

SMART TRIPS

to Work Program



rtcsmarttrips.rideproweb.com

SMART TRIPS

PURPOSE: RTC's Smart Trips to Work (ST2W) program is a resource for businesses of all sizes to reduce the number of single occupant vehicles (SOVs) during the morning and afternoon commute periods. By reducing the number of SOVs during the commute periods, the number of vehicle trips and vehicle miles traveled (VMT) decreases. Additionally, ST2W has multiple other benefits including:

- Improving air quality, especially ozone,
- Reducing traffic congestion,
- Reducing greenhouse gas (GHG) emissions, and
- Managing existing traffic congestion which may reduce or delay the need for major transportation infrastructure improvements.

The ST2W program can be implemented by every size business, and as the number of employees increases, higher goals can be established. ST2W is designed to satisfy Employee Trip Reduction (ETR) requirements should jurisdictions elect to add this as a condition for land development projects.

BACKGROUND: RTC developed an Employee Trip Reduction (ETR) program formally adopted in 1996. The program's goal was to help employers informally incorporate elements of the ETR program into their businesses, but few had a complete ETR program that focused on reducing SOVs. ST2W encompasses that objective and incorporates the original direction of the ETR program.

ST2W supports many local planning efforts including:

1. Truckee Meadows Regional Plan
2. 2040 Regional Transportation Plan,
3. Relmagine Reno (City of Reno Master Plan),
4. City of Reno Sustainability & Climate Action Plan,
5. Reno Planning Commission Goals
6. Iginte Sparks
7. Washoe County Master Plan
8. Washoe County Health District's Ozone Advance program,
9. Resolutions supporting the Ozone Advance program, 1
10. RTC Sustainability Program

IMPLEMENTATION: Businesses implement a ST2W program under one of two circumstances: 1) Voluntarily, or 2) As required by a local jurisdiction as a condition of a land development project.

1 Washoe County District Board of Health, Washoe County Board of County Commissioners, Reno City Council, Sparks City Council, RTC of Washoe County, and Regional Planning Governing Board.

If required by local jurisdiction, all businesses will be required to have the following six basic elements:

1. ST2W Bulletin Board [Template to be provided by RTC],
2. Employee ride matching services [RTC currently provides this service],
3. Guaranteed ride home program [RTC currently provides this service],
4. Baseline commute survey [Template to be provided by RTC],
5. Biennial ST2W review by RTC [Assessment and recommendations], and
6. ST2W onsite coordinator [Point of contact for RTC].

Businesses will be grouped into four categories each with higher goals as the number of employees increases. Success will be measured from average vehicle ridership (AVR) which will be determined through baseline and follow-up commute surveys. Businesses will be able to select from a points-based menu of options to meet their goal. Below is a summary of ST2W goals for each group based on business size.

NUMBER OF EMPLOYEES	AVR GOAL	SIX BASIC ELEMENTS	COMMUTE SURVEY	ADDITIONAL ST2W POINTS
1 - 19	1.10	Yes	Every 5 years	0
20 - 99	1.15	Yes	Every 3 years	10
100 - 499	1.20	Yes	Every 2 years	20
500 or more	1.25	Yes	Annually	30 (plus 2 points for every 100 employees above 500)

The menu of options available for creating a ST2W program includes measures that:

1. Increase employee awareness of ST2W,
2. Promote ST2W implementation,
3. Increase convenience of ST2W participation, and
4. Provides options to increase ST2W participation through monetary and/or time incentives.



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MARKETING

MARKETING RIDE SHARE FLYER



I. ST2W MEASURE DESCRIPTION

A flyer that provides updates to Eligible Employees on alternative commute modes and incentives offered by the employer to encourage participation in a rideshare program. The flyer would be one page and may include graphics and short summaries to highlight program basics and updates. Must be distributed at least quarterly to all Eligible Employees.

GUIDANCE

This measure consists of producing and distributing a one-page flyer summarizing alternative transportation program basics and updates at least quarterly.

II. KEY ELEMENTS

Implementation

- Distributed once every three months (four

times in one calendar year)

- Consider how you would distribute the flyer (email, inbox, paystub, etc.)
- Consider other locations to post (in break rooms, kitchenettes, etc.)
- How they will be archived and for how long (binder, etc.)

SUGGESTED TOPICS

- Rideshare/Alternative Transportation Policy
- CEO commitment
- Subsidy information
- Photos of employees ridesharing
- Highlight an employee who rideshares
- Contests

MARKETING

RIDESHARE ORIENTATION FOR NEW EMPLOYEES



I. ST2W MEASURE DESCRIPTION

Explanation of alternative transportation modes and if applicable, employer incentives to promote and encourage participation in a rideshare program during the employer's regular orientations for new, Eligible Employees.

GUIDANCE

This measure consists of presenting, highlighting and discussing the employer's rideshare program, including their commitment to alternative transportation, their policy, available tools and resources for employees, and available incentives during the employer's regular orientation session for new employees.

II. KEY ELEMENTS

- Highlight the organization's commitment to alternate transportation
- Provide a copy of the policy
- Highlight the key elements of the policy
- Acceptable modes of transportation
- Available support elements
- Available incentives
- Minimum participation levels required
- Tracking and reporting methods
- Provide information regarding available public transportation options, which may include:
 - Bus schedule or contact information
 - Contact information for regional vanpool organization
 - Train schedule or contact information

MARKETING PRIZE DRAWING



I. ST2W MEASURE DESCRIPTION

Eligible Employees are provided with a chance to win prizes, at least quarterly, for participation in the trip reduction program.

GUIDANCE

Employers can gain one (1) point toward their ST2W plan point total by conducting a quarterly drawing in which Eligible Employees are given a chance to win prizes for participating in ridesharing or using public transportation. The value of the prizes should be sufficient to provide Eligible Employees with adequate incentive to use ride sharing or alternative transportation for their work commute, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to rideshare or use public transit in exchange for the opportunity to participate in a quarterly prize drawing.

MARKETING ALTERNATIVE TRANSPORTATION WEB-BASED BULLETIN BOARDS



I. ST2W MEASURE DESCRIPTION

Create a company web site for Alternative Transportation

GUIDANCE

This measure consists of creating and regularly updating an alternative transportation web-based bulletin board.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by publicizing information, via the web, about alternative transportation, ridesharing, and incentive programs to all eligible employees and to encourage participation in those programs.
- The web-based bulletin board shall be properly promoted and accessible to all eligible employees.
- Promotion may include, but not be limited to: flyers posted on physical billboards, periodic email reminders, and links and/or banners on employer's homepage or other website frequently accessed by employees.
- The information on the web-based bulletin board shall be maintained and be kept up to date, as determined by the employer.

MARKETING

ST2W ON SITE COORDINATOR



I. ST2W MEASURE DESCRIPTION

Designate an onsite employee as the Trip Reduction Coordinator who is responsible for the company's ST2W program.

GUIDANCE

This measure consists of having an employee on site to help coordinate the ST2W program. This can be part of an employee's duties, but does not need to be a full time position.

II. KEY ELEMENTS

The Trip Reduction Coordinator position or equivalent will be responsible for the following activities:

- Implement your Company's Trip Reduction Plan

- Conduct the Trip Reduction Survey within your company
- Distribute marketing and membership materials to encourage participation within your Company
- Assist employees with questions and requests
- Monitor preferential parking spaces reserved for employees with parking permits
- Communicate every High Ozone Advisory that is issued

I. ST2W MEASURE DESCRIPTION

Employer-provided transit information center for general transit information and/or the onsite sale of public transit passes, tickets or tokens to that worksite's Eligible Employees. Information must be verified and updated, as necessary, at least quarterly.

