



ANNUAL MEMBERSHIP APPLICATION

Please complete and email to info@bestworkplaces.org or mail to:

Best Workplaces for Commuters

Center for Urban Transportation Research
University of South Florida
Attn: Julie Bond
4202 E. Fowler Ave, CUT100
Tampa, FL 33620-5375
Phone 813-974-9799 Fax 813-974-5168

Worksite Information (*Required)

* Name of Organization (as you would like it to appear on website, certificate, etc.): _____

*Nature of business: _____

*URL: _____

*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 BWC? _____

*Referred by: _____

Is there more than one worksite in the same metro area? If so, please list. _____



Primary Contact *Person with day-to-day responsibility for commuter benefits program and our primary contact for announcements about Best Workplaces for Commuters. (*Required)*

*Name: _____
Title: _____ Dept. _____
*Address: _____
*City: _____
*State: _____
*Zip Code: _____
*Phone: _____
*E-mail: _____ Fax: _____

Manager *Person who oversees administration of commuter benefits program.*

If same as above, no need to enter below

Name: _____
Title: _____ Dept. _____
Address: _____
City: _____
State: _____
Zip Code: _____
Phone: _____
E-mail: _____ Fax: _____

Media Contact

- Same as Manager (no need to enter below) or
- Same as Primary Contact (no need to enter below)

Name: _____
Title: _____ Dept. _____
Address: _____
City: _____
State: _____
Zip Code: _____
Phone: _____
E-mail: _____ Fax: _____



Primary Benefits

Employers must offer at least one Primary Benefit to employees. Please select all that apply.

- _____ 1. We offer to pay on average at least \$30 per month towards a **transit pass** (or the full cost of a pass if it is less than \$30) for each employee who commutes using transit. 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). 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.
- _____ 2. We offer to pay at least \$30 per month for **vanpool** costs (or the full cost 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.
- _____ 3. We provide a **pre-tax option** for employees for their purchase of transit and/or vanpool fares with at least 30% of our employees purchasing such fare media of at least \$30 per month.
- _____ 4. We offer a significant **telework** program that reduces by at least 6% the number of commuting trips our employees make per week. (See Table 1 in Appendix). We estimate _____ % of our employees' commute trips are eliminated by telework.
- _____ 5. We offer a significant **Compressed Workweek** program with employees working longer hours on fewer days (e.g., workweek is 40 hours over 4 days) that reduces by at least 6% the number of vehicle trips our employees make per week. (See Table 2 in Appendix). We estimate _____ % of our employees' vehicle trips are eliminated by our compressed workweek program.
- _____ 6. We offer a **parking cash out** option to employees. Parking cash out is a program that allows employees to opt out of having an employer-subsidized parking space and instead receive compensation. We offer to pay employees 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.
- _____ 7. We fully or partially fund one or more **employee shuttles** from rail stations and/or park and ride lots. The shuttles can be either directly operated by the employer or purchased transportation through a local TMA or service provider.
- _____ 8. We offer a significant **bicycle commuting** program with at least 6% reduction in the number of vehicle trips our employees make by bicycle. (See Table 3 in Appendix). We estimate _____ % of our employees' vehicle trips are eliminated by bicycling and/or we offer to reimburse at least \$20 per month for regularly commuting by bicycle.
- _____ 9. We offer to pay at least \$30 per month to employees to **carpool** to work that reduces by at least 6% the number of vehicle trips our employees make per week. (See Table 4 in Appendix).
- _____ 10. 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. If yes, please describe: _____



Supporting Benefits

Employers must offer a minimum of three Supporting Benefits for all workplaces with 20 or more employees. Please select all that apply.

- We assign an employee to be our **Employee Transportation Coordinator** who helps assist other employees by providing products and services to facilitate employee use of commute options other than driving alone in the peak period.
- We maintain an active membership in a **Transportation Management Association (TMA)** or participate in a voluntary regional air quality program (e.g., Spare the Air, Air Awareness, SEQL, Clean Air Coalition) and/or we provide access to other **local or regional commuter assistance programs** to assist our employees in finding commuting options other than driving alone in the peak period. Access may be provided to encourage employee participation in an annual commuter challenge, host transportation fairs, etc.
- We maintain an active membership in a local **ozone awareness program**, in which we agree to notify employees of expected poor air quality and suggest ways that they might minimize polluting behaviors.
- We provide commuter information for staff in a **Transportation Kiosk** or display area.
- We established a formal **shared parking arrangement** with an adjacent property owner whereby we both agree to share their parking lots and reduce the number of parking spaces that each would provide on our individual properties.
- We allow employees to **deduct transit fares from pretax income** at less than \$30 per month and/or less than 30% employee participation.
- We allow employees to **deduct pre-tax vanpool costs from pre-tax income** deducted from employee paycheck at less than \$30 per month and/or less than 30% employee participation.
- We provide **transit discounts of less than \$30 per month** (or less than the full cost if less than \$30).
- We provide **vanpool cost discounts of less than \$30 per month** (or less than the full cost if less than \$30).
- We offer **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).
- We provide financial incentives or housing discounts to encourage employees to **live closer to work** (within 10 miles of the work location).
- Our employees have **access to park-and-ride lots** or vanpool staging areas that service our workplace.
- We provide **preferred parking for carpools and vanpools** (e.g., close to entrance, reserved only for carpools or vanpools).
- We offer **reduced parking costs** for our employees who carpool and vanpool.
- We offer **ridematching assistance** to our employees so they may find others to share the ride to work, either in-house or through an outside organization.
- We directly operate and support **vanpools—provided in-house**.
- We purchase and/or provide access to **third-party vanpools** or commuter highway vehicles (7+ passengers or more) and related services to foster vanpooling.
- We support **car sharing** by providing carshare parking on site or adjacent to workplace for use by employees for short term (e.g., hourly) personal use. Program may be commercial entity such as ZipCar or Enterprise Carshare or administered by the workplace or others.
- We provide access to our workplace **fleet vehicles** for personal use.
- We provide **first mile/last mile** service to transit via a transportation network company (e.g., Lyft, Uber).
- We provide secure **bicycle parking** (e.g., bicycle lockers, bicycle cages, indoor bicycle rooms, etc.).
- Our workplace has **on-site showers and lockers** accessible to all employees who walk or bicycle to the workplace.
- We provide discounts for **bikesharing** memberships and/or bikeshare rental discounts.



