

## TRAFFIC MITIGATION ANNUAL REPORT WORKSHEET

Company/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Number of Full-time Employees: \_\_\_\_\_ Part-time Employees: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Title: \_\_\_\_\_

**DIRECTIONS:** Provide a brief description of your current or planned efforts in the last column. Please note that strategies 1-8 are required and are also considered the minimum to be completed.

**Go to <http://www2.montgomerycountymd.gov/trafficmitigationpublic/> to file your plan online.**

	<u>Traffic Mitigation Strategy</u>	<u>Employer Description</u>
1.	Contact person designated to receive and distribute information	(Name), (title), (e-mail), (phone). We will notify the TMD in writing of any changes in this information
2.	Information on transit/pooling/other commute alternatives distributed/posted regularly (furnished by TMD)	This information is provided by Bethesda Transportation Solutions. We can provide brochures to be displayed in employee common areas, and/or links to internet sites such as <a href="http://www.bethesdatransit.org">www.bethesdatransit.org</a> to be published on your company's intranet site.  Suggested employer description: We have posted information that we have received from BTS, including the BTS brochures explaining commuting options.
3.	Facilitate TMD staff presentations to employees and HR/Administrative staff on commute information/alternatives on periodic basis	Bethesda Transportation Solutions will come to your business to present employees with information on their commuting options. We also host <a href="#">Commuter Information Days</a> in various office buildings in downtown Bethesda.  Suggested employer description: BTS hosted Commuter Info Events in our building on (date). We will continue to notify employees when BTS hosts future Commuter Info Events in our building. We understand that our TMD rep. will send us a flyer a week before the Commuter Info Event. We will post that flyer and encourage employees to attend.
4.	<a href="#">Guaranteed Ride Home Promotion</a> (free regional program offering emergency rides)	Again, this information is provided by Bethesda Transportation Solutions either via brochures and/or links to internet sites such as <a href="http://www.bethesdatransit.org/commuters-guaranteed-ride%20home.shtml">http://www.bethesdatransit.org/commuters-guaranteed-ride%20home.shtml</a> .  Suggested employer description: We will continue to provide information about the Guaranteed Ride Home program to our employees.
5.	Annual Commuter Survey distributed to employees (short survey of transportation– supplied by TMD)	The Annual Commuter Survey is conducted by the County and seeks to learn more about the commuting habits of area employees. Businesses with 25 or more employees are randomly selected to participate.  Suggested employer description: We were selected for the Commuter Survey in (year). Our TMD rep informed us that (number) employees submitted surveys. We handed out surveys and encouraged employees to turn in survey or take online. If selected for future commuter surveys, we will encourage employees to participate again, send out email reminders, and try to increase our response rate.

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6.	ADA information provided ( <a href="#">transportation services for people with disabilities</a> )	<p>Again, this information is provided by Bethesda Transportation Solutions either via brochures and/or links to internet sites such as <a href="http://www.bethesdatransit.org/transit-F-transit.shtml">http://www.bethesdatransit.org/transit-F-transit.shtml</a>.</p> <p>Suggested employer description: We will continue to provide disabled employees with information on the regional Metro Access program and Montgomery County's Same Day Access program.</p>
7.	Permanent display area for TMD-provided bus schedules and other transportation information	<p>Again, this information is provided by Bethesda Transportation Solutions either via brochures and/or links to internet sites such as <a href="http://www.bethesdatransit.org">www.bethesdatransit.org</a>.</p> <p>Suggested employer description: We post TMD brochures in a common area. We have contacted BTS when additional info is needed.</p>
8.	Compile information on yearly TMP activities and submit Annual Report	<p>Each spring, you will receive an e-mail prompting you to submit your Annual Report of TMP Activities using the County's on-line description. Bethesda Transportation Solutions will work with you to put together your Annual Report.</p> <p>Suggested employer description: The company maintains a file on all of our TMP activities and will continue to submit an Annual Report.</p>
9.	Attendance at free CSS-sponsored meetings/workshops permitted for designated contact person	<p>Bethesda Transportation Solutions publicizes many such events each year.</p> <p>Suggested employer description: (Contact) will be permitted to attend ____ such meeting(s) per year.</p>
10.	Information on commuting alternatives provided to new employees (TMD can provide materials and/or attend orientations)	<p>Bethesda Transportation Solutions will provide you with any information you would like to provide to new employees about taking transit to work.</p> <p>Suggested employer description: We inform new employees of our transit subsidy program and provide Metro pocket guide and Ride On route maps to assist them in transit planning.</p>
11.	Free or reduced rate parking for car/vanpools offered to employees	<p>If your building has a private parking garage, check to see if it provides this service.</p>
12.	Preferred location and/or reserved parking for car/vanpools offered to employees	<p>Montgomery County garages in Bethesda offer reserved parking for car/vanpools. Bethesda Transportation Solutions can provide brochures about this program.</p> <p>Suggested employer description: We will post the BTS brochure which explains the County's carpool program.</p>
13.	Provision of car sharing space in highly visible location within on-site parking facility.	<p>Car sharing entails the use of a service such as <a href="#">ZipCar</a>. Many businesses have company memberships to <a href="#">ZipCar</a>.</p> <p>Suggested employer description: We will look into the feasibility of acquiring a company <a href="#">ZipCar</a> membership.</p>

