

# Application Form

**INSTRUCTIONS:** Please print out this blank application, hand print or type, and send your completed application to: Best Workplaces for Commuters, c/o Center for Urban Transportation Research, University of South Florida, 4202 E. Fowler Ave., CUT100, Tampa, FL 33620-5375 or fax 813.974.5168 or email to [info@bestworkplaces.org](mailto:info@bestworkplaces.org)

In order to qualify as one of the Best Workplaces for Commuters, your organization must offer at least one of the following primary benefits:

- At least \$30 per month towards a transit pass or vanpool pass (or the full cost of a pass if it is less than \$30) to each employee who commutes using transit or a vanpool.
- At least 30 percent of employees participating in a pre-tax purchase of a monthly transit pass or vanpool pass of at least \$30 per month (or the full cost of a pass if it is less than \$30).
- A significant telework program that reduces by at least 6 percent the number of commuting trips employees make.
- A significant compressed work week program that reduces by at least 6 percent the number of commuting trips employees make.
- At least \$30 per month (in lieu of providing a parking spot) to each employee who leaves their car at home and commutes another way.
- An equivalent benefit that provides similar value to employees, reduces traffic and air pollution, and is agreed to by Best Workplaces for Commuters. Your organization must also offer access to an Emergency Ride Home program and 3 supporting benefits, such as carpool matching, shuttles and on-site amenities (e.g., cafeteria, dry cleaners). If you have fewer than 20 employees, you need only provide one supporting benefit.

**Application Date** \_\_\_\_\_

## Employer Information

Employer Name: \_\_\_\_\_ (as you would like it to appear)  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
URL: \_\_\_\_\_  
Nature of Business: \_\_\_\_\_

Is your company a FORTUNE 500 company or owned by a FORTUNE 500 company? Yes  No

Approximate number of employees in the U.S. \_\_\_\_\_

How did you hear about us? \_\_\_\_\_

Organization that talked to you about applying for Best Workplaces for Commuters:  
\_\_\_\_\_

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**Worksite-specific Information**

*(for worksites covered by this application)*

This application should cover worksites that:

1. are located in the same metropolitan area AND
2. offer the same primary commuter benefit AND
3. have the same primary contact

If you have additional worksites that do not meet these conditions, please include them on a separate application.

Number of worksites covered by this application: \_\_\_\_\_  
Approximate number of employees at these worksites (combined): \_\_\_\_\_  
Approximate number of employees at these worksites who are offered commuter benefits (even if they are not using them): \_\_\_\_\_

Does your organization have other worksites in this metropolitan area that are not included on this application?

- Yes (please list)
- No
- Not Sure

Does your organization have worksites in other metropolitan areas that offer commuter benefits?

- Yes (please provide additional information)
- No
- Not Sure

Please provide the information below for each worksite included on this application. List the primary worksite first.

Worksite: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Approximate number of employees at this worksite: \_\_\_\_\_

Approximate number of employees at this worksite who are eligible for commuter benefits: \_\_\_\_\_

*If you have additional worksites to be included on this application, please submit the information on a separate sheet.*

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**Primary Contact**

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

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dept: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Manager**

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

Same as above

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dept: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

**Media Contact**

Same as Manager

Same as Primary Contact

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Dept: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
State: \_\_\_\_\_  
Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
E-mail: \_\_\_\_\_

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**We offer at least one of the following primary benefits to our employees:**

*(Please check all that apply)*

- 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.
- At least 30 percent of our employees purchase transit pass or vanpool pass of at least \$30 per month (or the full cost of a pass if it is less than \$30) using pre-tax income.
- 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 our employees make. We estimate \_\_\_ % of our employees' commute trips are eliminated by telework
- We offer a significant compressed work program (e.g., workweek is 40 hours over 4 days) that reduces by at least 6 percent the number of commuting trips our employees make. We estimate \_\_\_ % of our employees' commute trips are eliminated by our compressed work week program.
- We offer to pay at least \$30 per month (in lieu of providing a parking spot) to each 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 our employees, reduces traffic and air pollution, and is agreed to by Best Workplaces for Commuters. Please attach your proposed benefit option to this application.

