



**Metro**

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Metropolitan Transportation Authority

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TO: ALL METRO EMPLOYEES  
FROM: PHILLIP A. WASHINGTON *PAW*  
CHIEF EXECUTIVE OFFICER  
SUBJECT: INCREASED EMPLOYEE RIDESHARE BENEFIT

As a world class transportation provider, Metro employees must set the example of encouraging the use of public transportation.

In order to advance our agenda of increasing mobility opportunities, I have made the decision to start right here at Metro. To that end, I have authorized an increase in the Metro contribution to individual employee's Rideshare Benefits.

Beginning January 1, 2019, the current monthly subsidy of \$160 per employee will increase up to a maximum of \$260 per month for all forms of rideshare including non-Metro bus service, Vanpools, Metrolink, or \$20 towards those commuting by bicycle.

For those that do not currently take advantage of the opportunities that our Rideshare Program provides, I would encourage you to do so as ambassadors of Metro.

For further details of the program, and how to sign up, please see the attached flyer for additional information.

Division Managers Please Post

ATTACHMENT – RIDESHARE INFORMATION FLYER

# ride·shar·ing

ridesharing (noun). Green. Healthy. Smart. Cool.

## **Metro Increases Support for Employee Use of Public Transit**

*Effective January 2019, Metro's maximum employee transit subsidy has been increased. It is now up to \$260 per month towards your Metrolink, Vanpool, non-Metro bus service, or \$20 towards your bike commute.*

### **What's the Deal?**

Metro will subsidize up to \$260 per month towards your Metrolink, Vanpool, non-Metro bus service or \$20 towards your bike commute.

### **Who is Eligible?**

Any Metro Employee in active status, including Contingent Employees (Temporary/Intermittent/ Emergency), Project Employees, Transportation Associates, or Interns who Commute to work via non-Metro public transportation, vanpool or bike at least 75% of your workdays per month. For example, commute at least 15 out of 20 days worked per month.

### **How to Enroll?**

Complete a Transportation or Bike Subsidy Application and Payroll Deduction form (if applicable) by the 5<sup>th</sup> workday of the month to enroll for the following month. For example, to enroll for March your application will need to be received by 5<sup>th</sup> business day in February.

### **What's Expected From Participants?**

- Commute using mode of transportation you requested a minimum of 75% of your days worked per month.
- Sign for your fare media on a monthly basis.
- Please remember that the Program and IRS rules apply.

### **A Word of Caution:**

Taking any fare media, transit or bike voucher comes with responsibilities. Failure to follow program rules could be considered fraud, and potentially result in loss of program benefits, and discipline up to and including termination in extreme cases.

**For questions, please contact the Rideshare Program Administrator at (213) 922-7118.**