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14.	Provision of car sharing incentives, including paying part or all of membership costs, rental costs, or similar incentives.	Car sharing entails the use of a service such as <a href="#">ZipCar</a> . Many businesses have company memberships to <a href="#">ZipCar</a> .  Suggested employer description: We will look into the feasibility of acquiring a company <a href="#">ZipCar</a> membership.
15.	Bike amenities at worksite, such as racks, lockers, and showers (TMD may be able to supply)	Find the bike rack closest to your location <a href="#">here</a> .  Suggested employer description: Bethesda has many public bike racks for commuters.
16.	Transit/pedestrian amenities at worksite (e.g. sidewalks, benches, etc.)	Describe the amenities near your building. Is there a bus stop? Benches? A <a href="#">Bethesda Circulator</a> stop?  Suggested employer description: Sidewalks are located just outside our building.
17.	<a href="#">Carpool matching</a> for employees (as part of free region-wide matching program, or can be on-site only)	Bethesda Transportation Solutions provides this service! Have employees contact us for <a href="#">free car pool matching</a> .  Suggested employer description: We will continue to provide information to our employees explaining this program.
18.	Alternative work schedules:  <input type="checkbox"/> Flex Time <input type="checkbox"/> Jobsharing <input type="checkbox"/> Compressed Work Week <input type="checkbox"/> <a href="#">Telecommute</a> <input type="checkbox"/> <a href="#">Teleworking</a>	If your company offers any of these programs, please provide a description of the program, as well as an estimate of how many employees take advantage of them.
19.	Tax-free monthly transit subsidies provided to employees, including <a href="#">SmartBenefits</a> .	Does your company offer a transit subsidy program? If so, brag a little!  Suggested employer description: We started our program on _____ and ____ of our employees participated in the program in 2010. The amount of the subsidy in 2010 was \$_____.  Or: We are currently looking into the possibility of offering such a benefit to our employees.
20.	<a href="#">Maryland State Commuter Tax Credit</a> for employers	Did you know that companies that provide transit subsidies to their employees qualify for the State's 50 percent tax credit on their contributions to employees' commuting costs?
21.	Pre-tax payroll deduction for transit costs offered to employees (saves employer & employee money)	
22.	Transit passes/tokens offered for purchase at worksite (at full or reduced price)	
23.	Subsidize employee parking and transit equally (if employee parking is currently subsidized, offer equal subsidy for transit costs)	

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24.	<u>Ozone Action Days</u> participation (regional program to alert people to dangerous air quality days)	When air quality in the Washington Metro area reaches unhealthy levels, buses in the following transit systems are free: Ride On, Prince Georges County THE BUS, Frederick County TransIT, Metro buses in Montgomery County and Prince Georges County. Sign up for e-mail alerts through <u>Clean Air Partners!</u>  Suggested employer description: We will continue to post Ozone Action Days information in our employee break area during the summer months.
25.	Other : Please Indicate	