Frequently Asked Questions
Rideshare Program

Vanpools

1. Q: Why vanpool instead of commuting in my own car?
   A: If you live more than 20 miles from work, a vanpool can save you a tremendous amount of money, time and stress when compared to driving your own car.

2. Q: How much does it cost?
   A: Pricing varies based on the size of the van, the round-trip distance you travel each day, and the type of equipment you chose in your van. The average cost per passenger in an Enterprise vanpool is about $100 - $150 per month.

3. Q: What does the price include?
   A: The monthly payment includes a late-model vehicle, full service maintenance, comprehensive insurance and taxes. The only additional expense is fuel which typically averages $20 - $40 a month per rider.

4. Q: Will I save money by vanpooling?
   A: Yes. For almost everyone, the cost of the vanpool is a fraction of your gas costs alone if you were to commute in your own car (or even carpool). In your personal car, you will have gas and maintenance costs, as well as vehicle depreciation caused by commuting. Compared to these costs, vanpooling is significantly less. In addition, vanpoolers can take advantage of the following subsidies and tax incentives:
   • Up to $400/mo subsidy per van (for vans ending in LA, OC, or SD counties)
   • 25 percent subsidy of the vanpool rental cost, plus fuel per person from SCE
   • An estimated 30 percent tax savings on every employee dollar used to pay the monthly fee. This is the benefit of having payments made pretax.

These subsidies and tax breaks dramatically reduce the cost of vanpooling. The net cost of the vanpool to most employees will be less than a week of paying for gas if you were to commute in your own car.

5. Q: What kind of vehicle can I choose?
   A: Enterprise carries a wide variety of vehicles to accommodate groups of six to 15 employees, including the Ford Explorer, Ford Flex, Dodge Durango, Buick Enclave, GMC Acadia, Toyota Sienna, Ford Expedition and Ford Transit.

6. Q: Do I have to lease or buy the vehicle?
   A: Enterprise rents the vehicle to you on a simple month-to-month basis.
7. Q: How is maintenance on the van handled?
   A: Enterprise covers both minor and major repairs, as well as all scheduled service.

8. Q: What happens if we break down?
   A: Enterprise has a roadside assistance program available 24/7.

9. Q: What happens if the van gets into an accident?
   A: Enterprise provides comprehensive insurance coverage that includes liability, collision and uninsured motorist. If an accident occurs, the Enterprise roadside assistance program will take care of you.

10. Q: Where do we board the van?
    A: The vanpool group determines a good morning meeting point close to all of the rider’s homes. Typically, a grocery store or church parking lot is a good option.

11. Q: Where does the van get parked at night?
    A: One of two places: either the van is parked at the meeting point (most common), or one of the drivers parks the van at their home.

12. Q: Do you need a special driver’s license to drive the van?
    A: Not in California. A standard Class C license is all that is required.

13. Q: What are the requirements to be one of the drivers?
    A: In California, the driver must have a reasonably clean driving record, be 25 years of age and must complete a DMV Class B medical exam. The exams are performed at an Edison approved facility.

14. Q: How do I pay for the vanpool?
    A: Each member of the vanpool sets up a monthly deduction for their portion of the lease and fuel through WageWorks.com. To set up your deduction, you will need the vanpool customer number and reference number.

    Below is the translation from the WageWorks system to the Enterprise identifiers:

    | WageWorks       | Enterprise  |
    |-----------------|------------|
    | Customer #      | Billing #  |
    | Reference #     | Vanpool ID |

    These numbers can be found on the Enterprise invoice or you can obtain them by calling the Enterprise Rideshare billing department at 1-800-826-4967 and choose option 5.

