



Commute Options

What can I offer employees?

As a new Air Alert Program Coordinator, the commute options available to your employees are sometimes confusing. It's hard to know what may or may not work for your company's employees when location, work hours and other factors are considered.

As new employees are hired and/or current employees consider alternative modes, it's important for you, as the PC for your employer, to understand the advantages of each of the alternative modes and how they may be implemented into your trip reduction plan. This section will provide you with information on alternative modes and commute options. Each alternative mode is highlighted and the advantages listed. Subsidy and incentive ideas are also included, as well as some supporting information you may find helpful in promoting these alternative modes to your employees or "selling" them to management. Both the Regional Transportation Authority (RTA) and the Nashville Metropolitan Transit Authority (MTA) have detailed brochures on many of these options for your use and/or distribution to employees. Contact your RTA or MTA Representative for information.

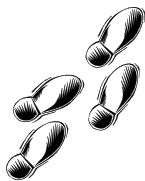
- ◆ **Walking**
- ◆ **Bicycling**
- ◆ **Bus**
- ◆ **Carpool**
- ◆ **Vanpool**
- ◆ **Telework**
- ◆ **Alternative Work Schedules**

Advantages of Walking to Work

- * Provides a free commute
- * Reduces automobile expenses
 - Gasoline and normal maintenance
- * Reduces wear and tear on personal vehicle
- * May reduce insurance premiums by eliminating or limiting use of personal vehicle
- * Eliminates hassle and cost of parking a car
- * Helps reduce air pollution by taking a vehicle off the road
- * Offers opportunity for exercise and improved fitness
- * Reduces commute stress
- * Offers flexibility - no need to depend on others
- * Provides an absolutely reliable commute option

Subsidy/Incentive Ideas

- * Allow casual attire on walk days
- * Provide a monthly subsidy -- 50¢ or \$1.00 per day
- * Offer discounted or free walking shoes (Walking shoes should be replaced regularly—provide a gift certificate to a shoe store.)
- * Give free walking accessories - water bottles, reflectors, portable radios, etc.
- * Provide clothes lockers and showers
- * Organize a “walk with a co-worker” program
- * Offer personal safety classes
- * Promote “Walk-to-Work Day” monthly or quarterly
- * Hold monthly drawings for all alternate mode users including those who walk to work
- * Profile walkers in your company newsletter or on your intranet



A 135-pound person walking a 20-minute mile burns 211 calories/hour.
Increase the rate to a 15-minute mile and burn 260 calories/hour.

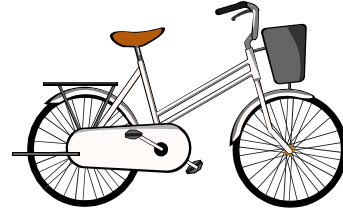
A 185-pound person walking a 20-minute mile burns 284 calories/hour.
Increase the rate to a 15-minute mile and burn 350 calories/hour.

Bicycling

Commute Options

Advantages of Bicycling to Work

- * Provides a very low cost commute
- * Costs little to maintain equipment
- * May reduce automobile expenses
 - gasoline and normal maintenance
- * Eliminates hassle and cost of parking a car
- * May lower insurance premiums by eliminating or reducing use of personal vehicle for commuting
- * Offers flexibility - matches any schedule
- * Emits no air pollution
- * May reduce commute stress
- * May increase fitness



Subsidy/Incentive Ideas

- * Offer casual-dress option on bike-ride days
- * Provide monthly cash subsidy
- * Hold monthly drawings for all alternate mode uses including bike riders
- * Give discounted for free bicycle helmets
- * Give free bicycle accessories (water bottles, reflectors, locks, etc.)
- * Offer bicycle safety programs
- * Arrange for discounts at nearby bicycle shops
- * Provide clothes lockers and showers
- * Provide bicycle route maps
- * Organize a “bike buddy” program
- * Offer bicycle maintenance workshops quarterly or semi-annually
- * Establish a bicycle “tool library” or offer repair facilities
- * Provide secure, covered bicycle racks or lockers
- * Promote Bike-to-Work Days monthly or quarterly

Bicycling burns calories!