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We offer at least three of the following supporting benefits to our employees (you need to provide only one if you have fewer than 20 employees):

(Please check all that apply)

- 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 another employer-based 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 an employer-provided 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 employer-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
- Employer-supported vanpools—provided in-house
- Employer-supported vanpools—provided by an outside organization
- Employer-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
- Bikesharing program
- Actively promote and participate in healthy initiatives to encourage and increase employee walking and bicycling
- Other options that you may propose

Describe proposed option: \_\_\_\_\_

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**We also claim credit for one or more of the following LEED Alternative Transportation credits for this workplace as a supporting benefit for Best Workplaces for Commuters. (OPTIONAL)**

- LEED SS Credit 4.1: Alternative Transportation – Public Transportation Access (6 LEED points)
  - OPTION 1: Rail Station Proximity – locate the project within ½ mile walking distance (measured from a main building entrance) of an existing or planned and funded commuter rail, light rail or subway station.
  - OPTION 2: Bus Stop Proximity – locate the project within ¼ mile walking distance (measured from a main building entrance) or 1 or more stops for 2 or more public, campus, or private bus lines usable by building occupants.
- LEED SS Credit 4.2: Alternative Transportation – Bicycle Storage and Changing Rooms (2 LEED points)
  - OPTION 1: Provide secure bicycle racks and/or storage within 200 yards of a building entrance for 3% or more of all building users (calculated on average for the year) and provide shower and changing facilities in the building, or within 200 yards of a building entrances, for 0.5% of full-time equivalent (FTE) occupants.
  - OPTION 2: Provide secure bicycle storage for 3% of the occupants for up to 300,000 square feet, then an additional 0.5% for the occupants for the space over 300,000 square feet. Mixed use buildings with a total gross square footage greater than 300,000 square feet must apply this calculation for each use of the building. Provide shower and changing facilities in the building, or within 200 yards of a building entrance, for 0.5% of FTE occupants.
- LEED SS Credit 4.3: Alternative Transportation—Low-Emitting and Fuel-Efficient Vehicles (3 LEED points)
  - OPTION 1: Provide preferred parking for low-emitting and fuel-efficient vehicles for 5% of the total vehicle parking capacity of the site. Providing a discounted parking rate is an acceptable substitute for preferred parking for low-emitting/fuel-efficient vehicles. To establish a meaningful incentive in all potential markets, the parking rate must be discounted at least 20%. The discounted rate must be available to all customers (i.e. not limited to the number of customers equal to 5% of the vehicle parking capacity), publicly posted at the entrance of the parking area, and available for a minimum of 2 years. For project types that demonstrate market barriers to the definition of preferred parking closest to the main entrance, alternatives may be considered on a case-by-case basis.
  - OPTION 2: Install alternative-fuel fueling stations for 3% of the total vehicle parking capacity of the site. Liquid or gaseous fueling facilities must be separately ventilated or located outdoors.
- LEED SS Credit 4.4: Alternative Transportation—Parking Capacity 1. Non-Residential Projects (2 LEED Points)
  - OPTION 1: Size parking capacity to meet but not exceed minimum local zoning requirements.
  - OPTION 2: For projects that provide parking for less than 3% of full-time equivalent (FTE) building occupants: Provide preferred parking for carpools or vanpools, marked as such, for 3% of total parking spaces. Providing a discounted parking rate is an acceptable substitute for preferred parking for carpool or vanpool vehicles. To establish a meaningful incentive in all potential markets, the parking rate must be discounted at least 20%. The discounted rate must be available to all customers (i.e. not limited to the number of customers equal to 5% of the vehicle parking capacity), publicly posted at the entrance of the parking area, and available for a minimum of 2 years.
  - OPTION 3: Provide no new parking.

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### Other Requirements

- Our employees have access to an Emergency Ride Home (ERH) program.
  - provided in-house
  - provided by an outside organization

Please provide the name of the outside organization: \_\_\_\_\_

By submitting this application, we agree to the following conditions:

- We have a central point of contact in charge of commuter benefits.
- We keep information on commuter benefits in a centralized location.
- We actively promote our commuter benefits to employees.
- We agree to look for opportunities to use the Best Workplaces for Commuters name and logo to promote our designation (e.g., Web sites, press releases, job ads, newsletters, annual reports, etc.)
- We commit to ensuring that within 18 months of acceptance into the program at least 14 percent of our employees will not be driving alone to work.
- If our application is approved, we will pay the annual membership fee of \$230, covering through December 31, 2010.

### Media Recognition

We would like to help you publicize your designation as one of the Best Workplaces for Commuters. As a minimum, your organization will be listed by name, city/state, and industry on [www.bestworkplaces.org](http://www.bestworkplaces.org) and may be promoted using various forms of social media (e.g., Facebook, Twitter)

- Yes    No   May we list your organization as one of the Best Workplaces for Commuters in media releases?
- Yes    No   May we use your logo on our Web site or in other publicity?
- Yes    No   May we share contact information for your commuter benefits program coordinator?
- Yes    No   May we specify which commuter benefits you offer?

Any additional questions or comments: \_\_\_\_\_

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