

# Rideshare Review

*A bimonthly publication from Capitol Rideshare*

September/October 2020



## Valley Metro transit card renewal is complete

*New Platinum Passes were mailed to employees during September*

Arizona Department of Administration (ADOA) staff completed the renewal process for the new Platinum Pass transit cards for State of Arizona employees. All transit cards have a fixed four-year life cycle, regardless of when the employee signs up to receive a card. The new Platinum Passes expire September 30, 2024.

Employees who had used their pass in the preceding 12 months should have received a new Platinum Pass in September. The new passes were mailed to your home address. If you did not receive a pass, please reach out to your human resources (HR) staff. Provide them with your EIN so they can check the status of your card and let you know whether you were issued a new card. If you did not receive a new pass, please [complete the application](#) (available on the Capitol Rideshare website) and return it to your human resources department. Please note: Capitol Rideshare staff cannot process the Platinum Pass applications (this is a payroll function). Capitol Rideshare staff also cannot cancel a transit card. You may apply for a new pass in October.

## Valley Metro service and information updates

Beginning Monday, October 26, service changes are taking place in the East Valley with the following routes impacted: Rt. 62 - Hardy Drive; Rt. 108 - Elliot Rd/48th Street; Tempe Orbit Earth. For more information on these changes, visit [valleymetro.org/october-2020-service-changes](http://valleymetro.org/october-2020-service-changes).

Because of construction projects taking place in downtown Phoenix, there are additional long-term detours going into effect on October 26. For information about these long-term detours, please be sure to visit [valleymetro.org/pop](http://valleymetro.org/pop).

Reminder: Valley Metro is [requiring all riders to wear face coverings](#) on all public transit services: bus, light rail, paratransit, Dial-a-Ride and vanpools. This includes on-board vehicles and at stops, stations and transit centers. Children under the age of two should not wear face coverings, as well as those with medical conditions preventing them from wearing masks.

For all service updates related to COVID-19, please visit [valleymetro.org/COVID19](http://valleymetro.org/COVID19)

### Contact:

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## Staff has resumed issuing carpool parking permits and renewals

In March, many state employees were sent to work from home in response to Governor Doug Ducey's Stay Home, Stay Healthy, Stay Connected executive orders issued in an effort to slow the spread of COVID-19. Because of the COVID-19 restrictions and the fact that nearly 60 percent of employees were working from home, Capitol Rideshare delayed the FY21 carpool parking permit renewal through September. Capitol Rideshare staff asked agency travel reduction coordinators to work with their facilities maintenance teams to suspend parking permit enforcement of expired stickers until the renewal process resumed in October (employees were required to display the expired placard to use designated carpool parking). This allowed additional time for processing renewals and delivering the 2021 permit stickers to agency travel reduction coordinators for distribution to employees who are seeking to renew their permits. Agency travel reduction coordinators have reviewed their respective agencies' renewal list and have reached out to determine which employees need to renew. If you have not heard from your coordinator and you need to renew, please email your agency coordinator (or email [RideshareHelp@azdoa.gov](mailto:RideshareHelp@azdoa.gov) to find out who your coordinator is).

Likewise, Capitol Rideshare has resumed issuing new parking permits for drivers who carpool at least three days per week. This permit allows parking in reserved Capitol Rideshare spaces on the days that the driver carpools. To learn more about obtaining the Capitol Rideshare carpool parking permit, visit the [carpool section](#) at the Capitol Rideshare website.

### **Emergency Ride Home: Register now for Commuter Club Powered by RideAmigos to receive this benefit—don't wait for an emergency!**

Though many state employees are teleworking, thousands of employees continue to commute to the office. This includes employees who carpool and use transit. Employees who use an alternate mode at least twice per week—carpool, transit, telework, compressed work week, electric vehicle, biking or walking—are eligible for free membership in Commuter Club. The primary benefit of Commuter Club is to offer employees who use alternate modes of transportation a free emergency ride home (ERH), up to twice per fiscal year, for unexpected emergencies. Examples of qualifying emergencies include medical emergency, family emergency or the commuter's carpool driver unexpectedly left early. ERH will return the employee to their car or their home. **Please note: you must have a Lyft account to self-dispatch the ERH;** Capitol Rideshare provides a voucher credit to pay for up to \$50 for an emergency ride (this will not cover a driver tip). For more information regarding the Commuter Club and Emergency Ride Home Program, be sure visit the [Commuter Club page](#) on the Capitol Rideshare website.

Have a Commuter Club account and want to know how to use this service? Follow the [link to watch a quick tutorial video](#) for self dispatching an emergency ride home.

### **Please do NOT use this service if you have COVID-19 symptoms**

For employees who suspect they may have COVID-19 or have symptoms: please do not use the Emergency Ride Home service. Please seek an alternative ride home (i.e., a member of your household). Lyft put restrictions in place on the use of its service in response to the COVID-19 crisis. When booking a ride in the app, the restrictions appear in a pop-up screen. Riders must agree to the rules prior to booking a ride. This includes refraining from booking if you have COVID-19 or suspect you have it; wear a face covering; keep the vehicle (and your hands) clean; ride in the back seat only; and open your window (when possible). Lyft has information and resources available online regarding its [Health Safety Program](#) for drivers and riders.

# Congratulations to our RideAmigos contest winners!

Capitol Rideshare launched the RideAmigos monthly contests this summer—and employees are logging trips, earning points and redeeming the points to enter contests to win prizes! Below are the users who were randomly selected via the RideAmigos gamification module.

