

# District Annual Update Form

## General District Information

Date: \_\_\_\_\_

District Name (as you would like it to appear): \_\_\_\_\_

Approximate number of employers in this District: \_\_\_\_\_

Approximate number of employees in this District: \_\_\_\_\_

Your organization's Web site address: \_\_\_\_\_

**Primary Contact:** (Person with day-to-day responsibility for commuter benefits program)

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Dept: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Manager:** (Person who oversees administration of commuter benefits program)

Same person as above

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Dept: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Media Contact:**

Same person as Primary Contact

Same person as Manager

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Dept: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_

## Media and Public Recognition

We would like to help you publicize your designation as one of the Best Workplaces for Commuters Districts.

May we list your organization as one of the Best Workplaces for Commuters Districts in media releases or other publicity?

Yes       No

May we use your logo on our Web site or in other publicity?

Yes       No

If yes, please e-mail your logo and any use specifications to [winters@cutr.usf.edu](mailto:winters@cutr.usf.edu).

May we specify which commuter benefits you offer?

- Yes       No

May we share contact information for your commuter benefits program coordinator?

- Yes       No

### About Your Commuter Benefits Program

Did you make any changes to your commuter benefits program in order to qualify as one of the Best Workplaces for Commuters Districts?

- Yes       No

If "yes," please specify: \_\_\_\_\_

Have you made any changes to your commuter benefits program since becoming one of the Best Workplaces for Commuters Districts?

- Yes       No

If "yes," please specify: \_\_\_\_\_

What year did you begin offering commuter benefits? \_\_\_\_\_

How does your organization publicize its national designation as one of the Best Workplaces for Commuters Districts? (check all that apply)

- |   |   |
|---|---|
| <input type="checkbox"/> BWC window cling displayed at building entrance(s) | <input type="checkbox"/> article in district newsletter     |
| <input type="checkbox"/> BWC logo included in job ads                       | <input type="checkbox"/> media release or newspaper article |
| <input type="checkbox"/> BWC logo included in annual report                 | <input type="checkbox"/> other _____                        |
| <input type="checkbox"/> BWC logo placed on Web site (url: _____)           |   |

We are interested in examples of how you are using the Best Workplaces for Commuters logo as well as any articles that may have been published about your designation as one of the Best Workplaces for Commuters Districts. You can email them to us at [winters@cutr.usf.edu](mailto:winters@cutr.usf.edu), fax them to us at 813 974-5168, Attention: Phil Winters, or mail them to Best Workplaces for Commuters, Center for Urban Transportation Research, College of Engineering, University of South Florida, 4202 East Fowler Avenue, CUT100, Tampa, Florida 33620-5375.

What other information can you provide about your commuter benefits program? For example,

- How did your organization decide to offer commuter benefits?
- What was included in any cost/benefit analysis that may have been done?
- If a reduction to your commuter benefits program has been considered, what prevented it from happening?

- What benefit have you seen from offering commuter benefits?

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## Your Commuter Benefits Package

### *Minimum participation level*

In addition to providing an excellent package of commuter benefits, qualifying districts must meet a minimum participation level with at least 14% of employees not driving alone to work. Not driving alone includes all forms of alternative modes, including transit, vanpool, carpool, telework, compressed work week, biking, walking, and others.

Check here to certify that at least 14% of district employees are not driving alone to work.

- Yes       No

In the past year, have you seen an increased participation in the commuting options that you offer? Increased participation could mean either more employees participating or increased frequency by existing participants.

- Yes       No

### *What have you noticed?*

- Providing more transit passes
- Supporting more vanpools or vanpool riders
- More telework agreements in place
- Paying more parking cashout
- More carpool matching
- More carpool parking requested or used
- More shuttle ridership
- More compressed workweek schedules
- More bike parking requested or used
- More biking
- More walking

Other (please describe): \_\_\_\_\_

Other comments: \_\_\_\_\_

Do you have any readily available surveys, records, or other data that support your observations?

- Yes       No

Have you already participated in or conducted a commuter survey?

- Yes       No

### Emergency Ride Home

(You must provide the following):

- District employees have access to an Emergency Ride Home (ERH) program.  
 provided by the District       provided by an outside organization

Name \_\_\_\_\_

### Primary Benefits offered

- We offer to pay at least \$30 per month towards a transit pass (or the full cost of a pass if it is less than \$30) to each employee who commutes using transit.  
 We pay \$\_\_\_\_ per month on average for each transit user  
 If the amount is less than \$30, please confirm that this is the full cost of the monthly pass by checking this box.
- We offer to pay at least \$30 per month towards a vanpool pass (or the full cost of a pass if it is less than \$30) to each employee who commutes in a vanpool.  
 We pay \$\_\_\_\_ per month on average for each vanpool rider  
 If the amount is less than \$30, please confirm that this is the full cost of the monthly pass by checking this box.
- We offer a significant telework program that reduces by at least 6 percent the number of commuting trips district employees make.  
 We estimate \_\_\_\_ % of our employees' commute trips are eliminated by telework
- We offer to pay at least \$30 per month (in lieu of providing a parking spot) to each district employee who leaves their car at home and commutes another way.  
 We pay \$\_\_\_\_ per month for each parking spot given up
- We offer an equivalent benefit that provides similar value to district employees, reduces traffic and air pollution, and is agreed to by the BWC Team.

### Supporting Benefits offered

- Active membership in a Transportation Management Association (TMA) or participation in a voluntary regional air quality program (e.g., Spare the Air, Air Awareness, SEQL, Clean Air Coalition) or similar commuter program
- Active membership in a local ozone awareness program, in which you agree to notify employees of expected poor air quality and suggest ways that they might minimize polluting behaviors
- Ridesharing or carpool matching, either in-house or through an outside organization
- Pre-tax transit subsidy deducted from employee paycheck
- Pre-tax vanpool subsidy deducted from employee paycheck
- Transit benefits of less than \$30 per month (or less than the full cost if less than \$30)
- Vanpool benefits of less than \$30 per month (or less than the full cost if less than \$30)
- Cash in lieu of a free or subsidized parking spot in an amount less than \$30 per month (or less than 75 percent of the actual parking benefit)
- Shuttles from transit stations, either district-provided or through a local TMA or similar service provider
- Parking at park-and-ride lots or vanpool staging areas
- Provision of real-time (i.e., intelligent) commuting information
- Preferred parking for carpools and vanpools
- Reduced parking costs for carpools and vanpools
- District-supported vanpools—provided in-house
- District-supported vanpools—provided by an outside organization
- District-provided membership in a car sharing program (visit [www.carsharing.net](http://www.carsharing.net) to learn more)
- Secure bicycle parking, showers, and lockers
- Electric bicycle recharging stations
- Employee commuting awards programs
- Discounts and coupons for bicycles for bicyclists or shoes for walkers
- Compressed work schedules
- Telework that reduces commute trips by less than 6 percent
- Lunchtime shuttle
- Proximate commute (where employees work at locations closer to their homes)

- Incentives to encourage employees to live closer to work
- Incentives to encourage employees to use alternative transportation (e.g., additional vacation time)
- On-site amenities (e.g., convenience mart, dry cleaning, etc.)
- Concierge services

Describe proposed option:

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Do you have any additional questions or comments?

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*To submit your Annual Update, please mail the form to: Best Workplaces for Commuters<sup>SM</sup>, Center for Transportation Research, College of Engineering, University of South Florida, 4202 East Fowler Avenue, CUT100, Tampa, Florida 33620-5375. You can also fax it to us at 813 974-5168, Attention: Phil Winters.*