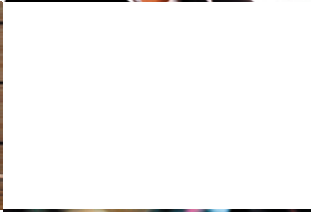




# Clean Air Counts

## Strategy Fact Sheets

### **Workplace Transportation Options**



**CLEAN AIR COUNTS** *Make A Visible Difference*



## What are Workplace Transportation Options?

Workplace Transportation Options are designed to reduce the number of commuters driving alone each workday in order to ease traffic congestions and lower emissions of smog-forming pollutants in the air. There a number of strategies employers and property managers can pursue to reach this goal including vanpool and ridesharing, transit benefit programs and telecommuting.

Ridesharing, Tax Free Transit, and Alternative Transit Employers can provide a program for car and vanpool matching and work with local transit agencies to enhance convenience through shuttle services and sidewalk stops.

The Regional Transportation Authority (RTA) offers companies a program that reduces commuting costs for both employers and employees. All RTA fair cards, including Transit Checks and the CTA's Chicago Card, can are tax-deductible to employers and a tax-free benefit to employees who use the CTA, Metra, Pace, the South Shore or vanpools. Employees can set aside up to \$100 per month of their gross income to pay for transit and vanpool commuting costs tax free, while employers reduce their payroll costs.

Finally, biking to work offers an emission free and healthy commuting option. Visit the Chicagoland Bicycle Federation at [www.biketraffic.org](http://www.biketraffic.org) for more information.

### Telecommuting

Telecommuting refers to replacing the home to work commute with telecommu- nications. Studies indicate that with appropriate training, use of technology and human resources support, telecommuting can lead to increased employee morale, improved productivity and reduced workforce costs while maintaining critical interoffice relationships.

## How to Implement an Alternative Workplace Transportation Program at Your Facility.

**Step 1. IDENTIFY TRANSIT PROGRAMS THAT ARE APPROPRIATE FOR YOUR BUSINESS TYPE, LOCATION, AND EMPLOYEES.**

Contact Clean Air Counts or the RTA to determine which workplace transportation program best fits the needs of your business and your employees. Consider such things as your location, parking accessibility, proximity to public transit, use of vehicles during the work day, distance your employees travel and where they are originating.

**Step 2. TALK TO YOUR EMPLOYEES ABOUT OPTIONS.**

Find out more about the needs of your employees by surveying their current transit practices and educate them about their options. Encourage them to explore new transit options and talk to their co-workers about ridesharing.

**Step 3. IMPLEMENT PROGRAM.**

Based on an analysis of what workplace transportation options are right for you and your employees, begin implementing the program making sure to educate and engage all program participants. This will ensure that participants understand their options and are communicating with one another.

**Step 4. TRACK AND SURVEY PROGRAM USE.**

To ensure that the program is successful, you can regularly track and survey the use of your workplace transportation program by sending out a simple questionnaire, talking to your benefits manager or inviting your employees to discuss the program with you.

**Step 5. REPORT YOUR ACHIEVEMENTS.**

Once you've implemented the program, go to [www.cleanaircounts.org](http://www.cleanaircounts.org) and let us know what you did. Need help? Email [info@cleanaircounts.org](mailto:info@cleanaircounts.org).

## The Benefits of Implementing an Alternative Workplace Transportation Program Include:

- Reduced VOCs, nitrogen oxide and other smog-forming pollutants
- Better air quality
- Reduced ground-level ozone
- Financial incentives from for employers participating in vanpool programs
- Increased worker productivity and ability to attract and retain the best employees
- Less traffic congestion on roads regionally
- Reduced employer payroll taxes and provide a tax-free benefit to employees
- Lower commuter costs compared to driving alone
- Helps conserve a non-renewable natural resource – gasoline.

Clean Air Counts is a voluntary, public-private initiative to reduce smog-forming pollutants and energy consumption in the greater Chicago, six-county region. It is a collaborative effort between the Metropolitan Mayors Caucus, the Illinois Environmental Agency, and US Environmental Protection Agency – Region 5.

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