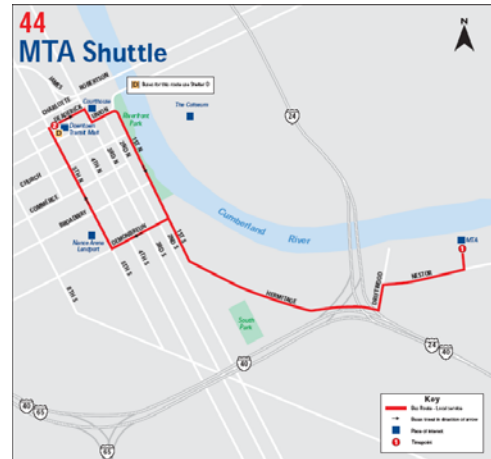
Cycling	135 lb Person	180 lb Person
12 mph	483 calories/hour	649 calories/hour
15 mph	604 calories/hour	812 calories/hour
18 mph	725 calories/hour	974 calories/hour

Bike on Bus

Passengers who take advantage of the bike on bus program pay the usual fare—bikes ride for free.

Bike Racks on Buses

Many of the newer MTA buses have been outfitted with two bicycle racks. Being able to transport a bike on the bus allows individuals to customize their commute by combining modes. Some bike enthusiasts may live or work too far from a bus stop to walk or they may choose to use a stop that allows them to ride their bike for part of their commute and ride the bus for the rest of their commute.



Transit – the BUS

Commute Options

Advantages of Riding the Bus to Work

- * Costs less than driving alone
- * Provides usable time to read, sleep, work, knit...
- * Can increase employee punctuality
- * Can reduce commute stress
- * Offers a safer-than-driving commute option
- * Provides flexibility, requires no pre-arrangement
- * Affords a reliable alternative to driving alone
- * Helps reduce air pollution by taking up to 40 vehicles off the road
- * Eliminates the hassle and cost of parking
- * Decreases automobile expenses—gasoline and normal maintenance
- * May lower insurance premiums by eliminating or limiting use of personal vehicle for commuting
- * Reduces wear and tear on personal vehicle
- * Offers an opportunity to meet new people
- * Provides many payment methods



Subsidy/Incentive Ideas

- * Offer Bus Card Plus-provide a monthly subsidy of 10 to 100 percent (employee receives a nontaxable fringe benefit up to \$100 per month; employer may deduct subsidy as a business expense and employee may take his/her share out of pre-tax earnings)
- * Pay for a portion of a monthly bus pass
- * Provide twenty-ride ticket books
- * Offer fun perks to riders - free newspapers, donuts, casual-dress days, book store gift certificates
- * Allow flex-time to accommodate bus schedules
- * Hold monthly drawings for all alternate mode users including bus riders - prizes can range from cash to movie tickets to a paid day or half-day off—post a list of winners and prizes where everyone can see it
- * Recognize bus riders via an Appreciation Day - profile them and their reasons for riding the bus in your company newsletter or on your intranet.

Carpool

Commute Options

Advantages of Carpooling to Work

- * May decrease automobile expenses either by splitting gasoline and normal maintenance costs among riders or alternating vehicles
- * May reduce insurance premiums by eliminating or limiting use of personal vehicle for daily commuting
- * Helps reduce air pollution by taking one or more vehicles off the road
- * Provides useable time for riders - read, sleep, work, talk - and company for the driver
- * May reduce commute stress
- * May increase employee punctuality
- * Saves time by using available HOV lanes
- * Increases personal safety
- * Offers a flexible alternative to driving alone
- * Can be included in RTA's Guaranteed Ride Home program

Subsidy/Incentive Ideas

- * Offer a monthly subsidy
- * Offer preferential parking - shaded if possible

- ✱ Hold monthly drawings for all alternate mode uses including carpoolers—prizes can range from cash to movie tickets to a paid day or half-day off; post a list of winners and prizes in a prominent place or on your intranet.
- ✱ Recognize carpoolers via an “Appreciation Day;” profile them and their reasons for choosing to carpool in your company newsletter or intranet site

Finding a Carpool Partner

Help Employees Take the Plunge!

Employees are often reluctant to join a carpool because they’ve never tried it before and aren’t sure how to get started. Part of your job as Air Alert Program Coordinator is to allay any concerns and help employees find someone who lives near-by, works similar hours and is “carpool compatible.” Before you ask employees to give up their personal vehicles forever, remember that carpooling (or any alternative mode) one day a week will give you a 20 percent reduction in your single occupancy vehicle rate.

Make a special week for clean air promotion. It is an excellent time to ask employees to try something new—carpooling. They are much more likely to agree to carpool when they know it’s only going to be for a short time. The catch is that once they’ve tried it, they’ll find that it’s a very convenient and comfortable way to get to work. It’s the first step that’s the tough one.

Matching Idea #1: www.rta-ride.org offers applicants a free, easy, convenient, confidential and fast way to find a rideshare partner via the Internet.

