Match
  - Guaranteed ride home
  - Various other innovative transportation solutions
- The City owns Hybrid and Electric Vehicles that City employees may use for City business.
- The City also encourages the personal purchase and use of Electric Vehicles (EV's) by City employees. Information about rebates and tax credits for electric vehicles is available at <https://ev.3ce.org/>.
- The City owns electric bicycles that City employees may use for City business.

For more information about these programs, visit [www.rideshare.org](http://www.rideshare.org)

### **QUESTIONS**

Contact the Human Resources office at 805.781.7250 or the Active Transportation Manager in Public Works at 805.781.7590.

Exhibit 1

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**APPROVAL AUTHORITY:** The City Council has delegated authority to the City Manager for administrative updates to this program.

Responsible Department(s): Human Resources and Administration

Approved By: City Council

Date Adopted: May 1997 (trail program), February 2002 (ongoing program)

Date Revised: October 15, 2024

For questions regarding this policy or to discuss a particular situation, please contact the Human Resources Department at (805) 781-7250.