

CHAPTER 6
EMPLOYEE COMMUTE ALTERNATIVES AND INCENTIVES TO RIDESHARE
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CHAPTER 6

EMPLOYEE COMMUTE ALTERNATIVES AND INCENTIVES TO RIDESHARE

1. INTRODUCTION.

a. Commute alternatives are modes of transportation which effectively reduce the number of daily commute trips and/or increase average vehicle ridership. For the purpose of this manual, the term ridesharing is used interchangeably to identify commute alternatives to driving alone. Typically, commute alternatives fall into two categories:

(1) Ridesharing. Ridesharing is commuting by a mode other than the single-occupant vehicle and includes programs such as carpooling, vanpooling, and public transit. Other commute alternatives are bicycling and walking.

(2) Alternate Work Scheduling. Alternate work scheduling includes the use of flexible work hours, alternate or compressed work weeks, and teleworking.

b. Employee incentives are a means of encouraging and motivating employees to participate in alternative commute modes.

c. The commute alternatives and employee incentive programs discussed in this chapter have been approved by the Office of the Commissioner and are available for use subject to existing collective bargaining agreements and applicable federal and state laws.

d. Each commander should review the commute alternatives and associated employee incentive programs available to departmental employees. Some programs may not be suited to the operational needs of all offices. Commanders are cautioned to review each option carefully and determine its appropriateness for their command.

e. Commands that develop a new incentive program or would like to offer an incentive not listed shall obtain approval prior to offering it to employees.

(1) Incentives not on the approved list may require monetary expenditures or may conflict with current collective bargaining agreements.

(2) Proposals for additional incentive programs shall be submitted through channels to Special Projects Section for evaluation and coordination of approval with the Office of the Commissioner.

2. COMMUTE ALTERNATIVES.

a. Carpool. A carpool involves two or more persons sharing a ride in a private (or departmental) vehicle. The Department's policy and procedures for use of a state vehicle for an employee carpool are contained in Chapter 7, State Vehicle Carpool Program, of this manual.

(1) Carpools operate in different ways. For example, carpoolers may decide to share the operating expenses of one vehicle or rotate vehicle use with no exchange of money. Shared driving is the most popular method of carpooling.

(2) Carpooling may be an informal, flexible arrangement on a day-to-day basis or involve a formal, daily arrangement with rules for punctuality, radio use, etc.

(3) Employees are encouraged to find a carpool system that works best for them and to try carpooling at least once a week.

(4) Carpool matching services are available from local rideshare agencies.

b. Vanpool. Vanpools are like mini-transit services with organized routes and schedules.

(1) A vanpool is defined as a group of seven or more people.

(2) Costs depend on the number of riders, mileage, the driver's incentive arrangement, and the type of van.

(3) Refer to your collective bargaining agreement for transit reimbursement information.

(4) Local rideshare agencies and transportation management associations can assist with implementing a vanpool program using privately owned or leased vehicles.

c. Public Transit. Public transit is designed to provide practical, shared-ride travel at a low cost. Transit includes public buses, light rail, and commuter train. Information on public transit should be readily available for all employees for commute, business, and other travel.

d. Bicycling. Bicycling is an attractive transportation alternative for employees who live relatively short distances from work.

(1) Promotion of bicycling demonstrates an interest in the employee's well-being, as well as reducing traffic congestion.

(2) Bicycling should not be recommended or encouraged in areas where the employee's personal safety might be in jeopardy.

(3) Factors that should be considered when promoting bicycling include:

(a) Cycling improves physical fitness and air quality while reducing fuel consumption and traffic congestion.

(b) Access to bicycle storage, as well as a place for employees to change and store clothes, should be provided.

(c) Flexible work hours can assist cyclists with avoiding peak traffic periods.

(d) Bicycle safety and commute information, including maps of routes, are available from most rideshare agencies.

(e) Employees should be encouraged to follow approved bicycle safety practices, including the use of bicycle safety helmets.

e. Walking. Walking is a good commute alternative for employees who live within one to two miles of the worksite. Walking to work provides both excellent exercise and an inexpensive commute option. As with bicycling, consideration should be given to:

(1) Providing employees a place to change and store clothes.

