

## Chapter Trans 5

## RIDESHARE ASSISTANCE PROGRAM

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**Trans 5.01 Purpose and scope.** The purposes of this chapter are to establish the department of transportation's administrative interpretation of technical assistance in s. 85.24, Stats., and to prescribe administrative policies and procedures for implementing financial assistance under the Surface Transportation Assistance Act of 1978 in the loan and grant portion of the rideshare program for Wisconsin employers.

**History:** Cr. Register, April, 1982, No. 316, eff. 5-1-82.

**Trans 5.02 Definitions.** (1) "Department" means the department of transportation.

(2) "FHWA" means the federal highway administration.

(3) "Van" means a passenger vehicle with a capacity for 8 to 15 persons.

(4) "Ridesharing" has the same meaning as defined in s. 85.24, Stats.

**History:** Cr. Register, April, 1982, No. 316, eff. 5-1-82.

**Trans 5.03 Technical assistance.** (1) The department shall respond to requests for technical assistance in implementing ridesharing activities. The assistance may include, but not be limited to, computer and manual matching systems, training sessions, brokerage referrals and promotional materials that may be available. The department may require that technical assistance requests be made in writing and that appropriate information be supplied.

(2) The department may require payment of a fee, as determined by the department, in providing materials such as computer matching programs, but in no case shall the fee exceed actual costs incurred by the department.

**History:** Cr. Register, April, 1982, No. 316, eff. 5-1-82.

**Trans 5.04 Financial assistance.** (1) All Wisconsin employers, public agencies, or any combination thereof with a combined total of 15 or more employees are eligible to apply for financial assistance for the purchase of vans and implementation of rideshare programs. For purposes of this chapter, educational institutions above the high school level shall also be considered eligible applicants for commuting purposes by students, faculty and staff.

(2) To the extent that FHWA federal-aid funds are available for rideshare program purposes, approved applicants shall be offered interest-free, capital loans for up to 75% of van purchase costs. The loans shall be repaid on a quarterly basis over a four-year period with each payment equal to at least 1/16 of the total loan.

(3) All vans shall meet the specifications as the department may prescribe to be eligible for the loan provisions of this chapter.

(4) All loans shall be issued on a reimbursement basis following a proof of purchase review by the department.

(5) To the extent that FHWA federal-aid funds are available for rideshare program purposes, loan recipients may be offered administrative grants not to exceed \$500.00 per loan-assisted van. The grants shall be matched with a 25% cash or in-kind recipient share.

**History:** Cr. Register, April, 1982, No. 316, eff. 5-1-82.

**Trans 5.05 Applications.** (1) Applications shall contain the information as the department shall prescribe in its information for applicants' booklet. The booklets shall be available in all transportation region offices.

(2) Applications for loans and grants shall be submitted to the appropriate transportation region office. As long as FHWA federal-aid funds remain available, the department shall accept applications on a continuous basis.

**History:** Cr. Register, April, 1982, No. 316, eff. 5-1-82; corrections in (1), (2) made under s. 13.92 (4) (b) 6., Stats., Register February 2013 No. 686.

**Trans 5.06 Application evaluation.** (1) The department shall review and evaluate all applications for conformity with the following program objectives: conservation of energy; reduction in traffic congestion; improvement of air quality; and efficient use of existing transportation systems and facilities.

(2) The department may reject applications for the following reasons:

(a) The project is not consistent with the intent of the department's rideshare program objectives;

(b) The application is incomplete; or

(c) Federal funds are insufficient.

**History:** Cr. Register, April, 1982, No. 316, eff. 5-1-82.

**Trans 5.07 Contracts.** All approved applicants shall be required to execute contracts, which the department shall prepare, covering the terms and conditions of all financial assistance.

**History:** Cr. Register, April, 1982, No. 316, eff. 5-1-82.

**Trans 5.08 Reporting requirements.** All recipients of financial assistance under this chapter shall be obligated to submit an annual progress report to the department. The progress reports shall prescribe passengers carried, miles traveled, operating revenues and expenses, and other related statistical data that the department may require. Other available information may be required on periodic visits from department personnel for continued program development and improvement. The information may include administrative procedures, promotional activities, problems, solutions or unique successes.

**History:** Cr. Register, April, 1982, No. 316, eff. 5-1-82.