



AUHR 10.03 TRIP REDUCTION INCENTIVE PROGRAM (TRIP)

Purpose

The Auditor's Office is dedicated to encouraging employees to use alternative modes of transportation such as walking, biking, transit and carpool to relieve road congestion, reduce harmful emissions and improve employee health. The City of Portland's TRIP program is designed to give employees incentives to choose alternatives to single occupant vehicle commuting. Program components include:

- City pays \$50 towards each monthly TriMet or C-TRAN Pass or \$600 for an annual option. Monthly payroll deduction from pre-tax income covers the employee share
- For the annual option for ordering TriMet or C-TRAN passes, deductions from pre-tax income covers the employee share from the first paycheck in April and the first paycheck in May.
- \$50 off carpool or vanpool parking at downtown parking locations
- \$50 of additional (taxable) monthly income for walk commuters
- \$50 of additional (taxable) monthly income for bike commuters.
- Emergency ride home: a free taxi ride (if the participant takes the bus, train, carpool, bikes or walks to work) in cases of emergency.

Participants in the TRIP program pledge to get to work 80 percent of the time by bus, MAX, carpool, walking or biking. A typical full-time employee would use the alternative mode of transportation 16 days per month.

The City offers this incentive program to employees at its discretion and may modify or terminate this program at any time. The Portland Bureau of Transportation, Active Transportation Division is responsible for the program administration and the Bureau of Human Resources, HR and Payroll Services, is responsible for the financial processing.

Eligibility

All benefits eligible employees may participate in the TRIP Program. Employees may sign up for the TRIP program prior to a benefits eligibility date for purposes of affecting participation upon eligibility. Employees may only take advantage of one incentive each month.

Employees are not eligible for the transit pass incentive if they drive to a neighborhood street or undesignated parking area and use TriMet or C-TRAN as a shuttle service. If an employee wants to combine different alternative modes of transportation during each month (bike, carpool, bus and walk), they are still eligible for either the transit pass, carpool, bike or walk incentive provided they do not drive alone on more than 20 percent of their work days.

Tri-Met Passes

The City of Portland will pay \$50 per month towards an employee's TriMet pass or \$600 for the annual option. Employees use pre-tax income to pay the balance and have the pass mailed to them automatically each month. Employees may also be eligible for the transit pass incentive if they drive to a TriMet Park and Ride Lot and take a bus or train to work.

Participants have two options:

1. **Annual Pass:** During April and May, employees may pay their share of a year's pass using pre-tax income with two deductions for the entire year. This option has the added benefit of receiving one-month free travel and locking in the current fares.
2. **Monthly Payroll Deduction:** This option allows employees to pay for TriMet monthly passes using pre-tax income. Payroll will deduct the amount the employee owes TriMet for the pass (plus an administrative fee to be set annually) from the second paycheck of each month.

Changing or canceling a pass deduction: When an employee wishes to make changes to a transit pass payroll deduction, they must do so via the [SAP CityLink Portal](#). It takes approximately six weeks for these changes to be processed. Employees may also make changes to their zone pass or mailing address via the [SAP CityLink Portal](#).

C-TRAN

The City of Portland will pay \$50 per month towards an employee's C-TRAN pass or \$600 for the annual option. Employees use pre-tax income to pay the balance and have the pass mailed to them automatically each month. Employees may also be eligible for the transit pass incentive if they drive to a C-TRAN Park and Ride Lot and take a bus or train to work.

Participants have two options:

1. **Annual Pass:** During April and May, employees may pay their share of a year's passes using pre-tax income with two deductions for the entire

year. This option has the added benefit of receiving on-month free travel and locking in the current fares.

2. **Monthly payroll Deduction:** This option allows employees to pay for C-TRAN monthly passes using pre-tax income. Payroll will deduct the amount the employee owes C-TRAN for the pass (plus an administrative fee to be set annually) from the second paycheck of each month.

Employees who enroll via the [SAP CityLink Portal](#) can have a C-TRAN pass mailed to them automatically each month.

Columbia County Rider

The City of Portland will pay \$50 per month towards the purchase of a Columbia County Rider transit pass. Employees pay the balance of the pass by sending a personal check along with a \$50 Columbia County Rider TransitCheck, available from the City's TRIP Coordinator, to Columbia County Rider.

CarpoolCheck

The Carpool option allows City employees to use a \$50 CarpoolCheck towards a monthly parking fee at specific parking facilities. Monthly fees and availability will vary. Contact your timekeeper or bureau designated transportation coordinator for more information.

Participants have a choice of two options:

1. **Parking facilities where the City of Portland has a discounted carpool program.** This program gives additional discounts toward parking charges for carpoolers in selected garages and on street locations. Each month the employee sends in a CarpoolCheck with the employee's share of monthly parking charge. Contact PBOT Parking Control (503) 823-6841 to enroll.
2. **Parking facilities where there is a regular monthly commuter rate.** Each month employees can apply their \$50 CarpoolCheck towards the monthly parking charge. Contact PBOT Options (503) 823-6051 to enroll.

