

MANUAL OF PERSONNEL RULES, PRACTICES, AND PROCEDURES

SECTION: 7.00 Miscellaneous

SUBJECT: 7.20

Transportation Demand Management Program

SUPERSEDES: March, 1990

NEW EFFECTIVE DATE: August 15, 1992

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APPROVED BY CITY MANAGER

I. City Policy

Pursuant to the South Coast Air Quality Management Plan and Regulation XV thereunder the City of Pasadena has determined that its full cooperation with said plan is both desirable for the health and safety of the citizens and required by law.

II. The Goal

The Goal of the plan is to reduce the number of vehicles used by employees commuting to and from work and increase to 1.5 the number of persons per vehicle.

III. The Plan

In order to encourage driving patterns which will meet the goal, positive incentives will be provided to employees who walk, bike or rideshare. City will provide parking only where consistent with the program.

Details are outlined in The Plan on file with the Transportation Demand Management (TDM) office. The Clean Air (Trip Reductions/Parking) fees and incentives are determined by resolution adopted by the City Council.

IV. Rules

- A. The City Council has determined that employees must participate in the Plan.
- B. Employees who drive vehicles to and from their worksites must park in areas approved for employee parking.
- C. Employees must execute the Compliance Statement and Commuter Registration Form as set out in paragraph VII.

V. Schedule

Compliance will not be required until employees are given notice and an opportunity to respond and/or the City has met and conferred with their authorized representatives.

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VI. Exemptions

A committee has been established with representatives from Human Resources, Public Works/Transportation and, other departments. This committee has the authority to exempt an employee from participation in the Pro > Motion/PRIDEshare Program under special circumstances.

Employees seeking exemption from either program must file a Notification of Appeal Form with the PROmotion/ PRIDEshare Office for review by the Appeals Committee.

VII. Forms required for compliance with plan.

Employees who are under the Pro>Motion/PRIDEshare program are required to complete and submit to their supervisor the appropriate Compliance Statement and Commuter Registration form.