- We have installed **electric bicycle recharging** stations.
- We have installed one or more Level 2 or Level 3 **electric vehicle recharging** stations that are accessible to employees or student commuters in company parking facility.
- We offer **compressed work schedules** that reduce commute trips by less than 6%.
- We have a **telework** program either as a matter of formal policy or as standard practice where some employees may work some regular paid hours at home occasionally or on a regular basis. This program reduces commute trips by less than 6%.
- Our workplace allows at least some employees to have **flextime** where they may periodically change starting and quitting times within some range of hours.
- Our workplace conducts an **employee commuting awards** programs.
- We offer **non-financial incentives** (e.g., additional vacation time) to encourage employees to use transportation options other than driving alone in the peak period.
- Our workplace contains **on-site amenities or concierge services** (e.g., convenience mart, dry cleaning, etc.) that reduces the need for employees to drive for the purpose of running errands
- We actively promote and participate in **healthy initiatives** to encourage and increase employee walking and bicycling.
- Other options that you may propose

Describe proposed option: _____

Emergency Ride Home (*Required)

Our employees have access to an Emergency Ride Home (ERH) program. Check all that apply.

- Employer subsidized in-house program
- Employer subsidized ride hailing (e.g. Uber/Lyft) service
- Provided by an outside organization (e.g. TMA) Name of outside organization: _____
- _____
- Other, please describe: _____



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 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 additional media releases?
- Yes No May we use your logo on our website or in other publicity? *If yes, please email logo with application.*
- Yes No May we the share contact information of your commuter benefits program coordinator?
- Yes No May we specify which commuter benefits you offer?

Any additional questions or comments: _____

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

- ✓ We have a central point of contact in charge of commuter benefits and will notify Best Workplaces for Commuters when this contact changes.
- ✓ 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., websites, press releases, job ads, newsletters, annual reports, etc.)
- ✓ We commit to ensuring that within 12 months of acceptance into the program at least 14 percent of our employees will not be driving alone to work in the peak period.
- ✓ If our application is approved, we agree to pay the annual membership fee or the BWC partner listed below has agreed to pay for our membership fee this year. The membership fee for Florida employers is sponsored by the Florida Department of Transportation.

BWC Partner Organization: _____

BWC Partner Contact: _____

BWC Partner Email: _____

BWC Partner Phone: _____



Appendix

Use Table 1 to estimate reduction based on the average telework days per week for the workplace's teleworkers, e.g. if 15% of your workforce teleworks an average of 2 days per week then you meet the 6% trip reduction threshold.

Table 1. Minimum Share of Employees Needed to Reach 6% Trip Reduction Goal Based on the Weekly Frequency of Teleworkers.

Workplace Average Telework Days/Week	Minimum Share of Employees
1	30.0%
2	15.0%
3	10.0%
4	7.5%
5	6.0%

Use Table 2 below to estimate the minimum share of employees under the compressed workweek schedule to reach the 6% trip reduction per week target.

Table 2. Share of Employees Needed to Reach 6% Trip Reduction Goal based on the Type of Compressed Workweek Schedule

Compressed Workweek Schedule	Minimum Share of Employees
80 hours over 9 workdays	12.0%
40 hours over 4 workdays	6.0%
36 hours over 3 workdays	2.0%



Use Table 3 below to estimate the minimum share of employees who bicycle to work to reach the 6% trip reduction per week target.

Table 3. Share of Employees Need to Reach 6% Trip Reduction Goal Based on Average Bicycling to Work Frequency

Average Bicycle Commuting Days	Minimum Share of Employees
1	30.0%
2	15.0%
3	10.0%
4	7.5%
5	6.0%

Use Table 4 below to estimate the minimum share of employees who carpool at a given frequency per week to reach the 6% trip reduction per week target.

Table 4. Share of Employees Needed to Reach 6% Trip Reduction Goal Based on Carpooling Frequency (assumes 2 persons per carpool)

Average Carpool Days/Week	Minimum Share of Employees
1	60.0%
2	30.0%
3	20.0%
4	15.0%
5	12.0%