GUIDANCE

This measure consists of: contacting local transit associations to obtain transit information and materials (employers may be able to arrange a deal for bulk discounts on passes, etc.), designating an area in the workplace to be the transit center, highlighting the various local transit options, and designating one or more employees to be in charge of selling transit passes and updating transit information quarterly. The Transit Information Center should be promoted within the workplace.

II. KEY ELEMENTS

Information

There are many different types of transit options depending on the worksite location. Employers should look into:

- Bus systems
- Carpool ride matching services
- Vanpools
- Park and rides
- Bike routes, etc.

Promotion

- Post transit information flyers
- Publish transit information in company newsletters
- Email or leave transit information in employee mailboxes
- Have representatives from different transit

agencies provide presentations

III. SUPPORT MATERIALS

The following is a list of rideshare agencies and county public transit sites:

RTC of Washoe County ~

RTC ~ <https://rtcsmarttrips.rideproweb.com/rp2/Home/Home>

MARKETING ALTERNATE TRANSPORTATION BULLETIN BOARDS



I. ST2W MEASURE DESCRIPTION

A communication tool that displays materials that publicize incentives and encourage participation in a rideshare program. The bulletin board should be in a location that would be most likely viewed by the majority of the Eligible Employees. It may be necessary to have more than one bulletin board. The board should be verified and updated, as necessary, at least quarterly.

GUIDANCE

This measure consists of displaying an updated bulletin board with alternate transportation information.

II. KEY ELEMENTS

Materials

Bulletin boards commonly available through office supply stores include cork, fabric or self-stick styles that are framed or unframed. Available sizes are 18" x 24", 36" x 24" and 36" x 48".

Bulletin Board Location

Preferred bulletin board locations include a break room, lunchroom or hallway frequently used by employees. Another option is to post a smaller board in each department.

Bulletin Board Suggestions

Appealing and eye-catching by using color outputs, avoiding clutter and changing the content at least quarterly.

Examples of information that can be presented:

- Rideshare flyer or poster
- Rideshare orientation dates. Offer this as on-site training when your rideshare program is first started and as part of orientation for new employees.

- Up-to-date transit schedule.
- Rideshare contest and event information such as National Rideshare Week and Bike to Work Month.
- Explanation of why ridesharing is important in your county and the value of employee's contribution.

MARKETING EMPLOYER RIDESHARE NEWSLETTER



I. ST2W MEASURE DESCRIPTION

An employer-distributed newsletter that discusses alternative transportation modes, outlines incentives, and encourages participation in a rideshare program. Must be distributed at least quarterly to all Eligible Employees. A newsletter should be at least two pages long and be text-driven to provide Eligible Employees with detailed information about ridesharing and alternative transportation. Could be an electronic newsletter.

GUIDANCE

This measure consists of providing employees with a newsletter presenting all alternative transportation options available by the employer and other agencies that may provide transportation assistance. The newsletter should also include links to commuter assistance agencies.

II. KEY ELEMENTS

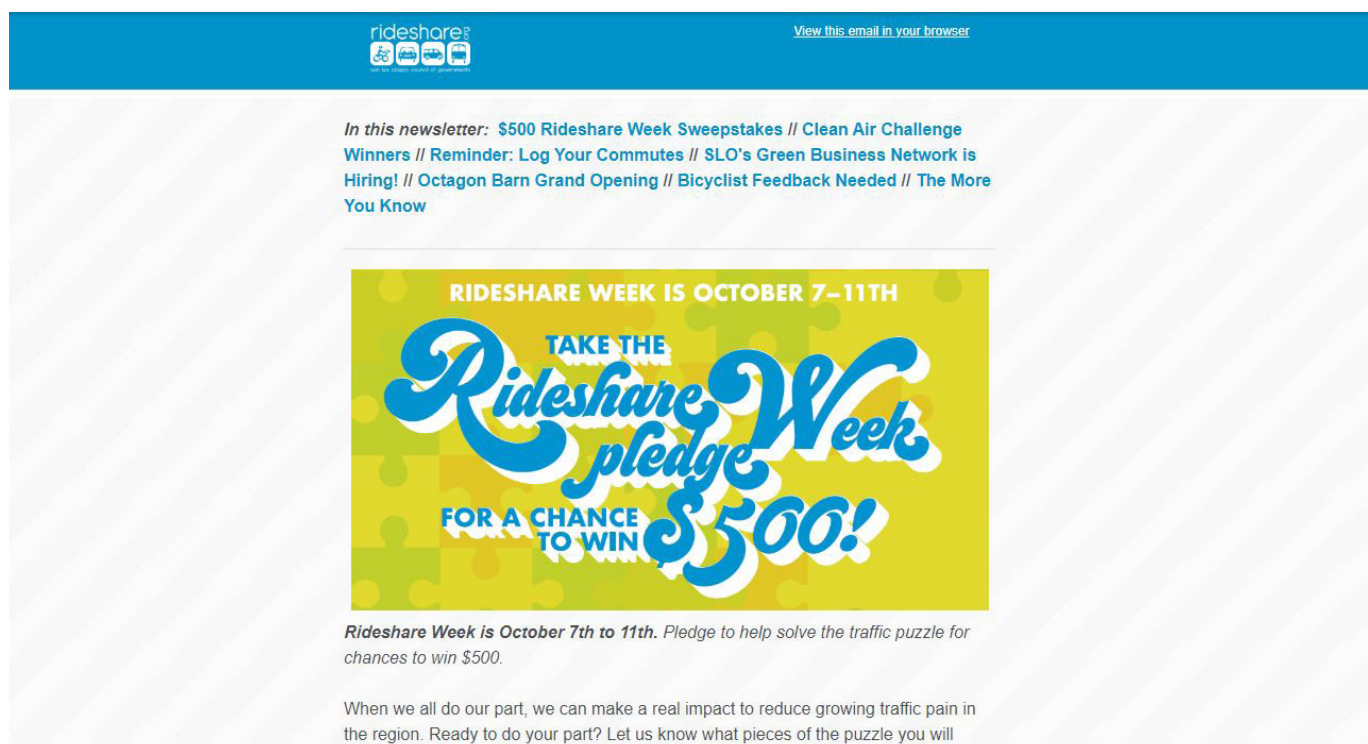
Implementation

- Distributed once every three months (four times in one calendar year)
- Consider how you would distribute the newsletter (email, inbox, paystub, etc.)
- Consider other locations to post (in break rooms, kitchenettes, etc.)
- How they will be archived and for how long (binder, etc.)

Suggested Topics

Featured article in every issue on a different alternative transportation method, such as:

- Carpooling
- Taking the bus
- Cycling
- Walking
- Employee sharing experience
- Internal contests provide presentations



MARKETING RIDE MATCH BULLETIN BOARD



I. ST2W MEASURE DESCRIPTION

An employer-provided bulletin board available to all Eligible Employees to voluntarily find rideshare partners. May include a map of the surrounding area and push pins.

GUIDANCE

This measure consists of employers designating an area available to all Eligible Employees (break room, etc.) and post a bulletin board to be used for the purpose of finding carpool partners. The board should

be properly labeled and provide simple instructions for employees who want to find carpool partners on their own.

II. KEY ELEMENTS

The "Ride Match Bulletin Board" should be predominantly displayed in a high traffic area. In addition to providing tools helping employees find carpool partners, the "Ride Match Bulletin Board" may also include the Rideshare Flyer and a copy of the Employee Rideshare Newsletter.

