



Hybrid Vehicle Carpool Program (HVCP) Application

Personal Information:

Employee ID #	Last Name	First Name	
Home Address		City	Zip Code
Home/Cell Phone	E-Mail Address		

Work Information:

Department Name	Division	Inter Office Mail Code
Work Address		City
Work Phone	Schedule Type (Standard, 9/80, 3/12, 4/10, 14 Day)	Work hours
		To

HVCP Information: Form a New HVCP Carpool Join an Existing HVCP Carpool

Requested Start Date	Primary Driver/Coordinator Name
Second Key Holder Name	Total Daily Roundtrip Mileage
Location where the vehicle be kept overnight and weekends	

Hybrid Vehicle Carpool Driver: Any employee who may have occasion to drive a hybrid carpool vehicle is required to attend the County’s Driver Awareness Course. All drivers must complete the required course within 60 days of driving the hybrid carpool vehicle. The DMV permission form must accompany this application.

Driver Awareness Course Enrollment Date or Completion Date	Driver License Number

Employee Authorization and Certification: I elect to participate in the San Bernardino County Commuter Services Program. By providing my signature below, I certify that I have read and agree with the terms and conditions in the Hybrid Vehicle Carpool Policy:

- I understand my share of the carpool rate may be adjusted periodically to reflect any changes in ridership and/or rate. In these cases, Commuter Services shall make the appropriate modifications and will notify me as they occur.
- I understand this authorization is in effect from the date of my signature, and will continue until such time that I terminate participation in the Hybrid Vehicle Carpool Program. I understand to terminate participation, I must give advance notice of termination to Commuter Services in accordance with the schedule outlined in the “Rideshare Program Deduction Schedule” document.

All forms and supporting documentation (if applicable) may be submitted to HR – Commuter Services by interoffice mail, email, or fax via the contact information below.

Employee Signature

Date

Human Resources – Commuter Services IOM – HR-CS 0178

157 West Fifth Street, San Bernardino, CA 92415-0178 Phone (909) 387-9639 Fax (909) 387-9641