Employees have more control in deciding whom they want to carpool with and how far they are willing to travel to meet a rideshare partner. Employees will receive a Ride-Match Report which matches them with someone in their residential area and can make an introduction to a potential rideshare partner via e-mail. Employees who do not have Internet access or an e-mail address can still be entered into the Ride-Match system by contacting RTA at 615-862-8833.



Hold a “Rideshare” Event ~ Any time of the year, hold an event encouraging employees to log on to the website to find a carpool partner. Hold a drawing or provide a reward for all employees who register with the system. Provide an extra incentive for employees who form a carpool during the specified time frame. Distribute guidelines on forming a carpool. Be sure to recognize employees who participate.

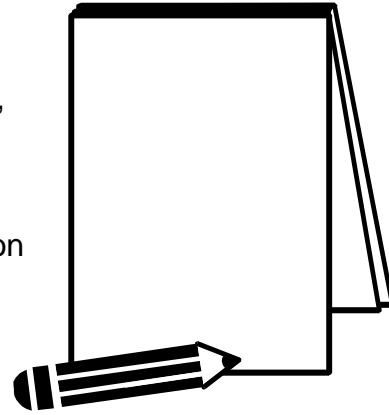
Matching Idea #2: Hold a Zip Code Party

Invite employees to a party to meet co-workers who live in the same zip code area. Put large signs on tables or walls to designate zip code areas. You might also have several zip code maps posted around the room so people can see if they can form “carpool chains” - remind employees that their commute may take them through several zip code areas.

Matching Idea #3: Post a Zip Code Map

Laminate a zip code map (or two). Post the number of employees living in each zip code area using small stick-on-dots or pushpins with flags.

- A. Employees interested in joining a carpool can check out the map, and then ask the program coordinator who lives in their area or on their route.
- B. At the request of an interested employee, the program coordinator contacts employees in specified zip code areas. This option may lead to a lot of work for the TC, but some organizations will not post employee names with any information about where they live.
- C. Employees can post their name and phone extension on a list near the zip code map to indicate their interest in carpooling.
- D. Post a list of employees (with permission) interested in carpooling grouped by zip code next to a zip code map.



Help is just a phone call away!

Call the Regional Transportation Authority (RTA) at 615-862-8833.

Check out the RTA website at www.rta-ride.org for information on forming a carpool, vanpool and other commute options.

Vanpool

Commute Options

Advantages of Joining a Vanpool

- * Helps reduce air pollution – can take up to 14 vehicles off the road
- * Can reduce automobile expenses: gasoline, normal maintenance, insurance premiums
- * Reduces wear and tear on personal vehicles
- * Increases socialization
- * Provides usable time - read, sleep, work, knit...
- * Saves time by using available HOV lanes
- * Can reduce commute stress
- * Provides a reliable alternative to driving alone
- * Increases personal safety
- * Can increase employee punctuality
- * Can be included in RTA's free Guaranteed Ride Home program



Subsidy/Incentive Ideas

- ✱ Offer “Commuter Bucks” - a monthly subsidy - for any amount (employee receives a nontaxable fringe benefit up to \$100 per month: employer can deduct subsidy as a business expense)
- ✱ Offer preferential parking - covered or shaded if possible
- ✱ Hold monthly drawings for all alternate mode users including vanpoolers - prizes can range from cash to movie tickets to a paid day or half-day off - post a list of winners and prizes where everyone can read it
- ✱ Recognize vanpool members via an Appreciation Day - profile them and their reason for joining a vanpool in your company newsletter
- ✱ Offer “fun” incentives - newspapers, donuts, casual-dress days

What is a Vanpool?

Who commutes in a vanpool?

People who consistently work regular schedules are good candidates for a vanpool. Vanpools consist of up to 15 people sharing a commute to work. An environmentally friendly commuting solution, vanpooling allows riders to share on gas costs and avoid the wear-and-tear on their personal vehicles.

VANPOOLS

- Up to 15 people
- Work regular schedules from work
- Tired of commuting alone
- Want to save time & money

Where do the vans come from?

Vanpool drivers can utilize their own personal van or the RTA will help them find a van to use.

How do vanpools get started?

One or more employees can ask co-workers, or employees from other businesses nearby, who live in the same area and who work the same hours if they would like to form a vanpool. Once a few people commit to joining the pool, one of them agrees to be the main driver who will contact RTA to order a van.

How much does a vanpool commute cost?