MARKETING ON SITE SPECIALIST



I. ST2W MEASURE DESCRIPTION

Designate an onsite employee as the Trip Reduction Specialist who is responsible for the company's ST2W program.

GUIDANCE

This measure consists of having an employee on site to help coordinate the ST2W program. This can be part of an employee's duties, but does not need to be a full time position.

II. KEY ELEMENTS

The Trip Reduction Specialist position or equivalent will be responsible for the following activities:

- Meet with management to determine program elements;
- Work with local transportation agencies regarding transportation services and products;
- Complete the Employer Annual Report;
- Coordinate the distribution and collection of surveys to all affected employees;

- Evaluate ST2W program and survey data and enhance program as necessary to improve results;
- Assist employees with ridematching to form carpools or vanpools;
- Meet with employees to talk about the benefits of carpooling, bicycling or riding the bus;
- Promote the worksite ST2W program to employees by producing and distributing information pieces;
- Track employees' participation in specific program elements;
- Help monitor employee parking in designated HOV parking spaces;
- Distribute bus passes and vanpool or carpool incentives to employees;
- Brief management on the ST2W program's progress;
- Be a member of the Association of Commuter Transportation (ACT); and
- Attend webinars to increase knowledge.

MARKETING EMPLOYER RIDESHARE EVENT



I. ST2W MEASURE DESCRIPTION

Employer sponsored events available to all Eligible Employees which promote rideshare opportunities, such as:

- Employee Rideshare Fair that has multiple agencies or resources about alternative transportation in the vicinity of the worksite.
- Presentation on the alternative transportation opportunities and services available to the worksite and benefits of ridesharing. This should be at least a one-hour meeting for all Eligible Employees or the equivalent.
- A week-long Alternative Transportation/ Rideshare event where Eligible Employees are encouraged to try alternative transportation throughout the week.

GUIDANCE

This measure consists of sponsoring and hosting ridesharing events with the purpose of promoting rideshare opportunities to employees. Events can include, but are not limited to, the following and should be held at least annually:

- *Employee Rideshare Fair*
- *Alternative Transportation Opportunities Presentation*
- *Week-long Alternative Transportation/ Rideshare Event.*

II. KEY ELEMENTS

Rideshare and Alternative Transportation Fair
The purpose of a Rideshare and Alternative Transportation Fair is to provide employees with information about alternatives to riding alone in a vehicle for their commute to and from work. Bicycling and transit are the most popular forms of alternative transportation, while carpooling and vanpooling offer alternatives for ridesharing.

At the fair, the various agencies can set up information booths for employees to learn about alternative transportation and ridesharing opportunities in your area. They also can provide key information such as maps, computer-based programs to match employees and best routes.

RIDESHARE AND ALTERNATIVE TRANSPORTATION PROGRAM

Instead of presenting information in a fair type of format, another option can consist of an hour-long presentation for employees to attend and learn about alternative transportation and ridesharing options available to them.

Some key elements to remember:

- Provide adequate time for each organization to give an overview of their services.
- Allow time for questions and answers.
- Consider having employees who currently use alternative transportation or ridesharing to briefly share their experiences and encourage others to try it.

Week-Long Rideshare and Alternative Transportation Event.

Employees can also learn about ridesharing and alternative transportation through personal involvement. Rideshare Week is the first week of October, and you may choose to have employees get involved in local efforts. May is Bike to Work month, and many bicycle coalitions have various activities planned. Transit agencies also may have "Try Transit" events to encourage bus ridership.

- To plan a week-long event at your workplace, solicit help from bike coalitions, rideshare organizations and RTC.

III. SUPPORT MATERIALS

The bike coalitions, rideshare organizations and RTC already may collaborate to organize these types of events. These agencies are there to assist you and are happy to work with you to plan the type of event that will best suit your workplace and employees. You can also contact the regional planning agency at the RTC.

MARKETING PERSONALIZED COMMUTE ASSISTANCE



I. ST2W MEASURE DESCRIPTION

The employer provides personalized assistance such as transit itineraries, carpool matching and personal follow-up to Eligible Employees at least annually. Examples of ways an employer can provide this service to Eligible Employees are:

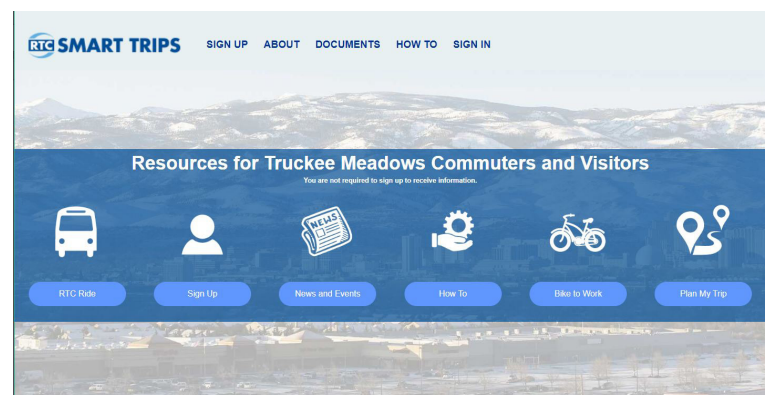
- Organize carpool/vanpool formation meeting(s).
- Assist in identifying bicycle and pedestrian routes.
- Assist in identifying park and ride lots.
- Assist in providing personalized transit routes and schedule information.
- Provide personalized follow-up assistance to maintain participation in the commute program.

GUIDANCE

This measure consists of employers designating an individual(s) or department to help employees that need assistance in developing an appropriate alternative commute.

II. KEY ELEMENTS

- The employer, or designated individual or department, will identify and contact local transit associations to acquire information and materials
- This measure works in conjunction with Internal Ride Matching and Ride Matching Bulletin board
- This measure requires designated staff to be charged with assisting employees
- Identify and distribute appropriate commute information and materials (e.g. bus schedules, bike routes, van pool info. etc.)



RTC Smart Trips website

FACILITY PREFERENTIAL PARKING



I. ST2W MEASURE DESCRIPTION

The employer provides preferential parking spaces for use by Eligible Employees when they participate in ridesharing. These spaces must be clearly posted or marked in a manner that identifies them for carpool or vanpool use only. Of all parking spaces available for Eligible Employees (not including spaces reserved for management, visitors, or employer fleet), at least five (5) percent should be permanently designated as carpool/vanpool spaces.

GUIDANCE

Employers can gain one (1) point toward their ST2W plan point total by permanently designating 5 percent of a worksite's parking spaces as preferential parking spaces to be used by Eligible Employees participating in ridesharing.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to use a carpool or vanpool for their work commute.
- Parking spaces shall be clearly designated as carpool or VANPOOL only spaces.



FACILITY DRY CLEANING



I. ST2W MEASURE DESCRIPTION

Onsite pick-up and delivery of Eligible Employees personal laundry through an outside agency.

GUIDANCE

Employers can gain one (1) point toward their ST2W plan point total by organizing, administering, and making available to all Eligible Employees, the delivery of personal laundry to and from a local dry cleaner or laundry service. This measure does not mandate that Employers pay for laundry service.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by giving Eligible Employees the options of using an onsite laundry pick up service.
- This measure does not require Employers to pay for Employees' dry cleaning.



FACILITY ONSITE PICNIC TABLES

I. ST2W MEASURE DESCRIPTION

Having onsite picnic tables.

