



2021 Best Workplaces for Commuters Application for Universities and Colleges

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

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

Colleges & Universities

Please choose one of the following industries that best describes the workplaces on this application

Approximate number of employees: *

Approximate number of students: *

Approximate number of students who live in on-campus housing: *

How did you hear about us?

We are a Renewing Member

We are a Renewing Member

Contacted by BWC Staff

BWC website

BWC brochure

Contacted by BWC Member

BWC Member's website

Referral from a BWC Partner (Select Partner below)

Referral from an association (e.g., ACT, APTA, etc.)

Referral from a TMO or TMA

Web search (e.g., Google, Bing, Yahoo!, etc.)

Social media (e.g., Facebook, Twitter, LinkedIn, Google+, etc.)

Radio

Television

Newspaper/magazine

Other

Referred by:

Organization that talked to you about applying, if any.

Does this application include more than one campus?

Yes No

Campuses Covered by the Application

This application should cover only campuses 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 campuses that do not meet these conditions, please include them on a separate application.

Number of campus sites covered by this application

Approximate number of faculty and staff at all campus sites (combined)

Approximate number of students at all campus sites (combined)

Approximate number of faculty and staff at all campus sites who are offered commuter benefits (even if they are not using them)

Approximate number of students at all campus sites who are offered commuter benefits (even if they are not using them)

List campus sites in SAME metropolitan area

Primary Benefits

Instructions

University must offer at least one primary benefit. (Please select all that apply)

Employee Transit Pass

1a. 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 faculty or staff who commutes using transit.

Yes No

We pay \$____ per month on average for each faculty or staff 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.

Student Transit Pass

1b. 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 student who commutes using transit.

Yes No

We pay \$____ per month on average for each student 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.

Employee Vanpool Costs

2a. We offer to pay at least \$30 per month for **vanpool costs** (or the full cost if it is less than \$30) to each faculty or staff who commutes in a vanpool.

Yes No

We pay \$____ per month on average for each faculty or staff 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.

Student Vanpool Costs

2b. We offer to pay at least \$30 per month for **vanpool costs** (or the full cost if it is less than \$30) to each student who commutes in a vanpool.

Yes No

We pay \$____ per month on average for each student 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.

Employee Pre-Tax Option

3. We provide a **pre-tax option** for faculty or staff for their purchase of transit and/or vanpool fares with at least 30% of our faculty or staff purchasing such fare media of at least \$30 per month.

- Yes No

Employee Telework Program

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

- Yes No

We estimate ___% of our faculty or staffs' 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 campus' 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%

Employee Compressed Workweek

5. We offer a significant **Compressed Workweek** program with faculty or staff 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 faculty or staffs' 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%

Employee Cash Instead of Parking

6. We offer a **cash option** to faculty and staff instead of a University-paid parking space. We offer to pay them at least \$30 per month instead of providing a parking spot to each person who leaves their car at home and commutes another way.

Yes No

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

Employee Campus Shuttles

7a. We fully or partially fund one or more **campus shuttles** for faculty or staff from rail stations and/or park and ride lots. The shuttles can be either directly operated by the University or purchased transportation through a local TMA or service provider.

Yes No

Student Campus Shuttles

7b. We fully or partially fund one or more **campus shuttles** for students from rail stations and/or park and ride lots. The shuttles can be either directly operated by the University or purchased transportation through a local TMA or service provider.

Yes No

Employee Bicycle Commuting

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

Yes No

We estimate ___% of our faculty and staff vehicle trips are eliminated by bicycling and/or we offer to reimburse at least \$20 per month for regularly commuting by bicycle:

Student Bicycle Commuting

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

Yes No

We estimate ___% of our student vehicle trips are eliminated by bicycling:

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/Students Need to Reach 6% Trip Reduction Goal Based on Average Bicycling to Campus Frequency

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

Employee Carpool

9a. We offer to pay at least \$30 per month to faculty or staff to **carpool** to campus that reduces by at least 6% the number of vehicle trips they make per week.

Yes No

Student Carpool

9b. We promote **carpooling** for students and offer preferred parking and/or discounted parking fees for students who carpool.

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/Students Needed to Reach 6% Trip Reduction Goal Based on Carpooling Frequency (assumes 2 persons per carpool)

Average Carpool Days/Week	Minimum Share of Employees/Students
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 students, faculty or staff, 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 a person to be our **University Transportation Coordinator** who assists students, faculty and staff by providing products and services to facilitate their 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 students, faculty and staff to **deduct transit fares from pretax income** at less than \$30 per month.
- 7. We allow students, faculty and staff 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 a University-provided parking spot** in an amount less than \$30 per month.
- 11. We provide financial incentives or housing discounts to encourage faculty or staff to **live closer to work** (within 10 miles of the work location)
- 12. Our students, faculty and staff have **access to park-and-ride lots** or vanpool staging areas that service our campus
- 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 students, faculty and staff who carpool and vanpool
- 15. We offer **ridematching assistance** to our students, faculty and staff so they may find others to share the ride to campus, 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 campus or adjacent to campus for use by students, faculty and staff for short term (e.g., hourly) personal use.
- 19. We provide access to our University **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 campus has **on-site showers and lockers** accessible to all who walk or bicycle to the campus.
- 23. We have **bikesharing** on campus.
- 24. We have **e-scooters** on campus.
- 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 the University 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 campus allows at least some faculty and/or staff to have **flextime** where they may periodically change starting and quitting times within some range of hours
- 31. Our campus conducts **campus commuting awards** programs
- 32. We offer **non-financial incentives** (e.g., additional vacation time) to encourage students, faculty and staff to use transportation options other than driving alone in the peak period
- 33. Our campus contains **on-site amenities or concierge services** (e.g., convenience mart, dry cleaning, etc.) that reduces the need for students, faculty and staff 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): *

- University-subsidized in-house program for Faculty and Staff
- University-subsidized in-house program for Students
- University-subsidized ride hailing (e.g. Uber/Lyft) service for Faculty and Staff
- University-subsidized ride hailing (e.g. Uber/Lyft) service for Students
- Provided by an outside organization (e.g. TMA) for Faculty and Staff
- Provided by an outside organization (e.g. TMA) for Students
- Other

Please provide the name of the outside organization:

If other, please describe:

Instructions for Measured Results:

For each question below, enter the amount for Students (Undergraduate and Graduate) and for Employees. If none, enter 0 (zero).

1. Total percentage who walk, bicycle, vanpool or carpool, take public transportation, ride motorcycles or scooters, or ride a campus shuttle as their primary method of transportation (0-100). *

Students:

*

Employees:

2. Percentage who commute with only the driver in the vehicle (excluding motorcycles and scooters) as their primary method of transportation (0-100).

Students:

Employees:

3. Percentage who walk, bicycle, or use other non-motorized means as their primary method of transportation (please note that this may include on-campus residents) (0-100)

Students:

Employees:

4. Percentage who vanpool or carpool as their primary method of transportation (0-100)

Students:

Employees:

5. Percentage who take a campus shuttle or public transportation as their primary method of transportation (0-100)

Students:

Employees:

6. Percentage who use a motorcycle, scooter or moped as their primary method of transportation (0-100)

Students:

Employees:

Please describe the method(s) used to gather data about student/employee commuting, including the timeframe for when the analysis was conducted.

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 students, faculty and staff.
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 students, faculty and staff will not be driving alone to the campus 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):

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!