The vanpool riders share the operating cost of the van. The vans are provided by the RTA and the vanpool participants are responsible for a monthly fee covering commute costs such as the van lease, insurance, and gas required for their commute. Typical vanpool fares range from \$30-\$90/month per rider, depending on the distance driven for the commute. Van drivers ride for free. Back-up drivers will be designated for situations when the primary driver is unavailable. The number of riders and the commute distance determine the cost each rider

Driver Qualifications

1. 21 years old
2. valid TN driver's license
3. A good driving record
4. A history of being on time to work
5. responsible
6. reliable

pays - the more riders and the longer the distance, the more money riders save compared to driving alone.

Who takes care of the van?

The primary driver agrees to be responsible for the van. That includes fueling, washing and scheduling periodic maintenance. The monthly payments cover the cost of maintenance, road service, and insurance.

Can anyone be a vanpool driver?

RTA coordinates more than 100 vanpools throughout the region. Anyone who wants to be a vanpool driver must be at least 21 years old, have a valid TN driver's license and a clean driving record. The candidate's motor vehicle record will be checked. Essential qualities for vanpool drivers include a history of being on time for work and a reputation of being responsible and reliable.

Convenient [Park-and-Ride Lots](#) are located throughout the region where vanpool riders can meet each morning for their ride into work.

Regular vanpoolers qualify for the [Guaranteed Ride Home](#) program, which gets them home in an emergency, illness or due to working late unexpectedly.

For more information on finding an existing vanpool or starting a new vanpool, workers can call 615.862.8833 or complete their on-line [Rideshare Match Request](#) form at www.rta-ride.org.

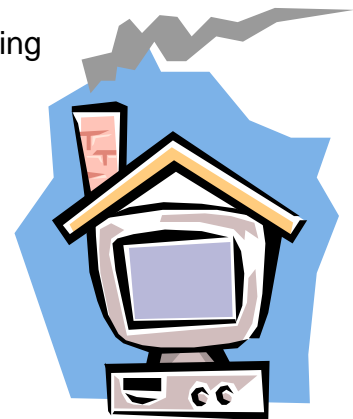
RTA has a Vanpool Specialist on staff. Call RTA Rideshare at 615-862-8833 .

Telework

Commute Options

A substitute for the twice-daily commute, teleworking allows employees to work at a location other than their office. Teleworking moves work to the worker instead of the worker to work.

Organizations that take advantage of teleworking recognize that neither work nor workers need be limited to one site. The worker's home is a good alternative workplace as are satellite work places - called telework centers.



Employer Advantages

- ✱ Helps achieve "Gold level" goals

- * Increases employees productivity
- * Decreases absenteeism
- * Decreases turnover
- * Improves managerial skills
- * Improves employee morale
- * May decrease overhead and real estate costs
- * Employee recruitment/retention tool

Employee Advantages

- * Decreases commute stress
- * Decreases or eliminates commute time and expense
- * Increases job satisfaction
- * Improves work environment
- * Decreases cost of clothing and food
- * Enhances work performance and productivity
- * Offers a better balance of work and personal life
- * Increases morale and job satisfaction

Making Telework Work

Management may initially reject telework because they feel uneasy about allowing their staff to work in a remote location. “Will they really work?” is the most frequent concern felt by managers. Because interruptions occur infrequently, teleworkers report they work more efficiently and can be 15 to 20 percent more productive working at home than at the office. And because they must manage by objective, supervisors soon discover that they needn’t *watch* their staff members to ensure productivity.

Teleworking does not apply universally as an employee benefit—*employees must earn the privilege*. Teleworking does not fit every job nor does it fit every personality. Individuals who process information - reading and writing reports, editing, or budgeting, for example - best fit the teleworking model. And, although some employees’ duties make them prime candidates for teleworking, they or their supervisors might prefer they do their job at the office.

It must be stressed that a telework day may not be used as a substitute for child or elder care. Whatever dependent care arrangements apply on days worked in the office must apply to telework days as well.

Some teleworkers may choose to dress in pajamas or sweats - and may look like they’ve taken the day off. But, they have work to do and must not be interrupted or distracted by family or neighbors who think a day at home means an opportunity to chat. Before they actually begin to telework, participants would be well advised to talk with



family members and friends about their new work arrangement and ask for their cooperation.

To Increase the Success of Your Teleworking Program:

- * Call the Clean Air Partnership of Middle Tennessee for help.
- * Make a telecommuting presentation to management to gain their approval and support (CAP can help!)
- * Start with a pilot program of a few carefully selected employees - both management and staff.
- * Train management in how to manage telecommuters
- * Train everyone who will be telecommuting
- * Find “champions” who will vigorously promote telecommuting and help “work out the kinks” in your program.