GUIDANCE

Employers can gain one (1) point toward their ST2W plan point total by providing onsite picnic tables made available to Eligible Employees for lunch and breaks. Employers are required to provide a number of picnic tables sufficient to satisfy the demand of their Eligible Employees, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to stay onsite during lunch breaks by providing picnic tables.
- The employer is required to periodically evaluate Eligible Employee demand for picnic tables and to ensure that the demand is being met.



FACILITY POSTAL SERVICE

I. ST2W MEASURE DESCRIPTION

Stamps for sale onsite and onsite mail pick up for Eligible Employees' personal mail. Post office within ¼ mile of worksite also qualifies.

GUIDANCE

Employers can gain one (1) point toward their ST2W plan point total by providing Eligible Employees the opportunity to purchase postal stamps and personal mail pick-up. A post office located within ¼ mile of the worksite also satisfies the requirements of this measure.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by giving Eligible Employees the option of using onsite postal services.
- This measure does not require Employers to pay for Employees' stamps, postage, etc.

FACILITY ONSITE BICYCLE REPAIR



I. ST2W MEASURE DESCRIPTION

Services that would allow a bicycle repair person to repair and/or tune up employee bicycles by appointment when Eligible Employees sign up and agree to pay for said services.

GUIDANCE

Employers can gain two (2) points toward their ST2W plan point total by providing onsite bike repair for their Eligible Employees. This service may be provided by a third party.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to bike to work.
- Employers are responsible for making arrangements with a third party bike repair service and promote these services to Eligible Employees.

- This measure does not require Employers to pay for Employees' bike repairs.



FACILITY ONSITE ATM



I. ST2W MEASURE DESCRIPTION

Having an onsite ATM available for employees.

GUIDANCE

Employers can gain two (2) points toward their ST2W plan point total by providing an automatic teller machine (ATM) to all Eligible Employees. A system where employees are allowed a payroll advance would also satisfy the requirements of this measure.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by reducing the need for Eligible Employees to visit a bank during the work day.

FACILITY ONSITE VENDING MACHINES

I. ST2W MEASURE DESCRIPTION

Have vending machines onsite.

GUIDANCE

Employers can gain two (2) points toward their ST2W plan point total for providing a number of vending machines sufficient to satisfy the demand of their Eligible Employees, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by giving Eligible Employees snack options onsite.
- The employer is required to periodically evaluate Eligible Employees demand for vending machines and to ensure that the demand is being met.

FACILITY BICYCLE RACKS

I. ST2W MEASURE DESCRIPTION

Racks and secure bicycle parking is provided to accommodate Eligible Employees who bicycle to work. The employer must provide secure bicycle parking for the foreseeable need of the bicycle commuters.

GUIDANCE

Employers can gain two (2) points toward their ST2W plan point total by providing bike racks for their Eligible Employees. Employers must provide bicycle parking sufficient to satisfy the demand of their Eligible Employees, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to bike to work.
- The employer is required to periodically evaluate Eligible Employee demand for bicycle racks and to ensure that the demand is being met.



FACILITY HEALTH FACILITIES

I. ST2W MEASURE DESCRIPTION

Services that provide first aid to Eligible Employees including, but not limited to, first aid, onsite nurse, etc. External health facilities within ¼ mile of the worksite also qualifies.

GUIDANCE

Employers can gain two (2) points toward their ST2W plan point total by providing health care services onsite. Health care services located within ¼ mile of the worksite also satisfies the requirements of this measure.

II. KEY ELEMENTS

- The purpose of this measure is to ensure that health care services are made available to Eligible Employees with the goal of reducing vehicle trips.

FACILITY FITNESS AREA AND/OR CLASSES

I. ST2W MEASURE DESCRIPTION

Employer-provided area to exercise during breaks or lunches. Examples may include, but are not limited to a fitness area with exercise equipment available for employee use or a room designated for an exercise video or fitness instruction during lunch at least once per week. External fitness area or classes within ¼ mile of the worksite also qualifies.

GUIDANCE

Employers can gain two (2) points toward their ST2W plan point total by providing a fitness area and/or classes onsite. Employers will be required to provide a fitness area and/or classes sufficient to accommodate the demand of their Eligible Employees, as determined by the Employer. Fitness area or classes located within ¼ mile of the worksite also satisfies the requirements of this measure.

II. KEY ELEMENTS

- The purpose of this measure is to ensure that fitness services are made available to Eligible Employees with the goal of reducing vehicle trips.
- The employer is required to periodically evaluate Eligible Employee demand for fitness area and/or classes and to ensure that the demand is being met.



FACILITY ONSITE BREAK ROOM AND KITCHENETTE



I. ST2W MEASURE DESCRIPTION

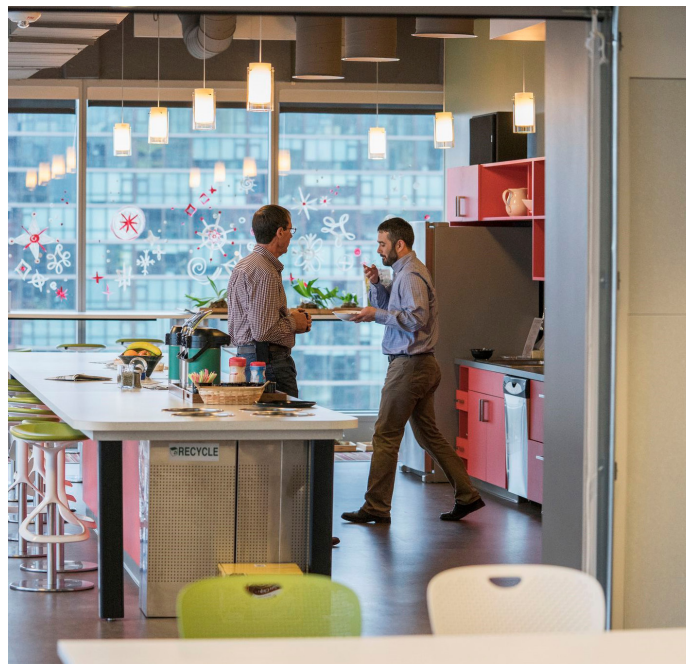
Eating area for employees at the worksite that includes at least a sink and a microwave or conventional stove.

GUIDANCE

Employers can gain five (5) points toward their ST2W plan point total for providing an area for food preparation. This area must include a sink and a microwave or conventional stove.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to stay onsite during breaks and lunches by providing a space for personal food preparation.



FACILITY ELECTRIC VEHICLE RECHARGING



I. ST2W MEASURE DESCRIPTION

On site charging stations.

GUIDANCE

Employers can gain five (5) points toward their ST2W plan point total for providing electric vehicle recharging stations. Employers must provide sufficient recharging stations to meet the demand of their Eligible Employees, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to use electric vehicles.
- The employer is required to periodically evaluate Eligible Employee demand for electric vehicle recharging and to ensure that the demand is being met.



FACILITY ONSITE BICYCLE LOCKERS



I. ST2W MEASURE DESCRIPTION

Having onsite bike lockers available for staff.

GUIDANCE

Employers can gain five (5) points toward their ST2W plan point total by providing onsite bike lockers to Eligible Employees. Employers are required to provide a number of lockers sufficient to satisfy the demand of their Eligible Employees, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to bike to work.
- The employer is required to periodically

evaluate Eligible Employee demand for bike lockers and to ensure that the demand is being met.



FACILITY ONSITE FOOD SERVICE



I. ST2W MEASURE DESCRIPTION

Employer provides an onsite area where Eligible Employees can consistently purchase meals, such as a cafeteria or lunch truck service. External food service within ¼ mile of the worksite also qualifies.

