



Transit Subsidy Benefit Program

Who is Toole Design Group?

- Nation's leading planning, engineering and landscape architecture firm specializing in multimodal transportation
- Ten offices located across the United States, totaling 100 employees
- Headquarters located in Silver Spring, MD with 50 employees
- Over 80% of Toole Design Group staff bicycle, walk and use transit to get to work



Alternative Commuting Benefits & Incentives

- Transit Benefits
- Human Powered Incentive
- Bikeshare Membership Subsidy



Transit Subsidy Benefit

- Subsidy has been offered to employees since 2006
- Up to \$125/month per month
- 70% of employees take advantage of the transit benefit
- Administered through Metro's SmartBenefits Program
- Advantages for company include:
 - Reduced costs and tax savings
 - Recruitment and retention
 - Sustainability and recognition – practice what we preach



Promoting Commuter Benefits

- ✓ Create an enrollment form and policy
- ✓ Has transit cards ready for new hires on their first day
- ✓ Includes commuter benefits at the top of the Benefits Overview page on website
- ✓ Includes in our Benefits Summary and Overview materials
- ✓ Reviews during open enrollment and in open enrollment materials
- ✓ Policies are included in employee handbook and posted on our intranet
- ✓ Includes commuter benefits information in new-hire orientation

