

How to Use Sonoma County's Employee Trip Tracker

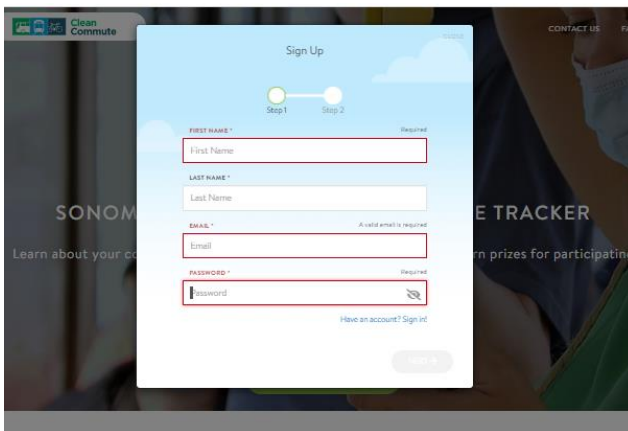
Sonoma County Employees who request and are approved to Telework are required in the Telework Policy to track their telework days and commute patterns on their Online Trip Tracker. The Online Trip Tracker will automatically calculate and provide data on the total amount of greenhouse gas emissions saved.

Please follow the instructions below to log your telework or alternative transportation commute days.

1. Go to: <https://sonomacounty.rideamigos.com> to access your **Account**. If it is your first time logging in, you will need to **Register**.



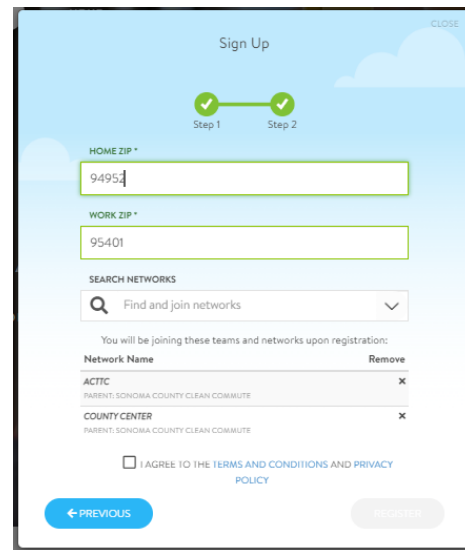
2. Enter your **First and Last Name**, your **County or County Agency Issued Email Address** (no other email will work) and create a **Password**.



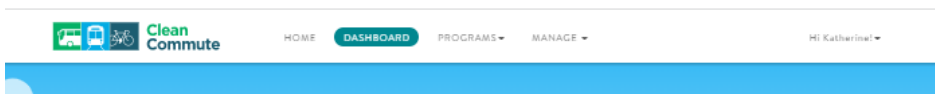
3. You will then be asked to enter your **Home Zip Code** and **Work Zip Code**, and to select your **Networks**. First select your **Department Network** and then select your **Work Location Network**.

Options for **Work Location Network** (select one):
Airport, Chanate, County Center, Downtown Santa Rosa,
Los Guilicos, North Petaluma, Spring Lake, The Lakes,
Neotomas Ave, and Other.

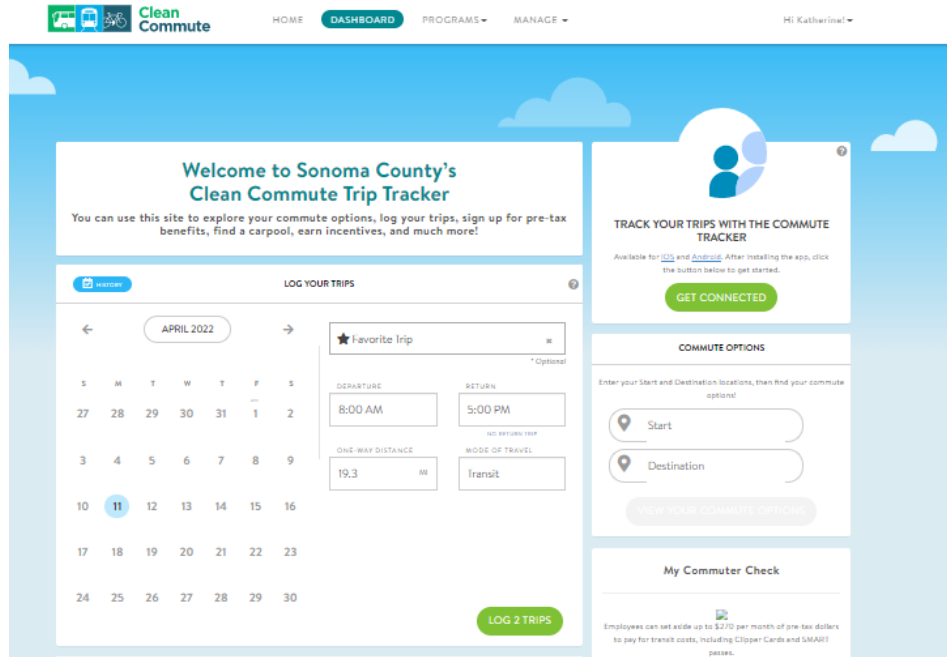
Finally, you will receive an email from
Sonoma.Support@RideAmigos.com to verify your email
address.



4. Once you have created an Account, **Sign In** and navigate to your **Dashboard**.



5. Your Trip Tracker will be on the top left of your page. Use the calendar to **Log Your Trips** for days that you telework or commute by an alternate mode (bus, train, bike, carpool, or walk). Selected date(s) are highlighted in blue.