GUIDANCE

Employers can gain seven (7) points toward their ST2W point total by providing food service to their Eligible Employees. This includes but is not limited to having a cafeteria onsite, arranging for food trucks/vendors to be onsite during lunch breaks, and being located within ¼ mile of restaurants or other eateries.

II. KEY ELEMENTS

- The purpose of this measure is to ensure that onsite food services are made available to Eligible Employees with the goal of reducing vehicle trips.
- This measure does not award points for having vending machines onsite.



FACILITY SHOWER AND/OR LOCKER ONSITE

I. ST2W MEASURE DESCRIPTION

Showers and lockers onsite.

GUIDANCE

Employers can gain seven (7) points toward their ST2W plan point total by providing showers and/or lockers to their Eligible Employees. Employers will be required to provide a number of showers sufficient to accommodate the demand of their Eligible Employees, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to walk or bike to work by providing onsite showers and/or lockers.

- The employer is required to periodically evaluate Eligible Employee demand for showers and to ensure that the demand is being met.



FACILITY ONSITE CHILD CARE

I. ST2W MEASURE DESCRIPTION

Daycare service provided to Eligible Employees. External child care within ¼ mile of the worksite also qualifies.

GUIDANCE

Employers can gain seven (7) points toward their ST2W plan point total by providing child care onsite. Employers will be required to provide childcare services sufficient to accommodate the demand of their Eligible Employees, as determined by the Employer. Childcare services located within ¼ mile of the worksite will also satisfy the requirements of this measure.

II. KEY ELEMENTS

- The purpose of this measure is to ensure that child care services are made

available to Eligible Employees with the goal of reducing vehicle trips.

- The employer is required to periodically evaluate Eligible Employee demand for child care and to ensure that the demand is being met.





PROGRAMS LUNCH DELIVERY

I. ST2W MEASURE DESCRIPTION

Employer-organized lunch delivery at least twice per month available to all Eligible Employees.

GUIDANCE

Employers can gain one (1) point toward their ST2W plan point total by organizing and administering lunch delivery from a local restaurant or vendor, at least twice per month, and making it available to all Eligible Employees.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by giving Eligible Employees the option to purchase meals onsite.
- This measure does not require Employers to pay for Employees' lunches.



PROGRAMS DIRECT DEPOSIT

I. ST2W MEASURE DESCRIPTION

Employees can have their checks directly deposited.

GUIDANCE

Employers can gain one (1) point toward their ST2W plan point total by providing direct deposit of payroll checks into an account of the Employee's choosing.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by giving Eligible Employees the option for direct deposit of payroll check.



PROGRAMS CHECK CASHING

I. ST2W MEASURE DESCRIPTION

Ability to cash checks on site.

GUIDANCE

Employers can gain one (1) point toward their ST2W plan point total by providing check cashing services to their Employees. A system where employees are allowed to cash a personal check at work would satisfy the requirements of this measure.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by giving Eligible Employees check cashing options onsite.

PROGRAMS POINTS PROGRAM



I. ST2W MEASURE DESCRIPTION

A Program where Eligible Employees earn points for each day of participation in the trip reduction program. As defined by the employer, points are redeemed for rewards such as, but not limited to: time off, gift certificates, cash or merchandise.

GUIDANCE

Employers can gain one (1) point toward their ST2W plan point total by implementing a Points Program through which Eligible Employees can earn points for participating in ridesharing or using public transportation. The Points Program shall also allow Eligible Employees to exchange earned points for rewards. The value of rewards should be sufficient to provide Eligible Employees with adequate incentive to use ride sharing or alternative transportation for their work commute, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to rideshare or use public transit in exchange for the opportunity to participate in a rewards points program.
- Employer shall provide all Eligible Employees information regarding the Points Program, including information about rewards and details about how to earn points.

PROGRAMS PRIZE DRAWING



I. ST2W MEASURE DESCRIPTION

Eligible Employees are provided with a chance to win prizes, at least quarterly, for participation in the trip reduction program.

GUIDANCE

Employers can gain one (1) point toward their ST2W plan point total by conducting a quarterly drawing in which Eligible Employees are given a chance to win prizes for participating in ridesharing or using public transportation. The value of the prizes should be sufficient to provide Eligible Employees with adequate incentive to use ride sharing or alternative transportation for their work commute, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to rideshare or use public transit in exchange for the opportunity to participate in a quarterly prize drawing.

PROGRAMS EMPLOYER-PROVIDED BICYCLES AND HELMETS



I. ST2W MEASURE DESCRIPTION

Bicycles that are provided by the employer and made available for employee use during lunch and breaks.

GUIDANCE

Employers can gain two (2) points toward their ST2W plan point total by providing a number of bicycles sufficient to satisfy the demand of their Eligible Employees, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to ensure that bicycles are made available to Eligible Employees with the goal of reducing vehicle trips.
- The employer is required to periodically evaluate Eligible Employee demand for bicycles and to ensure that the demand is being met.

PROGRAMS EXTERNAL EMPLOYEE RIDE MATCHING SERVICES



I. ST2W MEASURE DESCRIPTION

The employer promotes the use of a third-party rideshare program to help Eligible Employees identify appropriate opportunities for ridesharing. Employers must promote these services at least annually.

GUIDANCE

This measure consists of registering with RTC Smart Trips and promoting the service within the workplace at least annually.

II. KEY ELEMENTS

Employer registers with Smart Trips that pairs potential alternative transportation partners. Employees voluntarily sign up to use the service providing information such as the starting and ending location for their commute. Employer promotes the local ride matching service within the workplace annually by any of the following:

- Posting a local ride matching service flyer
- Publishing information about the local ride

matching service program in a company newsletter

- Emailing or leaving information about the local ride matching service program in employee mailboxes
- Having a representative from the local ride matching agency speak at a company meeting

III. SUPPORT MATERIALS

RTC Smart Trips

<https://rtcsmartrips.rideproweb.com/rp2/Home/Home>

Sign Up for Smart Trips

Already have a profile? [Sign In](#)

[f](#) Sign Up With Facebook

OR

First Name Last Name

PROGRAMS

EXTERNAL GUARANTEED RIDE HOME SERVICE



I. ST2W MEASURE DESCRIPTION

The employer utilizes a third-party service to provide Eligible Employees with a return trip to the point of commute origin, when a need for the return trip arises and the employee participated in ridesharing or alternative transportation that day. This need, as defined by the employer, may be a personal emergency, an unplanned situation or business-related activities (such as overtime). The employer needs to indicate if this service would be provided by rental car, taxi, or by a Transportation Management Association or Organization (TMA/TMO).

GUIDANCE

This measure consists of registering with a local Guaranteed Ride Home (GRH) service. The employer, in conjunction with the GRH agency, establishes a policy identifying situations in which employees would be guaranteed a ride home and the means provided to guarantee the ride home, such as a rental car, taxi, etc. The employer promotes the service within the workplace.

II. KEY ELEMENTS

- Register with Smart Trips
- Establish a GRH policy
- All GRH policies require that the employee must have used alternative transportation that day. Other terms are variable by agency and should be determined at the time of agreement. In addition, the policy should identify the means provided to guarantee the ride home, such as a rental car, taxi, etc.
- Promote GRH service in the workplace annually by any of the following:
 - Posting flyers in the workplace
 - Publishing GRH information in company newsletter
 - Emailing or distributing GRH information in employee mailboxes
 - Having a representative from the GRH agency speak at a company meeting

III. SUPPORT MATERIALS

RTC Smart Trips <https://rtcsmartrips.rideproweb.com/rp2/Home/Home>



PROGRAMS STARTUP INCENTIVE



I. ST2W MEASURE DESCRIPTION

Designed to reward Eligible Employees who previously commuted via single occupancy vehicle by offering a one-time or short-term incentive when they begin using ridesharing or alternative transportation on a regular basis.