15. Q: Who is WageWorks and how do they fit into the program?
    A: WageWorks is a national company that specializes in employee benefits administration. SCE has contracted with WageWorks to facilitate payroll deduction of mass transit costs (e.g., vanpool lease and fuel, Metrolink fares, bus tickets, etc.). Through this payroll deduction feature, participants will get tax savings each month.
16. **Q:** What happens if I do not know my customer number?
**A:** It is important to enter your customer number accurately. This vanpool identifier is used to credit the correct monthly billing statement. If you are unsure, you can contact Enterprise Rideshare billing department at 1-800-826-4967 and choose option 5. The Enterprise representative can look up the customer and reference number for your group based on the primary driver’s name.

17. **Q:** Who is responsible to ensure payments are delivered to Enterprise so it can be applied to my account?
**A:** Through the direct payment method, WageWorks has the responsibility to deliver payment to Enterprise. Vanpool participants have the responsibility to enter the correct customer number as displayed on the Primary Driver’s billing statement. Enterprise has the responsibility to apply the funds to the lease.

The Primary Driver is ultimately responsible for making sure each participant of the vanpool is paying their share. The Driver would verify this by requesting each vanpool participant to print a copy of the confirmation statement as proof of payment.

18. **Q:** How can I verify that each person in my vanpool has designated the right amount through payroll deduction to cover their share of the vanpool lease (or rental fee) plus fuel?
**A:** Each month the Primary Driver (who is responsible for payment of the monthly vanpool lease) needs to collect the “confirmation” email from WageWorks for each person in the vanpool showing how much they are having deducted. The Primary Driver needs to collect this from every vanpool member and make sure that the total deductions for all members equals the monthly rental fee plus fuel for the vanpool. If it is short, then the Primary Driver will need to collect the difference from his group and mail that to Enterprise. The Primary Driver needs to handle the “confirmation” emails as if they are actual payments.

19. **Q:** How do I pay for gas for the vanpool?
**A:** Your vanpool will split the monthly fuel cost and include this and the portion of the lease as a monthly deduction through WageWorks. Any excess money (monies above the vanpool lease payment) that your group pays will be moved over to a fuel card provided by Enterprise. That fuel card can then be used by any authorized driver to fuel the van until the balance on the card runs out. Only one gas card per vanpool will be issued.

20. **Q:** How do I request funds to be transferred to a Gas Card?
**A:** Whether your vanpool is requesting a gas card for the first time, or your vanpool has an existing gas card from Enterprise, the vanpool coordinator can request the excess funds to be automatically transferred to the gas card each month. To do so, the coordinator would request from Enterprise the “auto-load” option for the fuel card. Gas cards are loaded on the 5th of each month.

21. **Q:** What if I miss the vanpool or carpool?
**A:** A Guaranteed Ride Home is available for employees who carpool or vanpool. Transportation home will be provided for the following situations:
- **Emergency** - unforeseen circumstances that require you or your carpool or vanpool driver to leave work (i.e. illness, family, emergency)
- **Unexpected overtime** - transportation will be provided with approval from your supervisor.

Your department will need to approve and accept the expense of providing the transportation.
General Questions

22. Q: How does pretax savings work?
A: The money that pays for your portion of mass transit costs and/or parking comes from your pay, and is taken out before federal income tax, FICA (Social Security), and state income tax (in most states) are deducted. Because you don't pay taxes on this money, you can see your savings each month on your paycheck - in the form of reduced tax withholding.

23. Q: Will the company subsidize the Commuter Benefit Program?
A: Edson will subsidize 25% of your eligible commuting expenses up to a per month maximum.

24. Q: Are there spending limits or deadlines?
A: There is a limit to how much you can save through this program: The IRS rules that govern the program allow a tax-free maximum per month for transit expenses and a tax-free maximum per month for parking expenses. However, there's no limit to the convenience you can enjoy.

If your commuting costs exceed these amounts, the program draws the extra funds from your after-tax pay - so you can still get all the benefits of automatic pass orders, direct payment for your portion of the vanpool lease and fuel, and parking payments. And, you can sign up, make changes, or stop participating in the program whenever you choose. So unlike some other pretax programs, you don't need to worry about spending your account by the end of the year.

