

CHAPTER 8
EMPLOYEE TRANSPORTATION SUBSIDY PROGRAMS

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CHAPTER 8

EMPLOYEE TRANSPORTATION SUBSIDY PROGRAMS

1. EMPLOYEE SUBSIDY PROGRAMS.

a. General.

(1) Employee transportation subsidy programs are a means of encouraging employees to use alternate modes of transportation rather than drive solo to work.

(2) The state encourages employees to use alternate means of transportation to commute to and from work in order to reduce traffic congestion and improve air quality.

(3) Other benefits may include reduced stress and lower commute costs.

b. Current Subsidy Programs. The CHP participates in state subsidy programs for transit riders, vanpool drivers and riders, and bicyclists, and supports the use of these programs for all commands and employees. For more information on the Mass Transit and Vanpool Commute Program, refer to the California Department of Human Resources (CalHR) website at <https://www.calhr.ca.gov>.

2. TRANSIT SUBSIDY PROGRAM.

a. Employee Participation.

(1) Departmental employees are allowed a subsidy towards the purchase of monthly transit passes or tickets. Participation in the transit subsidy program and subsidy amounts are subject to the provisions of the employee's collective bargaining agreement.

(2) This subsidy is meant to supplement the employee costs for monthly transit passes or tickets purchased for commuting purposes only. It is not meant to pay for transit passes or tickets for the occasional use of public transportation.

NOTE: When submitting a transit subsidy reimbursement request, employees are certifying they are the sole recipient and user of the passes or tickets. Transit passes or tickets are not to be given or sold to other parties, including family members and friends.

b. Transit Subsidy Reimbursement. Employees participating in the transit subsidy program will be required to submit a claim through the California Automated Travel Expense Reimbursement System (CalATERS) Global to request reimbursement for transit passes or tickets.

NOTE: Instructions for using CalATERS Global are located in Highway Patrol Manual (HPM) 11.1, Administrative Procedures Manual, Chapter 2, Travel Advances and Expense Claims. A receipt showing a zero balance for the purchase of transit passes or tickets must be included when submitting a reimbursement request using CalATERS Global.

c. Travel Advance Restriction. A travel advance is not authorized for a transit subsidy reimbursement request.

d. Departmental Employee Transportation Coordinator. The departmental Employee Transportation coordinator (ETC) is responsible for providing assistance to Division ETCs, disseminating program information, and coordinating the transit subsidy program for CHP Headquarters. The departmental ETC is assigned to Enforcement and Planning Division, Special Projects Section.

e. Division/Area Employee Transportation Coordinators. Divisions and Areas with an existing transit subsidy program shall have a designated ETC who is responsible for coordinating the transit subsidy program for their employees.

f. Employee Transportation Coordinator Designation. Prior to a non-headquarters Division or Area beginning a transit subsidy program, the Division/Area must designate an ETC to obtain program information from the departmental ETC. The commander shall identify the ETC, which should be a nonuniformed position.

3. VANPOOL SUBSIDY PROGRAM.

a. Eligibility.

(1) Employees commuting in vanpools are eligible for the state vanpool subsidy pursuant to their collective bargaining agreements.

(2) A vanpool is defined as a group of seven or more (including the driver) who commute together in a vehicle (state or nonstate) designed to carry that number of passengers.

(3) The primary vanpool driver shall meet the eligibility criteria and comply with the procedures as specified by CalHR's Mass Transit and Vanpool Commute Program.

b. Vanpool Subsidy Program. Employees who are riders or drivers in commuter vanpools are eligible for a reimbursement as specified by the employee's collective bargaining agreement, and up to the monthly exclusion amount provided by the Internal Revenue Service (IRS).

(1) In order to be reimbursed as a vanpool participant, an employee shall request reimbursement through CalATERS Global. Evidence of participation in a vanpool (e.g., receipts of fees paid) must be included when requesting reimbursement using CalATERS Global.

(2) A travel advance is not authorized for a vanpool rider subsidy reimbursement request.

(3) Fraudulent use of this program may subject the employee to disciplinary action, up to and including adverse action.

4. BICYCLE COMMUTER PROGRAM.

a. Employee Participation.

(1) This program allows the State of California to provide a taxable benefit to eligible employees who use their bicycles as a primary means of commuting. Departments will absorb the cost of providing this taxable bicycle commuter benefit.

(2) This program supports the California Department of Transportation's "Toward an Active California" State Bicycle and Pedestrian Plan.

(3) For the purposes of this program, a bicyclist is any person riding a bicycle or tricycle, including Class I and II electric bicycles, cargo bicycles, recumbent bicycles, bicycles with trailers, handcycles, or other variations. Motorized scooters or mopeds are not considered bicycles.

(4) Employees may change their participation in the program on a monthly basis.

(5) Fraudulent use of this program may subject the employee to disciplinary action, up to and including adverse action.

b. Employee Eligibility.

(1) Eligible employees shall commute by bicycle at least 50 percent of the days the employee is scheduled to work in a calendar month.

(2) Active fractional time base employees shall commute by bicycle at least 50 percent of the days they are scheduled to work in a calendar month.

(3) Active intermittent employees shall commute by bicycle at least 50 percent of the days they are scheduled to work in a calendar month.

(4) Employees who combine using transit passes for a portion of their commutes with bicycling for a portion may also be eligible.

c. Enrollment.

(1) Employees must use a CalHR 873, Bicycle Commuter Program Quarterly Self-Certification, and the CalATERS Global transmittal form or STD 262A, Travel Expense Claim, to receive the benefit payment.

(2) Employees may claim \$20 for each calendar month in which they commute a substantial portion (at least 50 percent of the days employees are scheduled to work in a calendar month) by bicycle, up to a maximum of \$240 per calendar year.

(3) Claims are required to be submitted on a quarterly basis as follows:

(a) January–March: Claims must be submitted by June 30.

(b) April–June: Claims must be submitted by September 30.

(c) July–September: Claims must be submitted by December 31.

(d) October–December: Claims must be submitted by March 31 of the following year.