

SAMPLE TRAFFIC MITIGATION PLAN

Employer Name: Company ABC, Inc.

Address: 12344 Key West Avenue, Unit 200 Rockville, MD 20850

Full time employees: 80

Part Time Employees: 10

No.	Traffic Mitigation Strategy	Employer Description
1	Contact person designated to receive and distribute information	Mary Jenkins, Executive Assistant, can be reached at 301-444-4444. Email: maryjenkins@abc.com 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)	Information on transit/ carpooling/other commute alternatives is posted regularly in the employee break area.
3	Facilitate TMD staff presentations to employees and HR/Administrative staff on commuter information/ alternatives on periodic basis.	We hold office meetings periodically and will invite TMD staff to present information at the meetings. We will inform employees when TMD staff holds a "Commuter Information Event" in our building.
4	Guaranteed Ride Home Promotion (free regional program offering emergency rides)	We will promote the Guaranteed Ride Home program to our employees. We will provide brochures.
5	Annual Commuter Survey distributed to employees (short survey of transportation-supplied by TMD). Please describe you approach to gaining 80% participation for your employees.	We will distribute the survey to employees and offer small incentives to complete.
6	ADA information provided (transportation services for people with disabilities)	We will provide disabled employees with information on the regional Metro Access program.
7	Permanent display area for TMD-provided bus schedules and other worksite and other transportation information	We plan to display a transit map and brochure in our employee break area.
8	Compile information on yearly TMP activities and submit Annual Report	We will keep records of our TMP activities and submit the info in the Annual Report.
9	Attendance at free CSS-sponsored meetings/workshops permitted for designated contact person	We will allow Tracy Smith to attendance free CSS-sponsored meetings or workshops permitted as her schedule permits.
10	Information on commuting alternatives provided to new employees (TMD can provide materials and/or attend orientations)	We will put brochures and other information provided by TMD in new employee orientation packages.
11	Free or reduced rate parking for car/vanpools offered to employees	Carpoolers can park for free.
12	Preferred location and/or reserved parking for car/vanpools offered to employees	The 2 spaces reserved for carpools are in preferred locations.
13	Provision of car sharing space in highly visible location within on-site parking facility.	We will look into providing this in the future.

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14	Provision of car sharing incentives, including paying part or all of membership costs, rental costs, or similar incentives	We only promote car sharing at this time but plan to subsidize membership costs in the future.
15	Bike amenities at worksite, such as racks, lockers and showers (TMD may be able to supply)	Our building has bike racks for employees to use.
16	Transit/pedestrian amenities at worksite, e.g., sidewalks, benches, etc.	There is a Metrobus stop a block from our office. A sidewalk leads from the bus stop to our door. We make sure the sidewalk is clear of snow or debris.
17	Carpool matching for employees (as part of free region-wide matching program, or can be onsite only)	We do not offer carpool matching for our employees, but encourage them to contact our TMD representative for information.
18	Alternative work schedules. Indicate which one(s) you offer: Flex time, Jobsharing, Compressed Work week or Telecommute/Teleworking	We do not offer alternative work schedules at this time.
19	Monthly transit subsidies provided to employees. Please indicate the amount of pre-tax and amount of direct benefits you provide. Please indicate if the pre-tax or direct benefit is more or less than you provided last year, and if so how much (as a percent or dollar amount).	We will provide the maximum amount allowed by law as a pre-tax benefit to our employees.
20	Maryland State Commuter Tax Credit for employers For more information visit the website http://www.commuterchoicemaryland.com/taxcredit.htm	We take advantage of the commuter tax credit.
21	Pre-tax payroll deduction for transit costs offered to employees (saves employer and employee money)	We plan to offer pre-tax payroll deductions for transit costs in the future.
22	Transit passes offered for purchase at worksite (at full or reduced price)	We sell SmarTrip cards to employees who need them.
23	Subsidize employee parking and transit equally (if employee parking is currently subsidized, offer equal subsidy for transit costs)	We plan to do this in the future.
24	Ozone Action Days participation (regional program to alert people to dangerous air quality days) Visit Clean Air Partners website to sign up for air alerts. http://www.cleanairpartners.net/	We include information about Ozone Action Days to summer editions of our e-newsletter.

Employer's Information

Submitted by: *	Tracy Smith
Title: *	Office Manager

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Finalize and Submit