



2020 Best Workplaces for Commuters Application Employer at a Best SITE

Email completed application to: info@bestworkplaces.org

Name of Organization *

(as you would like it to appear on the certificate, website, etc.)

Address *

City

State

ZIP code

Website *

Contact Information

Name of Primary Contact: *

(Person with day-to-day responsibility for commuter program at this workplace)

Title

Department

Address Same as Above?

Yes No

Address

Apt, suite, etc.

Country

City

State

ZIP code

Phone *

Fax

Email *

Is the Primary Contact the same as the Program Manager?

Yes No

Select 'No' to provide contact information for the Program Manager. The Program Manager oversees administration of commuter benefits program. Also serves as a back-up contact if Primary Contact cannot be reached.

Program Manager Name

Title

Department

Address

City

State

ZIP code

Phone

Fax

Email

Is the Primary Contact the same as the Media Contact?

Yes No

Select 'No' to provide contact information for the Media Contact.

Name

Title

Department

Address

City

State

ZIP code

Phone

Fax

Email

Worksite Information

Nature of Business

Airlines & Aerospace

Banking, Financial, & Insurance
Biotechnology
Colleges & Universities
Computer Software & Internet
Computers & Electronics
Consulting, Employment & Business Services
Energy & Fossil Fuels
Energy Distribution & Utilities
Engineering, Construction & Architecture
Entertainment, Hospitality & Tourism
Food & Beverage
Government, City & County
Government, Federal & Military
Government, Regional & Planning
Government, State
Hospitals & Health Services
Legal
Manufacturing (except computer)
Marketing, Advertising & PR

Media, Publishing & Broadcasting
Nonprofit Organizations & Associations
Other Products & Services
Pharmaceuticals
Property Management & Real Estate
Retail & Mail Order
Telecommunications
Transportation Demand Management
Transportation Service Providers
Wholesale & Distributing

Approximate number of employees: *

How did you hear about us?

We are part of a Best SITE

Referred by:

Name of Best SITE in your area.

Worksites Covered by the Application

This application should cover worksites that:

- 1. are located in the same metropolitan area AND
- 2. offer the same primary commuter benefits 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 all worksites (combined)

Approximate number of employees at these worksites who are offered commuter benefits (even if they are not using them)

List worksites in SAME metropolitan area

Primary Benefits

Instructions

Employers must offer at least one primary benefit to employees. (Please select all that apply)

Transit Pass

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.

Yes No

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.

Vanpool Costs

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.

Yes No

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.

Pre-Tax Option

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.

Yes No

Telework Program

4. We offer a significant **telework program** that reduces by at least 6% the number of commuting trips our employees make per week.

Yes No

We estimate ____% of our employees' vehicle trips are eliminated by telework:

Note: 6% reduction approximates a similar estimated impacts of other primary benefits.

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%

Compressed Workweek

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.

Yes No

We estimate ___% of our employees' vehicle trips are eliminated by our compressed workweek program:

Use Table 2 below to estimate the minimum share of employees under the compressed work week 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%
40 hours over 4 workdays	6%
36 hours over 3 workdays	2%

Cash instead of Parking

6. We offer a **cash option** to employees instead of an employer-paid parking space. We offer to pay employees at least \$30 per month instead of providing a parking spot to each employee who leaves their car at home and commutes another way.

- Yes No

We pay \$___ per month for each parking spot given up:

Employee Shuttles

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.

- Yes No

Bicycle Commuting

8. We offer a significant **bicycle commuting** program with at least 6% reduction in the number of vehicle trips our employees make by bicycle.

- Yes No

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:

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%

Carpool

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.

Yes No

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%

Equivalent Benefit

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. If yes, please describe below.

Yes No

Supporting Benefits

Instructions

Minimum **three** required. Please check all that apply.

