

Federal Property Management Regulations

§ 101-6.302

use of federally controlled parking areas. Agencies are also encouraged to work with private parking management concerns in or near Federal facilities to encourage the use of carpools and vanpools.

(f) Whenever feasible, agencies should consider providing for flexibility in employee working hours to facilitate ridesharing arrangements.

(g) For more information on Federal facility ridesharing, see 41 CFR parts 102-71 through 102-82. To the extent that any policy statements in this subpart are inconsistent with the policy statements in 41 CFR parts 102-71 through 102-82, the policy statements in 41 CFR parts 102-71 through 102-82 are controlling.

[49 FR 20289, May 14, 1984, as amended at 53 FR 27518, July 21, 1988; 66 FR 5358, Jan. 18, 2001]

§ 101-6.301 Definitions.

(a) *Ridesharing*. Sharing of the commute to and from work by two or more people, on a continuing basis, regardless of their relationship to each other, in any mode of transportation, including but not limited to: carpools, vanpools, buspools and mass transit.

(b) *Ridematching*. Any manual or automated system that gathers commuter information from interested individuals and processes this information to identify potential ridesharing arrangements among these individuals.

(c) *Facility*. Either a single building or a group of buildings or work locations at a common site.

(d) *Third party operator*. A ridesharing agency or other organization, whether public or private, that leases vans or buses to employers or individual employees.

(e) *Federal facility employee transportation coordinator*. An individual appointed by the agency who provides commuter ridesharing services to all employees at the facility and who serves as a point of contact for local and State ridesharing agencies, where they exist.

(f) *Agencywide employee transportation coordinator*. An individual appointed by the agency, who is responsible for planning, organizing, and directing an agencywide ridesharing program, and serves as a point of contact for the

agency's Federal facility ETC's and also as the ridesharing liaison between the agency and GSA.

§ 101-6.302 Employee transportation coordinators.

(a) *Federal facility employee transportation coordinator*. Agencies shall designate an ETC at each Federal facility with 100 or more full-time employees on one shift. Agencies are encouraged to appoint coordinators at facilities with less than 100 full-time employees where such a coordinator can provide significant benefits to the ridesharing program. At a facility occupied by more than one Federal agency, the executive agency having the largest number of employees shall have the lead responsibility for program coordination and implementation for all the Federal agencies at the facility and shall provide the ETC for the facility. Should a smaller agency volunteer to provide the facility ETC, the lead agency may transfer this responsibility to the smaller agency. The Federal facility ETC shall:

(1) Promote ridesharing at the facility by:

(i) Publicizing the name, location, and telephone number of the employee transportation coordinator by using bulletin boards, memoranda, newsletters, etc.;

(ii) Assisting employees in joining or forming carpools or vanpools;

(iii) Aiding employee participation in ridematching programs (Where ridematching programs do not exist, action should be taken to establish them);

(iv) Working closely with the parking management offices to promote ridesharing through preferential parking incentives;

(v) Establishing ridesharing orientation for new and transferring employees at the facility;

(vi) Utilizing ridesharing resources provided by State and local ridesharing agencies and participating in special ridesharing events;

(vii) Publicizing the availability of public transportation;

(viii) Communicating employee transportation needs to local public transportation authorities and other