

§ 101-6.301

Federal facility employee transportation coordinators (ETC's). The authority for this subpart is Executive Order 12191, dated February 1, 1980, which established the Federal Facility Ridesharing Program and delegated the primary responsibility for program development, implementation, and administration to the Administrator of General Services in consultation with the Secretary of Transportation.

(a) Executive agencies shall actively promote the use of ridesharing at all Federal facilities. This promotion shall include cooperation with State and local ridesharing agencies where such agencies exist. In the process of promoting ridesharing, the Government shall not favor or endorse one commercial firm or nonprofit organization to the exclusion of other commercial firms or nonprofit organizations.

(b) Each executive agency shall issue instructions as may be necessary to implement Federal facility ridesharing programs and to obtain annual ridesharing program reports at those facilities where the agency is responsible for providing the ETC. The information provided by each ETC should include methods used to promote ridesharing at his/her facility and any achievements or significant barriers encountered. Each executive agency shall maintain a current record of the names, titles, addresses, and telephone numbers of its facility ETC's, nationwide.

(c) Agencies are required to submit a Federal Facility Ridesharing Report to GSA by June 1 of each year (see §101-6.303). The report shall contain a summary of the information provided by the facility ETC's and any other pertinent information applicable to the agency's ridesharing program.

(d) Wherever possible, agencies shall use and promote existing ridematching services. Where ridematching services do not exist, they shall be established, preferably in conjunction with nearby facilities. Ridematching systems may be manual i.e., bulletin board or locator board, or computerized. All systems must comply with the provisions of the Privacy Act of 1974.

(e) Wherever possible, agencies shall implement parking incentives which promote ridesharing and the efficient

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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.

[49 FR 20289, May 14, 1984, as amended at 53 FR 27518, July 21, 1988]

§ 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