

# Transportation Toolkit

- ✓ How employees get to work affects their health and your bottom line.
- ✓ Tax law makes transportation benefits less costly than an equivalent pay raise.
- ✓ Encouraging healthy, active commuting is becoming a standard business practice.



## WHY ENCOURAGE TRANSPORTATION OPTIONS?



Reduce congestion & decrease carbon emissions



Better employee retention with attractive commute benefits



Save time & money



Increased physical activity



Tax savings for employers and employees



Less absenteeism and fewer sick days

## TYPES OF TRANSPORTATION OPTIONS

### INFORMATION

Provide transportation information at the workplace.



Highlight commuter options in all new hire packets.

Remind employees about transportation options in company newsletters and during monthly meetings.

Create a centralized transportation information kiosk, a convenient way to engage employees and encourage active transportation usage.

Conduct an annual commuter survey. TriMet will analyze the results for free.

Delegate an onsite Transportation Coordinator to share valuable commute options info with employees.

### PARKING

Eliminate free parking for employees.



Charging for parking is arguably the single **most effective tool for reducing drive-alone commutes.**

Set parking prices equal to or exceeding transit fares.

For more parking ideas and examples visit: [vtpi.org/tdm/tdm26.htm](http://vtpi.org/tdm/tdm26.htm)

If parking must be subsidized, offer comparable benefits for use of other travel modes, such as paying for an annual BIKETOWN membership or monthly TriMet pass, or offering a “cash out” for employees who choose to bike or walk.

## Questions? We're here to help!

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Or call 503-823-9863



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## TRANSPORTATION OPTIONS (cont.)

### COMMUTE INCENTIVES

Offer employees at least \$30/month for sustainable modes.



Give employees who walk, bike or carpool to work incentives by providing commuter reimbursements.

Offer a TriMet or BIKETOWN subsidy on passes.

TriMet provides an Emergency Ride Home service . Visit: [trimet.org/employers/services](http://trimet.org/employers/services)

Carpool parking and bike commuting reimbursements are **nontaxable fringe benefits** .

For more information visit:

[irs.gov/pub/irs-pdf/p15b.pdf](http://irs.gov/pub/irs-pdf/p15b.pdf)

### TRANSIT SUBSIDY

Offer a 30% or greater transit subsidy.



Research suggests that transit riders are more productive workers than those who drive.

**45% of all medium and large Portland worksites provide a transit benefit to employees.**

Employees can save money with pre-tax payroll deduction on transit passes.

Tax laws allow tax-free transit benefits to employers (up to \$1,500 per employee per year).

For more information visit:

[trimet.org/employers/services](http://trimet.org/employers/services)

or

[c-tran.com/fares/passes](http://c-tran.com/fares/passes)

### SHARED MOBILITY

For commute and work-related trips.



**Ride share:** Carpool with colleagues or start a work vanpool. Visit: [drivelessconnect.com](http://drivelessconnect.com)

**Car share:** Opt for a company membership to one of the many local car share companies for work-related trips and eliminate the need for fleet vehicles. Visit: [carshareinfo.org](http://carshareinfo.org)

**Bike share:** Use bike share to get to meetings or for work-related trips in the Portland service area.

Encourage employees who receive commute incentive benefits to use those funds towards an annual BIKETOWN membership (\$12/month).

Visit: [biketownpdx.com](http://biketownpdx.com)

### FLEXIBLE SCHEDULES

A valuable benefit for highly skilled workers



Studies show employees who telecommute often have higher productivity rates

Offer compressed schedules to employees (i.e. four 10-hour days in a week or nine 9-hour days in two weeks).

For more information visit:

[commutesolutions.com/commuter-resources/alternative-work-schedules/](http://commutesolutions.com/commuter-resources/alternative-work-schedules/)

### EXTRAS

Even more encouragement options



Provide covered, secure bike parking that is easily accessible, well-spaced and sheltered from the rain. A benefit to both employees and customers alike

Participate in commuter challenges like the Bike More Challenge, Carefree Commuter Challenge, and Walktober Challenge.

The Portland Bureau of Transportation fully complies with Title VI of the Civil Rights Act of 1964, the ADA Title II, and related statutes and regulations in all programs and activities. For accommodations, complaints and information, call (503) 823-5345, City TYY (503) 823-6868, or use Oregon Relay Service: 711.