Employees may combine CarpoolChecks with other city employees to further reduce the parking fee. CarpoolChecks cannot be redeemed for cash.

Carpoolers must comply with the carpool parking permit policies and procedures for the carpool parking program option selected. These policies outline where carpoolers can park with their permits, the cost of parking, how many people qualify as a "carpool," etc.

Carpool Option Rules and Procedures

Eligibility Requirements

1. Employees must carpool with at least one other person at least four days a week, both ways to and from work.
2. Other carpool members need not be City employees, but they must work or go to school within the boundary indicated on the Carpool Zone Map.

Verification

1. The Bureau of Transportation will verify information on carpool applications. Inaccurate applications will be denied and all carpoolers listed on the inaccurate application will be ineligible of participation in the TRIP program for one year.
2. The Bureau of Transportation will periodically contact carpoolers to determine authenticity.
3. Information regarding carpool members' addresses, phone numbers, and work locations must be kept current and updated by completing a new carpool application form.
4. Should a carpool member take a leave of absence for a period greater than four weeks, it is the responsibility of the other carpoolers to find another qualified participant and complete a new carpool application form.

Bike & Walk Bucks

Bike shall mean any non-motorized, pedal-operated vehicle or an electric assisted bicycle with both fully operative pedals for human propulsion, electric motor with power output of no more than 1,000 watts, and a maximum speed that does not exceed 20 mph on level ground.

Walk shall mean the unassisted travel of a person by foot or use of a wheelchair by a disabled employee.

City employees are eligible for [Bike and Walk Bucks](#) after they have biked or walked to work at least 80 percent of their scheduled workdays in any one month. City employees who use other forms of non-motorized transportation such as skateboards & skates are also eligible.

A participant is not eligible for Bike and Walk Bucks if they drive or ride in a car, van, or truck for any part of their bike and walk commute days. If a participant uses transit in combination with bike commuting or walking, the employee is still eligible for this benefit; however, the employee cannot also receive a transit pass

subsidy.

Participants will receive \$50 for each month they bike or walk to work at least 80 percent of the time to be added to their paychecks on a quarterly basis. Sick and vacation days are not counted against the participant. The last workdays of March, June, September and December are the quarterly deadlines for the completed Bike & Walk Bucks City of Portland Employee Commute Certificate to be submitted to Payroll in order to receive the benefit amount in the second paycheck of the following month.

If employees wish to be reminded of the quarterly deadlines, they can contact Transportation to be included on an email reminder list. The \$50 is considered taxable income under the Federal IRS Code for all incentives.

Emergency Ride Home Program

For employees who carpool, use transit, walk, skateboard, skate or bike to work, TriMet will pay for a taxi to take them home if they need to leave work unexpectedly due to an emergency.

Authorized reasons for using Emergency Ride Home Program are:

1. The employee cannot take transit, walk or bike home because they are ill;
or
2. A close family member is seriously ill, has been in an accident, or died. A close family member is a parent, sibling, spouse, domestic partner, child, or guardian; or
3. A serious problem or crisis arises such as damage to home or preperty, or a problem at school or daycare that requires immediate attention; or
4. The driver of the carpool or vanpool has to leave early to address an emergency and other riders are stranded.

Emergency ride home rules and vouchers are available from timekeepers and designated transportation coordinators.

How to Sign Up for TRIP

Participants may sign up for the TRIP Program by using the [SAP CityLink Portal](#).

Employee Changes

If an employee wishes to make changes to a transit pass payroll deduction for long vacations, leaves or retirement, they must do so via the [SAP CityLink Portal](#) ahead of time.

Deadlines for Changes

Please allow approximately six weeks for changes to take effect.

Administration

Administrator shall mean the City of Portland Transportation Options Division Manager, or designee, within the Bureau of Transportation. The administrator is responsible for the general operation of this rule and shall have the authority to decide all questions arising in connection with the administration, interpretation, and application of this rule, and shall take all actions and make all the decisions that are necessary to carry out the provisions of this rule, including but not limited to:

1. Determining an employee's eligibility to participate in the plan;
2. Promulgating rules of procedure and keeping records necessary for the proper and efficient administration of this rule;
3. Furnishing the City Council and participants with information they may require;
4. Engaging the services of such agents as the administrator may deem advisable to assist in the performance of the administrator's duties;

All applicable reporting and disclosure requirements including the filing of any required income tax returns and engaging the services of agents to assist with reporting and disclosure requirements.

Disqualification/Violations

This program relies heavily on the honor system. Reported violations will be investigated and violators will be subject to disqualification and/or disciplinary action.

Contact Information

Questions or comments about TRIP rules and eligibility should be directed to Bureau of Transportation 503-823-6051, Building 106, Room 800.

Human Resources Rule Information and History

Questions about this administrative rule may be directed to the [Management Services Division](#) of the Auditor's Office.

Adopted by the City Auditor December 11, 2017.

Adapted from City of Portland Human Resources Administrative Rule 10.03 TRIP Reduction Incentive Program.

Adopted by Council March 6, 2002, Ordinance No. 176302.

Last revised April 25, 2016.