(2) The use of flexible work hours to allow pedestrian commuters to walk during hours of daylight.

(3) Identifying commute routes which include properly lighted sidewalks and special paths. Walking should not be recommended or encouraged in areas where the employee's personal safety might be in jeopardy.

3. ALTERNATE WORK SCHEDULING.

a. Flexible Work Hours. Flexible work hours may provide an alternate commute mode for employees. Departmental policy is found in Highway Patrol Manual (HPM) 10.3, Personnel Transactions Manual, Chapter 23, Meal Periods, Rest Periods, Holidays, and Staggered and Flexible Work Hours.

(1) Flexible work hours are defined as eight-hour workdays with start and finish times other than 0800 and 1700 hours.

(2) The decision to implement this incentive is at the discretion of the commander with Division concurrence.

b. Alternate Work Week. The alternate work week is a work option which may assist in reducing daily vehicle commute trips.

(1) The decision to implement an alternate work week program is at the discretion of the commander with the appropriate Division, Assistant Commissioner, or Commissioner approval.

(2) Commanders shall ensure operating efficiency and productivity is maintained.

(3) Departmental policy is found in HPM 10.3, Chapter 28, Attendance Reporting.

c. Teleworking. The term “teleworking” refers to work flexibility arrangements established between the Department’s management and the employee, where the employee performs the duties and responsibilities of their position from a location other than the employee’s assigned office. The departmental policy is found in HPM 10.3, Chapter 46, Teleworking, and HPM 40.4, Information Security and Administration Manual, Chapter 11, Remote Computing.

4. EMPLOYEE INCENTIVE PROGRAMS.

a. General. Employee incentive programs are designed to encourage employees to use alternative commute modes. Incentive programs should not be included in a trip reduction plan without careful consideration of employee needs, applicability of the incentive, and management support. Incentive programs include:

b. Preferential Parking. Where employee parking is available, employees who rideshare should be afforded preferential parking whenever possible. Parking stalls with convenient access to the office entrance should be designated for rideshare employees.

(1) Any preferred parking program should be approved with input from the Office of Employee Relations and Administrative Services Division.

(2) Parking policy and procedures for headquarters employees are contained in the Headquarters Standard Operating Procedures 1.1, Headquarters Campus, and 1.15, Headquarters Parking for Carpools, Vanpools, Fuel-Efficient Vehicles, and Disabled Drivers.

c. Employee Subsidy Programs. The Department currently participates in subsidy programs for transit passes, vanpools, and bicycle commuters. Chapter 8,

Employee Transportation Subsidy Programs, of this manual outlines available subsidy programs and procedures.

d. Shuttle Service. Shuttle service can be a 15-passenger van or minibus operating during peak commute hours or shift-change periods.

(1) Shuttles usually operate between the worksite and nearby mass transit stops.

(2) Some shuttles are operated at no expense to the employee.

(3) Transit providers and local businesses can be contacted to determine the availability or necessity of an employee shuttle service.

e. Facility Improvement. Facility improvements include the following:

(1) Provision for clothes-changing areas.

(2) Lockers.

(3) Showers.

(4) Bicycle racks and/or bicycle lockers.

f. Emergency Ride Home. An Emergency Ride Home program reassures employees who use alternative transportation that they will not be stranded at work in the event of an unexpected illness or emergency. Chapter 10, Emergency Ride Home Program, of this manual outlines the Department's policy.

g. Personal Rideshare Matching. An efficient way to form carpools or vanpools is through an online matching service. Employee transportation coordinators can assist employees in organizing carpools and vanpools, or in exploring rideshare matching services through the regional rideshare agency.

h. 511 Traffic System. The 511 system is a national traveler's resource. Employees can access comprehensive statewide traveler information by dialing 511. This service provides access to travel information such as traffic and weather conditions, bus and light rail information for more than 20 transit agencies, ridesharing information, and information on commuting by bicycle.

i. Other Incentives. Incentive programs can also include employee awareness campaigns, rideshare promotional events, in-house newsletters, flyers, and transportation fairs.

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