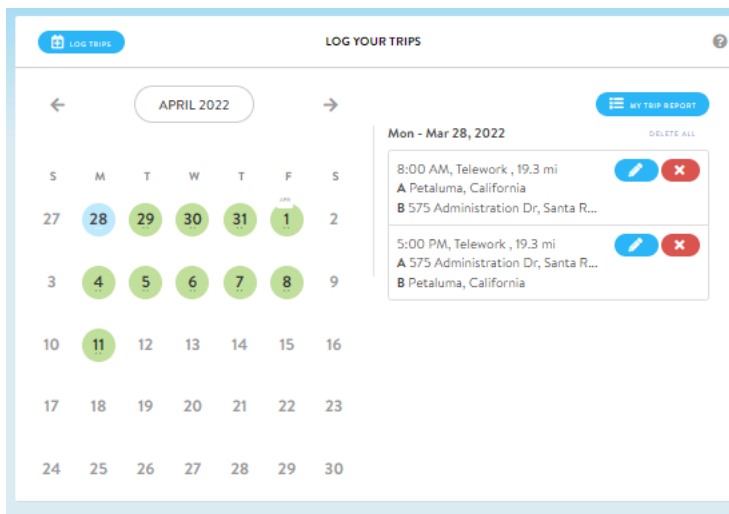
Please note: You can only retroactively add logs for up to **five weeks of previous travel information** from your current time of entry. This is to ensure accurate information in the system. It is best to log each trip the day the trip was taken, or no later than when you complete your timecard.

- To complete a **log entry**, use the following fields to enter information for your trip:
 - ✓ Start
 - ✓ Destination
 - ✓ Departure Time
 - ✓ Return Time
 - ✓ Mode of Travel

Distance is automatically calculated based on **Start** and **Destination** entries. You can create a **Favorite Trip** so you don't have to enter starting and ending locations each time. These fields are required even if you are working from home. Greenhouse gas emissions are calculated based on miles not traveled. If you **prefer not to put your home address** in the system, you can enter your cross streets by using an ampersand, i.e. "Main Street & Broadway" or your home city.

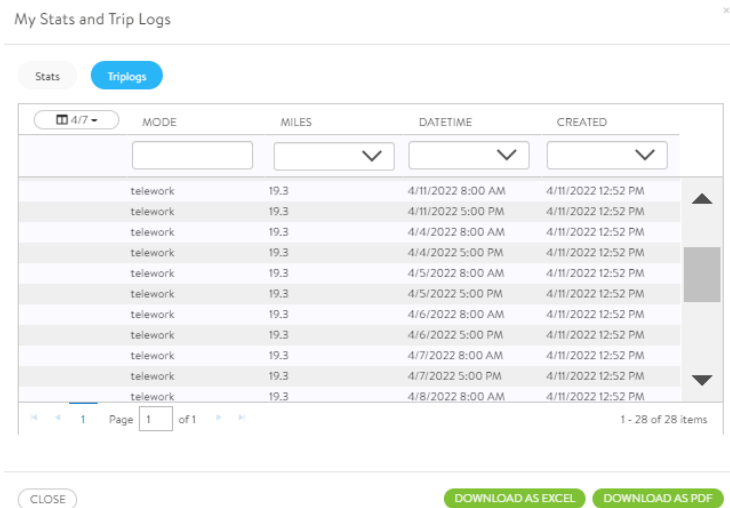
Click **Log 2 Trips** on the bottom right of the calendar to complete and submit an entry for your roundtrip Commute or Telework day.

- You can edit your trip entries and access a Trip Report by selecting one or more dates in the calendar and clicking the **History** button above the calendar. Dates with trip log entries are highlighted in green with ellipses (..) below the date.

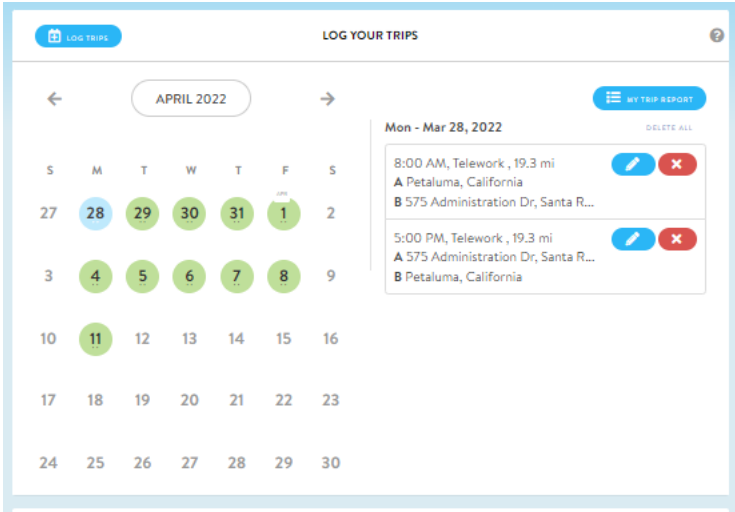


- To **delete a log**, click the **Delete** button (red X icon) for the segment of the trip you wish to remove. You will be prompted to confirm deletion, and **Click OK**.
- To **edit a log**, click the **Edit** button (blue pencil icon) for the segment of the trip you wish to change. Edit Time, Mode of Travel, or Distance fields and **Click Save** to confirm your edits.

10. To download a **Trip Report**, click the My Trip Report button. You can filter the report on dates and other criteria and download the report as a PDF or a Microsoft Excel file. **Click Close** when finished.



11. To return to the Trip Tracker mode after editing entries or accessing the Trip Report, Click **“Log Trips”** on the upper left of the calendar.



Please note that the Trip Tracker will be monitored to ensure employees are entering telework days and commute patterns, in alignment with their Telework Agreement.