

Rideshare Review

A bimonthly publication from Capitol Rideshare

May/June 2020



RideAmigos gamification module is live!

Log your trips, earn points and enter contest drawings for gift cards

In the [March/April 2020 issue of Rideshare Review](#), state employees were encouraged to sign up for a free [Capitol Rideshare RideAmigos account](#) and start logging their telework days as alternate mode commutes. Each alternate mode trip earns points; alternate modes include carpool, vanpool, transit, compressed work week, hybrid or electric vehicle, bike, walking or telework.

The gamification mode in RideAmigos is now active—so start redeeming your 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.



Ride Amigos Sign Up and Trip Logging Points

Points awarded for signing up with Ride Amigos and logging trips

YOUR POINTS

2830

START DATE
Jan 14, 2020

END DATE
Jan 14, 2021

TRIPLOG CUTOFF
Jan 15, 2021

POINT OF CONTACT
Mary Marshall

ELIGIBLE DAYS
Su, Mo, Tu, We, Th, Fr, Sa

AVAILABLE REWARDS

June \$10 Gift Card Drawing Entry | (IN STOCK)
100 POINTS

June \$25 Gift Card Drawing | (IN STOCK)
250 POINTS

Our first monthly contest runs from June 1 through June 30; we will randomly select 10 winners per contest in July! 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.](#)**

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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, please visit the [Commuter Club page](#) on the Capitol Rideshare website. All members will have two rides available on July 1.

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.

Emergency Ride Home provider Lyft issues new safety requirements in response to COVID-19

Ride-hailing company Lyft is the transportation provider for Capitol Rideshare's Emergency Ride Home service. In response to COVID-19, Lyft has requested that its service only be used for essential travel. Lyft has been working with the Centers for Disease Control and Prevention (CDC) to develop new policies, products, and education to help make sure everyone's practicing healthy habits during the ride — and to help protect everyone in the car. All riders and drivers are now required to agree to a few simple rules before they can use Lyft.

When booking a ride in the app, the rules appear in a pop-up screen (right). 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, including a [rider video](#).

For employees who suspect they may have COVID-19: please do not use the Emergency Ride Home Service. Please seek an alternative ride home (i.e., a member of your household).

Health safety commitment

To ride with Lyft, you agree to follow CDC guidelines and local regulations:

[View CDC guidelines](#) →

- Don't ride if you have COVID-19, think you have it, or have related symptoms
- Wear a face covering
- Keep vehicle clean, and sanitize your hands frequently
- Leave the front seat empty in cars
- Open your window when possible

Everyone is doing their part

Drivers are taking the same steps to commit to health safety.

I accept

Share your opinion about your commute—and enter to win a gift card

Two of Capitol Rideshare’s professional partners—Valley Metro and the Association for Commuter Transportation—are conducting surveys to learn about employees’ thoughts, concerns and plans regarding work-related commutes. Valley Metro is specifically seeking responses from current or former transit riders. Each are offering the chance to win a gift card for sharing your opinion.

Valley Metro survey: Do you feel safe riding public transit?

While we have enhanced the cleaning and disinfecting of our transit system, we want to know what else we can do to make you feel more safe as we return to normal service. Please take a few minutes to respond to this [survey about riding public transportation](#). Whether you currently ride, or have in the past, your input will help shape future decisions on how we offer transit service. By completing this survey on or before June 30, 2020, you may opt to be entered into a drawing to win one of ten \$25 gift cards.

The Association for Commuter Transportation (ACT) survey

The [Association for Commuter Transportation](#) and [Center for Transportation Demand Management](#) invite you to provide feedback on how COVID-19 may impact your commute to work. Results from the survey will provide important information to transportation providers, policy makers, and employers on how to meet the needs of commuters. [This survey](#) can be completed by all individuals currently working or planning to return to work in the coming months. The survey will take 8-10 minutes to complete. As a thank you, participants can choose to be entered in a drawing for one of five (5) \$100 Amazon gift cards. **All submission received by June 26, 2020 will qualify for the drawing.**

Valley Metro requires face coverings for riders

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. A face covering must cover the rider’s nose and mouth and can include bandanas and scarves. Children under the age of two should not wear face coverings, as well as those with medical conditions preventing them from wearing masks. It may not be obvious to riders who is unable to wear a face covering, so riders are urged to be considerate of fellow riders without face coverings.

Limited number of free masks from Valley Metro

Beginning June 22, face coverings will be available (as supply allows) for riders at the following transit center windows:

- Central Station (Central Ave./Van Buren St.)
- Ed Pastor (Central Ave./Broadway Rd.)
- Metrocenter (Metrocenter Mall)
- Sunnyslope (3rd St./Dunlap Ave.)

Platinum Pass renewals: cards expire Sept. 30

Platinum Passes for State of Arizona employees all have a four-year life cycle, regardless of when the employee signs up to receive a card. Current State of Arizona Platinum Passes expire Sept. 30, 2020.

Employees who have used their pass in the preceding 12 months will receive a new Platinum Pass in September. The new passes will be mailed to your home address, so please be sure that your home address is current in HRIS. When staff begins sending the new cards in September, **if you have not used your pass since October 1, 2019, you will not receive a new pass.** The expiration date for the 2020 passes will be September 30, 2024.

Please email Capitol Rideshare staff at RideshareHelp@azdoa.gov if you have any questions.

Coordinator's Corner

Virtual survey de-brief: July 15

Travel reduction coordinators are encouraged to take part in the travel reduction survey debrief and travel reduction plan implementation discussion on July 15, especially if you are a new coordinator. This will be your opportunity to provide feedback and discuss how we can improve the process and increase survey participation. Please email us at RideshareHelp@azdoa.gov if you have not received the emailed invitation.

Coordinator RideAmigos accounts

Reminder: When Capitol Rideshare migrated the Commuter Club to the RideAmigos platform, coordinators' account were migrated as well. If you have not yet logged into your RideAmigos account, please take the time to log in and check out the features. You were automatically enrolled in Commuter Club. As such, you have credits for two free emergency rides home. To log in, please reset your password; instruction are included in the [RideAmigos FAQs page](#). If you are a new coordinator, [please sign up for a RideAmigos account](#).

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 has been 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 May, nearly 13,000 state employees recorded teleworking at least one day per pay period.**

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Editor: Mary Marshall

Reminders

Valley Metro changes because of COVID-19

Beginning April 27, Valley Metro service changes include schedule and routing adjustments. Additional route changes have been announced, [effective May 4](#). Please review all service changes and check your route before taking any essential trip by visiting the website, valleymetro.org/servicechanges. These new service route changes are in addition to service adjustments already in place due to COVID-19. Please see Valley Metro's adjustments and [online COVID-19 response information](#).

Carpool parking permit renewal is delayed and new permits are suspended

Because of the COVID-19 restrictions, Capitol Rideshare is delaying carpool parking permit renewal for 90 days. Capitol Rideshare has asked agency travel reduction coordinators to work with their facilities maintenance teams to suspend parking permit enforcement of expired stickers through September 30 (employees must display the expired placard to use designated carpool parking). This will allow 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.

Likewise, Capitol Rideshare has suspended issuing new parking permits. Staff hopes to resume issuing permits by September.

Tell us how we're doing!

Have you recently contacted the Capitol Rideshare office with a request for information or service? Please complete this [brief online survey](#) and let us know how we're doing.



**CAPITOL
RIDESHARE**

Ride smarter. Breathe easier.