GUIDANCE

Employers can gain three (3) points toward their ST2W plan point total by offering Eligible Employees a one-time or short-term startup incentive when they transition from commuting via a single occupancy vehicle to commuting via Smart Trips or alternative transportation, and continue to do so, on a regular basis. The value of the startup incentive should be sufficient to provide Eligible Employees with adequate incentive to use ride sharing or alternative transportation for their work commute, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by offering Eligible Employees a startup incentive as a reward for changing their commute method from a single occupancy vehicle to alternative transportation or ridesharing.
- The Employer is required to provide Eligible Employees with information about the value of the startup incentive and the criteria that must be met to receive the incentive.

PROGRAMS FLEX TIME SCHEDULES



I. ST2W MEASURE DESCRIPTION

Eligible Employees are permitted to adjust their work hours in order to accommodate alternative commute schedules or arrangements.

GUIDANCE

Employers can gain three (3) points toward their ST2W point total by providing flex time schedules to Eligible Employees that are not production workers (i.e. office staff) and an additional three (3) points by providing flex time schedules to Eligible Employees who are also production workers. Employers must allow Eligible Employees to adjust their work hours to accommodate alternative commute schedules or arrangements.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by allowing Eligible Employees to accommodate alternative commute schedules or arrangements by adjusting their work hours.
- Adjusting an Eligible Employees' work hours should not impact the total number of hours worked by the Eligible Employees.

PROGRAMS

STAGGERED WORK SCHEDULES



I. ST2W MEASURE DESCRIPTION

The employer selects different start and stop times for departments or individuals within the company to promote ridesharing and accommodate public transit.

GUIDANCE

Employers can gain three (3) points toward their ST2W plan point total by providing staggered work schedules. This includes the Employers choosing the start and stop time for departments or individuals.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by having the Employers choose the start and stop times for Eligible Employees work schedules to promote ridesharing and accommodate public transit.
- This measure allows the Employer to choose a schedule that would fit best with each department or individual while accommodating ridesharing and public transit.

PROGRAMS

PRE-TAX COMMUTER BENEFIT SAVINGS PROGRAM



I. ST2W MEASURE DESCRIPTION

Allow employee to use pretax monies to pay for alternative transportation.

GUIDANCE

Employers can gain four (4) points toward their ST2W plan point total by implementing a Pre-Tax Commuter Benefit Savings Program. This program will allow eligible employees to set aside vanpool, bus, or other public transit fares in a pre-tax savings account. The program, and estimated value of the benefit, should be promoted through onsite resources, email, etc.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to use public transit by providing a pre-tax savings account used to pay for transit fares.
- The Employer shall provide Eligible Employees with information about the value of the Pre-Tax Commuter Benefit Savings Program and the criteria that must be met to receive the benefit.

PROGRAMS VANPOOL SUBSIDY



I. ST2W MEASURE DESCRIPTION

Employers pay for all or part of the cost of commuting by vanpool for Eligible Employees that use these services. The employer must provide information on the annual report regarding the monetary value of the vanpool subsidy and the frequency of distribution to Eligible Employees.

GUIDANCE

Employers can gain five (5) points toward their ST2W plan point total by providing Eligible Employees with a subsidy to pay, or help pay, for the cost of commuting by vanpool. Information about the value of the subsidy and the frequency of its distribution must be provided to Eligible Employees on

at least a quarterly basis. The value of the subsidy should be sufficient to provide Eligible Employees with adequate incentive to use vanpool services, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by offering Eligible Employees cash subsidies to pay for all or part of the cost of commuting to and from work by vanpool.
- The Employer is required to provide Eligible Employees with information about the value and distribution frequency of the vanpool subsidy on a quarterly basis.

PROGRAMS TRANSIT SUBSIDY



I. ST2W MEASURE DESCRIPTION

Employers pay for all of the cost of commuting by local transit, commuter rail or train for Eligible Employees that use these services. The employer must provide information on the annual report regarding the monetary value of the transit subsidy and the frequency of distribution to Eligible Employees.

GUIDANCE

Employers can gain five (5) points toward their ST2W plan point total by providing Eligible Employees with a subsidy to pay for the cost of commuting by local transit, commuter rail, or train. Information about the value of the subsidy and the frequency of its distribution must be provided to Eligible Employees on at least a quarterly basis. The value of the subsidy should be sufficient to provide

Eligible Employees with adequate incentive to use local transit, commuter rail, or train, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by offering Eligible Employees cash subsidies to pay for all of the cost of commuting to and from work by local transit, commuter rail, or train.
- The Employer is required to provide Eligible Employees with information about the value and distribution frequency of the transit subsidy on a quarterly basis.

PROGRAMS

BICYCLE SUBSIDY



I. ST2W MEASURE DESCRIPTION

Employers pay for all or part of the purchase of a bicycle and/or bicycle improvements, repair, and storage for Eligible Employees that use these services and regularly commute by bicycle, as determined by the employer. The employer must provide information on the annual report regarding the monetary value of the bicycle subsidy and the frequency of distribution to Eligible Employees.

GUIDANCE

Employers can gain five (5) points toward their ST2W plan point total by providing Eligible Employees with a subsidy to pay for all or part of the cost of the purchase of a bicycle and/or bicycle improvements, repair, and storage for Eligible Employees that use these services and regularly commute by bicycle. Information about the value of the subsidy and the frequency of its distribution must be provided to Eligible Employees on at least a quarterly basis. The value of the subsidy should be sufficient to provide Eligible Employees with adequate incentive to use a bicycle for their work commute, as determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by offering Eligible Employees cash subsidies to pay for all or part of the cost of commuting to and from work by bicycle.
- The Employer is required to provide Eligible Employees with information about the value and distribution frequency of the bicycle subsidy on a quarterly basis.



PROGRAMS

INTERNAL GUARANTEED RIDE HOME SERVICE



I. ST2W MEASURE DESCRIPTION

The employer directly provides Eligible Employees with a return trip to the point of commute origin, when a need for the return trip arises and the employee participated in ridesharing or alternative transportation that day. This need, as defined by the employer, may be a personal emergency, an unplanned situation or business-related activity (such as overtime). This service may be provided by employer vehicle, rental car, taxi, public transit or another employee.

GUIDANCE

This measure consists of establishing a practice or system of identifying the following:

- *Situations in which employees will be guaranteed a ride home*
- *The means provided to guarantee the ride home*
- *Who to contact, should a ride home be necessary*

II. KEY ELEMENTS

Establish and specify the eligibility criteria for an employee to receive a guaranteed ride home. The criteria may include:

- The type of alternate transportation used by the employee
- The type of rideshare arrangement the employee has (internal rideshare partner vs. external partner)
- The employee's participation level in alternate transportation (ex: must rideshare or take alternate transportation a certain number of days per week, pay period, month or year to qualify)
- The maximum number of guaranteed rides home, per employee, each month or year

Define the circumstances that warrant a guaranteed ride home, which may include:

- Illness (self, dependents and/or close

relatives)

- Unplanned emergency (home fire, flood, child's school requires pick-up of child)
- Mandatory overtime

Describe the method of transportation used for Guaranteed Ride Home, which may include:

- Bus pass
- Taxi
- Rental car
- Company vehicle
- Driven home by company management

Establish a process for employees to utilize for requesting a ride home, which may include:

- Who to contact (supervisor, named individual, or position title)
- How to contact (phone, email request, complete a form, etc.)
- Notification of supervisor/manager
- Notification of rideshare partners

PROGRAMS

INTERNAL RIDE MATCHING



I. ST2W MEASURE DESCRIPTION

The employer provides rideshare matching service, zip code list or assistance in finding commute alternatives for all interested Eligible Employees. Information must be updated semiannually.

