



Frequently Asked Questions (FAQ) for County of Orange Annual Employee Commute Survey – 2025



The following is a list of *Frequently Asked Questions* regarding the annual employee commute survey:

1. Why are we required to complete this survey?

The South Coast Air Quality Management District (AQMD) mandates that the County comply with a directive to reduce emissions generated by employee commutes. We must file a plan with the South Coast AQMD that includes commute statistics and our effectiveness in reducing work-related trips, including the number of telecommuting employees. The County of Orange also pays a reduced annual fee to the South Coast AQMD if we increase our rideshare participation rates.

2. I do not rideshare – do I need to complete the survey?

Yes, all full-time, part-time, and extra help employees, regardless of how they get to work (or telecommuting), must complete the survey and indicate how they traveled to work during the survey week of August 4, 2025, through August 8, 2025.

3. Why must I enter a start time for a day that I did not work?

Our plan must include information for all days off, as well as days worked – **it is important that you enter your “normal” work start times as if you had to report to work on your day off.**

4. I did not work during the survey week – do I still need to complete the survey?

Yes, indicate that you were on vacation, sick, Leave of Absence, etc., and include your **normal** work start times for those days.

5. I am temporarily telecommuting or working a hybrid schedule (i.e., some days in the office, some days working at home). What should I select for my typical commute mode on those days?

Please choose “Telecommute” whether you telecommuted every day or worked from home on just one or two days during the designated survey week dates.

6. I work part time – what do I enter for the commute modes on the days I do not work?

On the days you do not work, please select “regular day-off” from the drop-down list and be sure to include your normal work start time as if you had to report to work (even though you did not work on your day off).

7. I drive alone before I board the train (or bus). Which commute mode should I select?

Select the mode that you used for the majority (51% or more of the total distance/miles) of your one-way commute to work.

8. My spouse and I drive to work together – does that count as a carpool?

Yes, please select “2 persons in vehicle” as your commute mode from the drop-down list.

9. I drive to work with a non-County employee – does that count as a carpool?

Yes, select “2 (or 3, 4, etc.) persons in vehicle” from the drop-down list as your commute mode.

10. I work a “flex” schedule with a day off every week or every other week – what do I select for that day off? If you work a **FLEX** schedule:

- Select the “X. 3/36 work weekdays-off” code for the **3/36** with two (2) flex days off
- Select the “Y. 4/40 work weekday-off” code for your one **4/40 or 4/10** flex day off
- Select the “Z. 9/80 work weekday-off” code for your one **9/80** flex day off

Be sure to also select your normal work start time even for the flex days off – select your normally scheduled start time (do not randomly select “any” start time).



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11. I am unsure if I submitted my survey correctly – can I verify that it was accepted?

If you do not recall submitting your online survey, please email rideshare@ceo.oc.gov, and we can verify your submission within 24 hours.

12. I arrive to work earlier than my starting time to beat traffic -- what should I enter in the “time you began work” section?

Please enter your normally scheduled start time – not the time you arrived early to beat traffic.

13. I used an electric scooter to get to work – what do I select on the survey for that mode?

Please select “bicycle” as your commute mode – this also applies to those riding a skateboard or scooter to get to work.

14. I drive my children to school on my way to work – does that count as a carpool?

Yes, **but** only if your kids are in the car with you for 51% or more of the total distance/miles of your one-way commute to work. Please select “2 (or 3, 4, etc.) persons in vehicle” as your commute mode from the drop-down list. However, please note that children do not count as carpool participants for the County’s Rideshare incentive program – only for this survey.

15. Can I use my PIN or badge number as the Employee ID number?

- No, please use your County of Orange issued Employee ID number. **Do not use your badge number, PIN or Social Security Number. Your County of Orange Employee ID number is the 6-digit unique ID that you use to log in to the following systems:**
 - [OC Employee Portal/Paystub Application](#) Tip: Your Employee ID number is used to log in
 - [OC Time](#) Tip: You can find your Employee ID under the TIMESHEET tab

16. I Telecommute; do I still need to put in the one-way distance in miles from my home to my workplace?

- **Yes**, telecommuters should still enter the one-way miles between their home and their designated worksite. The AQMD requires all survey respondents to add their mileage to help calculate the overall air quality impact of the worksite.

Click below to view short instructional videos on how to:

| [Fill out the survey](#) | [Find your employee ID number](#) | [Pick your Flex schedule code](#) |

[Click here to contact the County of Orange Rideshare Office if you have any Questions.](#)