- 1. We assign an employee to be our **Employee Transportation Coordinator** who assists other employees by providing products and services to facilitate employee use of commute options other than driving alone in the peak period.
- 2. We maintain an active membership in a **Transportation Management Association (TMA)** and/or we provide access to other **local or regional commuter assistance programs** to assist employees in finding commuting options rather than driving alone.
- 3. 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.
- 4. We provide commuter information in a **Transportation Kiosk** or display area
- 5. We established a formal **shared parking arrangement** with an adjacent property owner where we both agree to share parking.
- 6. We allow employees to **deduct transit fares from pretax income** at less than \$30 per month.
- 7. We allow employees to **deduct pre-tax vanpool costs from pre-tax income** deducted from their paycheck at less than \$30 per month.
- 8. We provide **transit discounts of less than \$30 per month**
- 9. We provide **vanpool cost discounts of less than \$30 per month**
- 10. We offer **cash instead of an employer-provided parking spot** in an amount less than \$30 per month.
- 11. We provide financial incentives or housing discounts to encourage employees to **live closer to work** (within 10 miles of the work location)
- 12. Our employees have **access to park-and-ride lots** or vanpool staging areas that service our workplace
- 13. We provide **preferred parking for carpools and vanpools** (e.g., close to entrance, reserved only for carpools or vanpools)
- 14. We offer **reduced parking costs** for our employees who carpool and vanpool
- 15. 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
- 16. We directly operate and support **vanpools—provided in-house**
- 17. We purchase and/or provide access to **third-party vanpools** or commuter highway vehicles (7+ passengers or more) and related services to foster vanpooling
- 18. 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.
- 19. We provide access to our workplace **fleet vehicles** for official business.
- 20. We provide **first and last-mile connection** at the beginning or end of an individual trip made by public transportation (e.g., Lyft, Uber)

- 21. We provide **secure bicycle parking** (e.g., bicycle lockers, bicycle cages, indoor bicycle rooms, etc.)
- 22. Our workplace has **on-site showers and lockers** accessible to all employees who walk or bicycle to the workplace
- 23. We have **bikesharing** on site.
- 24. We have **e-scooters** on site.
- 25. We provide **discounts for bikesharing** memberships and/or bikeshare rental discounts.
- 26. We provide **discounts for e-scooter** memberships and/or e-scooter rental discounts.
- 27. 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
- 28. We offer **compressed work schedules** that reduce commute trips by less than 6%
- 29. 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%
- 30. Our workplace allows at least some employees to have **flextime** where they may periodically change starting and quitting times within some range of hours
- 31. Our workplace conducts an **employee commuting awards** programs
- 32. 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
- 33. 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
- 34. We actively promote and participate in **healthy initiatives** to encourage and increase walking and bicycling

Describe any other options offered:

Our employees have access to a Guaranteed or 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)
- Other

Please provide the name of the outside organization:

If other, please describe:

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

1. We have a central point of contact in charge of commuter benefits and will notify Best Workplaces for Commuters when this contact changes.
2. We keep information on commuter benefits online and actively promote our commuter benefits to employees.
3. 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.).
4. 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.
5. 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.

BWC Partner (if any):

Yes No

Instructions

We help you publicize your designation as one of the Best Workplaces for Commuters by listing your organization by name, city/state and industry on the Best Workplaces for Commuters website, www.bestworkplaces.org and an annual, national media release. We also promote members using various forms of social media (e.g. Facebook, Twitter). If BWC would like to promote your organization in additional ways, we will contact you directly.

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

Yes No

Upload Logo

Any additional questions or comments.

Email completed application to: info@bestworkplaces.org

The 2020 BWC List will be released in January 2020.

The deadline for application is November 30, 2019.

Annual Membership Fee

Employer: \$230 per year, or \$400 for 2-year membership discount

Partner Discount: \$190 per employer or \$340 for 2-year membership discount

If you need assistance, please call Julie Bond, Project Manager at 813.974.9799 or email at bond@bestworkplaces.org. We look forward to working with you!