

# COMMUTE SOLUTIONS SERVICES FOR ORGANIZATIONS

The following contains a list of partner services provided by Commute Solutions and definitions of terms. Organizational partners may choose all or part of the proposed services below.

## PLANNING

- ❑ **Discovery Meeting** – A quick meeting to learn more about organizational goals, concerns, and ideas.
- ❑ **Asset Mapping** – This exercise will help us learn more about the pieces the organization already has in place for your commuter program so that these can be included as we work together on a plan.
- ❑ **Origin and Destination Mapping**  
Using only address information, this analysis shows where employees live relative to the worksite and their existing transportation options. The map will also show transportation options that exist. This analysis shows potential for using public transportation (transit, vanpool) and other alternative commuting options (bike, walk, carpool). It can also be used to identify where a gap may exist that could be filled through providing additional options.
- ❑ **Commuter Survey** – A brief digital commuter survey can help us understand what commuting options employees are willing to take and to focus on those options in terms of resources and education. It is also helpful to evaluate if our work has been effective and what changes might be needed.
- ❑ **Plan Development Meeting** – At this meeting, we will review results from data collected and our staff analysis of program options that could work. We will work together to develop a plan for services and a timeline that would be most helpful to the organization.

## IMPLEMENTATION

Once planning is complete, if appropriate, Commute Solutions can work with organizations to implement recommendations to improve commuter benefits offered.

Some examples of what we could work on together include:

- ❑ **Preferred Parking** – These benefits can include allowing carpoolers and vanpoolers to have preferred parking spots.
- ❑ **Amenities for Cyclists** – This could include providing bike racks or bike lockers onsite, dedicated lockers and area to freshen up, and bike repair kits for loan with tools and a tire air pump.
- ❑ **Company Shuttle** - First mile / last mile shuttles help bridge the gap getting to and from transit stops.
- ❑ **Telework Program Update** – This can be the development of a new policy or updating an existing policy. It could also include updates of agreements, forms or providing training for managers and employees.
- ❑ **Transit/Vanpool Benefit** – Reviewing and revising pre-tax benefits offered to employees who ride public transportation like transit or vanpool.

## COMMUTER EDUCATION AND OUTREACH

The most successful programs have a strong educational and outreach component for employees. Providing information about commute options, company-wide challenges, and commuting campaigns can help employees take advantage of the options that are available to them.

- ❑ **Introductory Webinar or Lunch and Learn** – These events can be used to introduce employees to the Commute Solutions program and discuss relevant program options in the region that could be helpful to their commute.
- ❑ **Transportation Fairs** – These tabling events can be offered in person and/or virtually, to allow commuters to interact one on one with various transportation partners and ask questions about the different options.
- ❑ **Educational Materials** – The Commute Solutions team can share with you and/or prepare customized educational materials to help employees better understand each commuting option available to them and how to make the most of each option. This includes:
  - Email Content and Graphics
  - New hire content or presentation material
  - Intranet content
  - Newsletter content that can be inserted into existing materials
  - Best practices guide for carpool, bicycling, telework, and more
- ❑ **Commuter Campaigns** – Each year Commute Solutions hosts multiple campaigns to promote air quality and alternative modes of commuting. These campaigns include Bike Month, Earth Day, Commute Solutions Month, and more. Commute Solutions can provide you with periodic resources to share campaign information with your employees.

- ❑ **Ride-matching/ConnectSmart** – This service includes educating employees about potential rideshare options available using a new app in our region. This includes carpooling, vanpooling, biking, walking, and transit opportunities.

## REPORTING AND RECOGNITION

Reporting will help to identify and record the overall change within your organization as an employer and by the employees. Your organization also can be nationally recognized for your commuter benefits.

- ❑ **Periodic Impact Reports** – These reports capture changes in commuter behavior and impacts on vehicles miles traveled, pollution reduction, money saved for the employer and commuter, and parking space utilization.
- ❑ **Commuter Participation Reports** – These reports capture those who have signed up for more information about options, visited transportation fairs and other events, and participated in campaigns.
- ❑ **Best Workplaces for Commuters** – Being nationally recognized as a Best Workplace for Commuters can make your organization remain competitive as a desired employer to top job candidates.

### About Commute Solutions

Commute Solutions is a service of the Houston-Galveston Area Council. Funded through the Texas Department of Transportation and Federal Highway Administration, we offer tools and resources for employers, commuters, colleges and universities, property managers, and others to reduce peak period traffic congestion and improve air quality. Our service area covers residents and organizations in Brazoria, Chambers, Fort Bend, Galveston, Harris, Liberty, Montgomery, and Waller counties. For more information, visit [yourcommutesolution.org](http://yourcommutesolution.org).