



ANDREW LAMBERTO
Director of Human Resources

COUNTY OF SAN BERNARDINO

Human Resources Department
Commuter Services
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December 01, 2011

Dear Parking Permit Holder,

Thank you for participating in the County’s Employee Commute Reduction Program. It’s time to renew your Carpool Parking Permit, which will expire on December 31, 2011. If you wish to continue your participation in the program, you and each *County-employed* carpool member must do the following:

- (1) Read the enclosed Carpool Parking Policy
- (2) Complete, sign, and promptly submit the enclosed application to Commuter Services at IOM 0178, e-mail commuterservices@sbcountry.gov or fax (909) 387-9641
- (3) Track your rideshare participation an average of eight days per month (monthly rideshare tracking)

Please note: Current permit holders are required to track rideshare activity for continued eligibility in the Carpool Parking Program. The rideshare tracking history of the members of your carpool may affect your eligibility to renew.

Rideshare tracking may be submitted using the online rideshare tracking tool at http://countyline.sbcountry.gov/commuterservices/rideshare_tracking.asp. You may also complete the Rideshare Tracking Form located at http://countyline/commuterservices/rideshare_tracking_calendar.asp. To maintain your eligibility for other rideshare incentives offered throughout the year, Commuter Services must receive your monthly tracking form by the first Friday following the month being tracked.

Permit issuance is limited to County of San Bernardino employees. As outlined in the Carpool Parking Policy, one permit will be issued for carpools consisting of two County employees and a maximum of two permits will be issued for a carpool of three or more County employees. **Please note:** children or individuals attending school are not eligible carpool members for the purpose of this program.

The carpool parking permit will be issued to the designated primary permit holder and, if applicable, the designated secondary permit holder. Permits should be shared among all other subsequent members of the carpool as necessary to facilitate driving rotations. The primary permit holder is responsible for coordinating the permit exchange and rotation time frames.

If you have any questions, feel free to contact Adriana Torrez via e-mail at atorrez@hr.sbcountry.gov or phone (909) 387-9640 and she will be happy to assist you.

Sincerely,

Keisha Butler
Employee Benefits Manager
HR - Commuter Services
kbutler@hr.sbcountry.gov

The mission of the government of the County of San Bernardino is to satisfy its customers by providing service that promotes the health, safety, well being, and quality of life of its residents according to the County Charter, general laws, and the will of the people it serves.