CWW *Compressed Work Weeks*

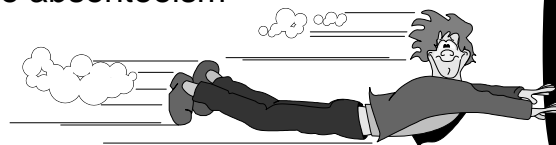
Commute Options

This option of *working more hours per day but fewer days within a one or two week period* is an extremely effective way to achieve your trip reduction goals as well as provide employees with a very desirable yet low cost benefit. Compressed workweek variations include 9/80, 4/40, and 3/36. Compressed—or alternative—work schedules offer many benefits to both employers and employees.

Employer Advantages

- * Helps achieve pollution reduction goals
 - 4/40 schedule results in a 20 percent reduction in SOV rate
 - 9/80 schedule results in a 10 percent reduction in SOV rate
- * Gains hours of coverage for business services without paying overtime wages
- * Provides a recruitment/retention tool
- * Reduces employee absenteeism and tardiness
- * Increases employee morale

9 /80
4 /40
3 /36



COMPRESSED

Work Week

Employee Advantages

- * Provides three or four day weekends

- * Offers an opportunity to help “Clear the Air”
- * Provides a way to balance work and personal time
- * Decreases absenteeism and tardiness
- * May reduce stress
- * Increases morale

CWW options

9/80

Employees who work a 9/80 schedule perform the required 80 hours of work in a two-week period, but within 9 workdays instead of 10. Because 80 hours cannot be divided equally among 9 days, employees will work 9 hours for 8 days, 8 hours for 1 day, and will take 1 day off.

With the 9/80 option, one week within the two-week pay period *appears to include overtime*. An adjustment of when the workweek begins and ends - as allowed by the Fair Labor Standards Act (FLSA)* for both exempt and nonexempt employees - will manage this. In the example shown below of a two-week pay period, the pay period and the workweek both begin on Monday morning. The first workweek ends on Friday at noon, the second workweek begins at 12:01 on the same day, creating two 40-hour workweeks.

Mon	Tues	Weds	Thurs	Fri	
9	9	9	9	←4	4→
9	9	9	9	Off	

“The Fair Labor Standards Act defines a workweek as “seven consecutive 24-hour periods that need not coincide with the calendar but may begin on any day and at any hour of the day.”

4/40

Employees on a 4/40 schedule work 4 10-hour days every week. The extra day off can be taken on any day agreed upon by the worker and his or her supervisor.

Mon	Tues	Weds	Thurs	Fri
10	10	10	10	Off

3/36

The option used most often by fire and police departments, health care facilities, and manufacturing companies, the 3/36 schedule requires employees to work three 12-hour shifts each week. Even though employees on this schedule work only 36 hours each week, most employers compensate them for 40 hours.

Mon	Tues	Wed	Thurs	Fri	Sat	Sun
12	12	12	Off	Off	Off	Off

Commute Options – Advantages at a Glance

	Free	Reduces Auto Expenses*	Reduces Stress	Saves Time	Increases Usable Time	Flexible	Eliminates Parking Costs	Enhances Fitness	Increases Personal Safety	Increases Job Satisfaction	Reduces Pollution
WALK	x	x	x			x	x	x		◆	x
BIKE	x	x	x			x	x	x		◆	x
CARPOOL		x	x	x	x	x	*		x	◆	x
BUS	*	x	x	x	x	*	x		x	◆	x
VANPOOL	*	x	x	x	x	*	x		x	◆	x
TELEWORK		x	x	x	x	x	x			x	x
CWW	x	x	x	x	x		x			x	x

*Includes gas, normal maintenance, wear & tear on vehicle, insurance

* Line charges, equipment, etc.

◆ Due to reduced commute stress

Commute Options – Incentives At-a-Glance

	Subsidy	Monthly/ Quarterly Drawing	Free or Discounted Accessories	Allow Flex Time	Preferential Parking	Lockers & Showers	Recognize Participants	Casual Attire	Establish A Buddy System	Safety Programs	“AM” to Work Day
WALK	x	x	x	x		x	x	x	x	x	
BIKE	x	x	x	x	x	x	x	x	x	x	x
CARPOOL	x	x	x	x	x		x		x		x
BUS	x	x	x	x			x		x		x
VANPOOL	x	x	x	x	x		x				
TELEWORK	*		x	x			x	x			
CWW							x				

* May be advantageous, depending on employer incentives