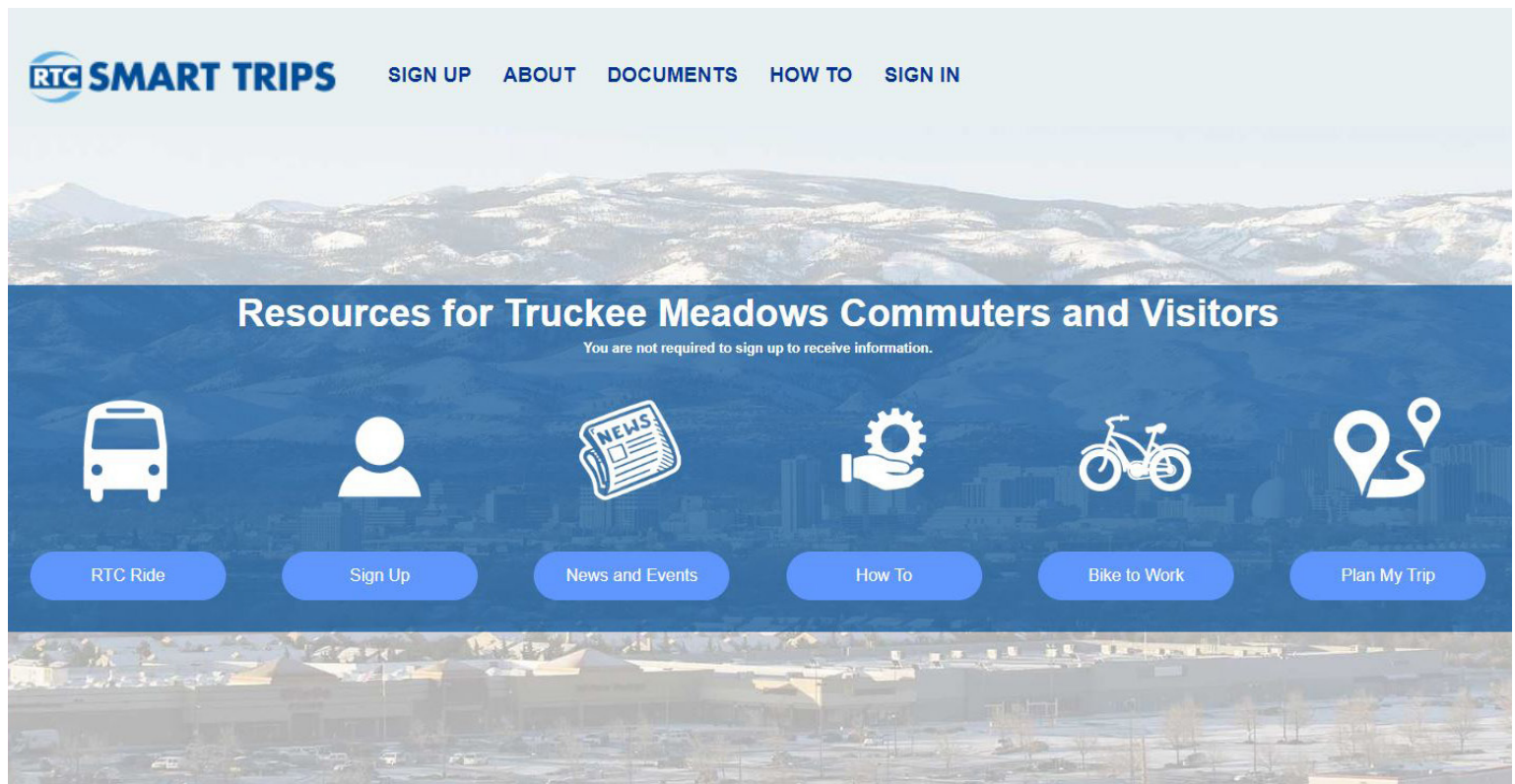
GUIDANCE

This measure consists of implementing an Internal Ride Matching Service as a means by which employees can find other potential carpool/vanpool partners within one's own company. The employer will keep a list of participating employees' information for the purposes of ride matching. That list can take a variety of forms including, but not limited to, the following:

- A paper zip code list kept by a designated personnel staff
- An electronic spreadsheet that can be accessed by internal employees
- Dedicated rideshare software such as a web-based data management system.

II. KEY ELEMENTS

- Employee participation in internal ride matching is voluntary
- This measure is similar to the Ride Matching Bulletin Board measure, but differs in that the employer will act as an intermediary between potential carpooling partners
- This measure has some overlap with Personalized Commute Assistance
- Employee information must be kept current and updated twice per year



PROGRAMS COMPREHENSIVE BICYCLE PROGRAM



I. ST2W MEASURE DESCRIPTION

Employer-promoted program which encourages bicycle commuting. This is intended to be a multi-faceted program that includes bicycle racks, information (such as bicycle lanes and safety considerations), and a repair kit or tools (such as a tire pump). The employer should also publicize any local Bike to Work events, typically held in May, to its employees.

GUIDANCE

Employers can gain seven (7) points toward their ST2W point total creating or promoting an existing program that provides Eligible Employees with information pertaining to commuting by bicycle. The resources provided by the program must include, but are not limited to, bicycle racks, information about bicycle lanes and bicycle safety, and a repair kit or tools. Bike to Work events must also be promoted as part of the comprehensive bike program.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to use bicycles for their work commutes.
- Employer can also promote a third party program that provides information as defined in the rule.
- The program must be multi-faceted and include the following:
 - Bicycle racks
 - Information on bicycle lanes and safety considerations
 - Repair kit or tools such as tire pump

PROGRAMS EXTRA TIME OFF



I. ST2W MEASURE DESCRIPTION

The employer provides Eligible Employees additional time off for participation in the trip reduction program. This can include, but is not limited to, allowing Eligible Employees to accrue time off for every time they use alternative transportation or ridesharing.

GUIDANCE

Employers can gain seven (7) points toward their ST2W plan point total by awarding additional time off to Eligible Employees for using alternative transportation or ridesharing.

The amount of time awarded should be sufficient to provide Eligible Employees with adequate incentive to use alternate transportation or ridesharing, as determined by the employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by offering Eligible Employees time off when they use alternative transportation and/or ridesharing to get to and from work.

PROGRAMS

COMPREHENSIVE VANPOOL PROGRAM



I. ST2W MEASURE DESCRIPTION

Employer-promoted program designed to encourage the use of existing vanpools or the development of new vanpools. This is intended to be a multi-faceted program that includes information on vanpool availability, benefits of vanpooling, and any incentives offered by the employer or an outside agency.

GUIDANCE

Employers can gain eight (8) points toward their ST2W point total by creating or promoting an existing program that provides Eligible Employees with information regarding vanpools. The information provided by the program must include, but is not limited to, information on vanpool availability, benefits of vanpooling, and any incentives offered by the employer or an outside agency.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to create or use existing vanpools.
- This measure does allow the Employer to promote a third party program that provides information as defined in the rule. However, multiple forms of promotion should be publicized in order to satisfy this measure.
- Examples of promotion include, but are not limited to, bulletin boards, e-mail, flyers, or newsletters.