You must place, change, or cancel your order by the first day of the current month for the next month’s transportation needs.

25. Q: Who is eligible for the program?
A: All active full-time, part-time, part-time plus, and temporary employees working for SCE and its subsidiaries and the EIX holding company. Contingent Workers are not eligible for the pretax benefit and Company subsidy, but they are eligible to use Zimride if they have a valid SCE email address.

26. Q: I pay for parking at a park-and-ride lot, but pay for a bus/train pass separately. How do I use pretax dollars to pay for parking and transit separately?
A: You can use pretax dollars for parking and for transit by electing each commuter benefit separately. The bus fare would count toward the monthly transit limit; the parking fee would count toward the parking limit. The company will subsidize 25% of your transit costs only.

27. Q: If I terminate my vanpool without using my portion of the funds or had a deduction for other eligible mass transit expenses and did not use all the funds in my account, what happens to the funds?
A: The Internal Revenue Code allows WageWorks to reimburse you for any after tax deductions that were taken from your paycheck. Money that was deducted on a pre-tax basis is not refundable. However, unlike a flexible spending account (e.g., HCRA and DCRA), the money is available for you to use in future years. If you have unused funds and terminate your employment, you have ninety days from the date of termination to use the funds in your account for eligible expenses. Any unused funds will be forfeited to the company.
Program Benefits

28. Q: What benefits are offered?
   A: You may have either a mass transit or parking account, or both. Mass transit covers public transportation and vanpools. Parking benefits must be used for parking at or near work, or at or near a place where you take public transportation to work (known in some places as Park & Ride).

29. Q: What commuting expenses are eligible?
   A: Only parking and mass transit costs incurred by you in connection with travel between your residence and your work place are eligible. Examples of eligible expenses include:
   - Mass transit fares, including tickets, passes, tokens, vouchers or other fares for riding buses, trains, Para-transit vans or other mass transportation vehicles
   - Vanpool lease
   - Fuel for vanpool
   - Parking fees at or near your work place, or
   - Parking fees at a location from which you commute to your work place via mass transportation or a carpool (ex: park-and-ride lot)

30. Q: What expenses are not eligible?
   A: The following is a partial list of Commuter expenses that are not eligible:
   - Tolls
   - Traffic tickets
   - Mileage or other costs you incur in operating a vehicle
   - Taxis
   - Parking at your personal residence
   - Parking at your spouse’s place of work
   - Parking at a mall or similar location where you stop on your drive to or from your place of work
   - Costs that have been or will be paid by your employer, such as for a business trip
   - Parking at an airport for taking an airplane to work

31. Q: Is my vanpool eligible?
   A: Under Federal law, arrangements where you and other commuters share the cost of renting a van (aka month-to-month lease) for commuting to work are eligible for tax-free transit benefits. A personal van or other vehicle that you or one of the other commuters owns or operates is not a vanpool. Also, the van must be primarily used for commuting (more than 80% of the miles driven must be for transporting people to and from work), and have a seating capacity of at least six adults excluding the driver and must typically be at least half full.
Resources

WageWorks – www.wageworks.com
  • To get started and set up your account
  • To change or cancel your order or reset your PIN
  • To review additional Commuter FAQs
  • Call toll-free at (877) 924-3967. Representatives are available Monday through Friday from 5 a.m. to 5 p.m. Pacific time.

Enterprise Rideshare
  • To obtain your Enterprise customer number and reference number, call toll-free at 1-800- 826-4967 and choose option 5.

HR Employee Information Center (option 3)
  • Call toll-free at 1-800-500-4723 or 23456. Representatives are available Monday through Friday from 8 a.m. to 4 p.m. Pacific time, except on Wednesday when the Center closes at 2:30 p.m. and holidays.

SCE Rideshare Policy #306
  • Guaranteed Ride Home, Vanpool Option, Pretax Commuter Benefit Option
  • Portal at Our Company > Our Policies > Human Resources > 306 – Rideshare Program