Members of [Commuter Club](#) are eligible to join the fun and start redeeming their points for the chance to win a gift card! Here's how it works:

1. Log your alternate modes and collect your points.
2. Once you have at least 100 points, scroll to the bottom of your dashboard to your My Rewards section. Click on RideAmigos Sign Up and Trip Logging Points.
3. Under your points total, click on Show Details and Inventory.
4. The dashboard expands to show you the awards available to you and the points required to enter the drawing.
5. Click on the drawing you wish to enter. If you have the points available, you can redeem points for up to three entries. Example: If you have a points balance of 300 and each entry is 100 points, you can redeem the balance of your points for three drawing entries.

Start redeeming your points today—and if you haven't started logging your trips, get started! You can log previous trips up to 30 days! **If you need help learning how to log trips, please visit the FAQs linked on [Capitol Rideshare's RideAmigos information page](#).**

August winners	Agency
Melanie Lam	Dept. of Economic Security
Rosalind Ricks	Dept. of Economic Security
Nicole Kelsheimer	Dept. of Education
Nidhi Krishna	AHCCCS
Samantha Maynard	Dept. of Economic Security
Dean Johnson	Governor's Office
Linda Heberling	Attorney General's Office
Stephanie Chambers	Board of Nursing
Chris Feasel	Attorney General's Office
Jakob Trierweiler	Court of Appeals
Shelley Coriell	Historical Society
Jean Langston	ASRS
Cynthia Leppell	AHCCCS
Terrence Follmer	Dept. of Economic Security
Alicia Floyd	Dept. of Health Services
Marta Raiford	ADOT
Tammy Warren	AHCCCS
Danyelle Harris	Dept. of Economic Security
Christina Weber	Dept. of Economic Security
Darrel Hugli	Dept. of Education

September winners	Agency
Steve Becker	Dept. of Health Services
Nicole Kelsheimer	Dept. of Education
Christina Weber	Dept. of Economic Security
Nidhi Krishna	AHCCCS
Alicia Floyd	Dept. of Health Services
Mary Hernandez-Navarrette	Dept. of Economic Security
Elisa Koler	Dept. of Education
Sandra Tiller	Dept. of Economic Security
Mark Welsh	AHCCCS
Cody McDaniel	Dept. of Economic Security
Joseph Callahan	Supreme Court
Brenda Vanderwerp	Dept. of Education
Chris Feasel	Attorney General's Office
Jennifer Goetzke	Dept. of Economic Security
Terrence Follmer	Dept. of Economic Security
Katherine Dominguez	House of Representatives
John Thiesen	Dept. of Child Safety
Susan Holt	Dept. of Environmental
Breanna Bang	Registrar of Contractors
Nathaniel Snyder	Dept. of Liquor

## Coordinator's Corner

### Renewal stickers and additional Rideshare materials are on the way

Staff has sent 2021 renewal stickers (blue) to coordinators at agencies that have employees who car-pool; staff emailed the renewal list earlier so coordinators could determine which employees intended to renew. Please distribute the stickers to employees who need to renew for FY21.

Staff is also sending out additional materials upon request:

- Program brochures for new hire packets
- Platinum Pass brochures/applications
- The newest copies of Valley Metro's bus books (updated and released in October 2020)

Staff is sending out the Capitol Rideshare FY21 calendars. The calendars should be distributed to employees who are members of Commuter Club and included in new hire packets.

Please email [RideshareHelp@azdoa.gov](mailto:RideshareHelp@azdoa.gov) with your request if you need supplies.

### Please ensure employees use the HRIS 110 code for telework

Employees who are teleworking should code each telework day with the HRIS telework code 110. A new telework code was added per the State of Arizona Accounting Manual (SAAM) to capture expenditures related to COVID-19, including [new payroll codes](#) for hours spent on COVID-19 work. For employee time spent working on COVID-19 related tasks while teleworking, that HRIS payroll code is 110C. **In the month of September, more than 12,000 state employees recorded teleworking at least one day per pay period.**

Capitol Rideshare is administered by the Arizona Department of Administration Human Resources Division; it is funded by the Federal Highway Administration through the Maricopa Association of Governments and by the Arizona Department of Environmental Quality.

Editor: Mary Marshall

## Reminders & Notes

### Be sure to display your parking permit

Now that the FY21 Capitol Rideshare parking permit renewal is underway, please remember to display your parking permit! Only vehicles with current Capitol Rideshare parking permits may park in the designated Capitol Rideshare carpool parking spaces. Capitol Rideshare sent the 2021 blue renewal stickers to each agency coordinator to distribute to their respective permit holders. Please contact your agency travel reduction coordinator for a sticker or send an email to [RideshareHelp@azdoa.gov](mailto:RideshareHelp@azdoa.gov).

### New app, Construct VM, now available

As construction begins on the five-mile South Central Extension connecting South Phoenix to the regional light rail system, [Valley Metro is launching a new smartphone app](#). Available in English and Spanish, Construct VM will notify users about current and upcoming construction; the informative app can be downloaded on iOS or Android devices.

### Capitol Rideshare 2021 Calendars soon available for current members of Commuter Club

Staff will be distributing the Capitol Rideshare 2021 payroll calendars to agency travel reduction coordinators for distribution to members of the Commuter Club. Staff will provide a distribution list to the coordinators at each agency. Please request them from your agency's coordinator—Capitol Rideshare will not fulfill individual requests.

### Valley Metro Holiday Schedule

The holidays will soon be here. If you are using transit to commute to work, please be sure to check [Valley Metro's service schedule](#) to view this year's bus holiday hours.



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RIDESHARE**

*Ride smarter. Breathe easier.*