III. SUPPORT MATERIALS

RTC Smart Trips <https://rtcsmartrips.rideproweb.com/rp2/Home/Home>

PROGRAMS

CARPOOL PROGRAM



I. ST2W MEASURE DESCRIPTION

Employer-promoted program designed to encourage the use of existing carpools or the development of new carpools. This is intended to be a multi-faceted program that includes internal ride matching or personalized commute assistance, ridesharing information, and resources on how to start a carpool. The employer should also publicize any local ridesharing events to its employees.

GUIDANCE

Employers can gain eight (8) points toward their ST2W point total by creating or promoting an existing program that provides Eligible Employees with information pertaining to carpools. The resources provided by the program must include, but are not limited

to, internal ride matching or personalized commute assistance, ridesharing information, and resources on how to start a carpool.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by encouraging Eligible Employees to create or use existing carpools for their work commutes.
- This measure does allow the Employer to promote a third party program that provides information as defined in the rule. However, multiple forms of promotion should be publicized in order to satisfy this measure.
- Examples of promotion include, but are not limited to, bulletin boards, e-mail, flyers, or newsletters.

"BEST WORKPLACES FOR COMMUTERS" RECOGNITION

I. ST2W MEASURE DESCRIPTION

Commuter program are found to meet the National Standard of Excellence in commuter benefits can be included in the national list of Best Workplaces for Commuters (BWC). This is a standard created by the Center for Urban Transportation Research and the U.S. Environmental Protection Agency. See www.bestworkplaces.org for more information.

GUIDANCE

This measure consists of registering with the BWC and complying with BWC requirements at: www.bestworkplaces.org/join/online-application/

II. KEY ELEMENTS

Joining BWC requires employers to provide at least one of the following primary benefits:

- Financial assistance for alternative transportation
- Telecommute program
- Compressed work schedule
- Employer must provide employees access to an emergency ride home program
- Employer must provide employees supporting benefits such as carpool matching, shuttles, and onsite amenities
Employer benefits for joining BWC include:
 - National public recognition for being commuter-friendly and socially responsible
 - Help desk and one-on-one assistance to answer program questions, provide tips and resources, and help recognize workplace achievements
 - Multiple resources and tools on the BWC website
 - More information about employer benefits can be found by visiting: [www.bestworkplaces.org/join/benefits./](http://www.bestworkplaces.org/join/benefits/)

III. SUPPORT MATERIALS

Register with BWC website through online or paper application:

- www.bestworkplaces.org/join/online-application/
- www.bestworkplaces.org/join/application/

Membership dues depend on the number of worksites and range from \$180 - \$230 per site. Membership must be renewed annually. More information is available here: www.bestworkplaces.org/join/membership-dues/



PROGRAMS

TELECOMMUTING PROGRAM



I. ST2W MEASURE DESCRIPTION

A system of working at home, offsite, or at a telecommuting center for a full workday. Telecommuting should eliminate the trip to work or reduce the travel distance to the worksite by more than 80 percent. The employer should make telecommuting available to at least 10 percent of its Eligible Employees excluding production workers, and employees who spend 20 percent or less of their work time per week at the worksite. In making telecommuting available to at least 10 percent of applicable employees, the employer can claim ST2W points for this measure even if the possible participants do not take advantage of the program. Each participant who telecommutes should be allowed to telecommute at least one day per week.

GUIDANCE

Employers can gain nine (9) points toward their ST2W point total by providing a telecommuting program. The telecommuting

program should allow an Eligible Employee to perform their regular work duties at home, offsite, or at a telecommuting center for a full workday.

II. KEY ELEMENTS

- Employers can gain nine (9) points toward their ST2W point total by providing a telecommuting program. The telecommuting program should allow an Eligible Employee to perform their regular work duties at home, offsite, or at a telecommuting center for a full workday.
- Telecommuting should eliminate the trip to work or reduce the travel distance to the worksite by at least 80 percent.
- The Employer should make telecommuting available to at least 10 percent of its Eligible Employees and each participant should be allowed to telecommute at least one day per week.



PROGRAMS SHUTTLES



I. ST2W MEASURE DESCRIPTION

Employers provide a shuttle for daily work commutes between employer worksites or between transportation stations and the worksite.

GUIDANCE

Employers can gain ten (10) points toward their ST2W point total by providing shuttles to their Eligible Employees.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by providing shuttles for daily work commute between employer worksites or between transportation stations and the worksite.

- The Employer is required to periodically evaluate Eligible Employee demand for using shuttles and to ensure that the demand is being met.

III. SUPPORT MATERIALS

RTC Smart Trips <https://rtcsmartrips.rideproweb.com/rp2/Home/Home>



PROGRAMS MONETARY INCENTIVES



I. ST2W MEASURE DESCRIPTION

The employer, or other funding sources, provides Eligible Employees with cash subsidies, at least on a quarterly basis, for participation in the trip reduction program. This can include, but is not limited to, providing a monetary incentive to Eligible Employees who use alternative transportation a predetermined, minimum number of times per month or pay period.

GUIDANCE

Employers can gain twelve (12) points toward their ST2W plan point total by providing monetary incentives to Eligible Employees who use alternative transportation for their work commute. The minimum number of times that an Eligible Employees must use alternative transportation per month or per pay period must be determined by the Employer.

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by providing monetary incentive to Eligible Employees who use alternative transportation a predetermined minimum number of times per month or pay period.
- Alternative transportation can include, but is not limited to bike, walk, using public transit, carpool, and vanpool.
- The RTC recommends that the monetary incentive equal at least two times the state minimum wage and be awarded at least once per month. However, employers can determine an appropriate amount based on their available resources.

PROGRAMS

COMPRESSED WORK WEEK



I. ST2W MEASURE DESCRIPTION

A regular, full-time work schedule which eliminates at least one round-trip commute trip (both home-to-work and work-to-home) at least once every two (2) weeks for participating employees. A Compressed Work Week (CWW) schedule must be implemented in a manner that reduces trips to the worksite, as an alternative to completing the basic work requirement of five eight-hour workdays in one week, or ten eight hour workdays in two weeks. CWW examples include, but are not limited to, working three twelve-hour days (3/36) or four ten-hour days (4/10) within a one week period; or eight nine-hour days and one eight-hour day (9/80) within a two week period.

GUIDANCE

Employers can gain up to fifteen (15) points depending on the participation rate (see table below) toward their ST2W point total by providing a compressed work week to their Eligible Employees. Compressed work week includes eliminating at least one round-trip commute trip (both home-to-work and work-to-home).

II. KEY ELEMENTS

- The purpose of this measure is to reduce vehicle trips by eliminating at least one round-trip commute at least once every two weeks.
- This can be achieved by implementing any of the following types of work week:
 - Three twelve-hour days
 - Four ten-hour days
 - Eight nine-hour days and one eight-hour day within a two week period

Up to 15 points

Measure Description Points

- CWW for all Eligible Employees; 75% participation 15
- CWW for all Eligible Employees; 50% participation 12
- CWW for all Eligible Employees; 25% participation 9
- CWW for all Eligible Employees; 10% participation 6
- CWW for all Eligible Employees excluding production workers; 75% participation 8
- CWW for all Eligible Employees excluding production workers; 50% participation 6
- CWW for all Eligible Employees excluding production workers; 25% participation 4
- CWW for all Eligible Employees excluding production workers; 10% participation 2

