

ETC Checklist

ALL MODES



New ETC

- Create an [Information Hub](#) and [send an email](#) promoting it to employees.
- Include a [new hire information sheet](#) in your on-boarding materials.
- Encourage co-workers to take a [commute pledge](#).
- Become familiar with the [common commuter concerns](#).
- Sign your employer up for the [Emergency Ride Home program](#), then [put up flyers](#) and [send an email](#) promoting it to employees.
- [Schedule a visit](#) from Point2point at your work-site, then [put up flyers](#) and [send an email](#) notifying employees.
- Encourage co-workers to participate in the [Business Commute Challenge](#) and the [Get There Challenge](#).
- Read about your peers in our [Employer Spotlight](#) for ideas and inspiration.



ETC 2.0

- [Request a workplace survey](#) from Point2point or incorporate our [sample questions](#) into your own survey. [Send an email](#) asking employees to participate.
- Conduct a work-site assessment using our [Transportation Program Checklist](#).
- [Advocate to your employer](#) about company [CarShare](#) memberships or fleet vehicles. Remind them of the [benefits of commute programs](#) and [provide a sample memo](#).



Super ETC

- [Put on an event](#) promoting transportation options.
- [Create your own campaign](#) promoting transportation options. Refer to our [BCC](#) and [GTC Marketing Materials](#) for ideas.
- Create a [rewards program](#) using [Get There](#)* or other trip-tracking method.
- [Advocate to your employer](#) about larger infrastructure projects and pre-tax subsidies. Remind them of the [benefits of commute programs](#) and [provide a sample memo](#).
- Apply for an [external recognition program](#).
- [Get involved in transportation options](#) beyond your workplace.

*[Contact Point2point](#) for *Get There* administrator training.

TRANSIT



New ETC

- [Order print materials](#) from Point2point like the Rider's Digest, LTD System Map, and Bikes on the Bus Brochures.
- Share our [Commute Planner](#) and [Mobile Trip Planning Flyer](#).
- Direct co-workers to [LTD's website](#) for information on [riding basics](#) and [bus rules](#).
- [Contact LTD](#) about promoting the [Group Pass Program](#) at your worksite (if enrolled).
- [Request day passes](#) so your co-workers can try transit (available to non-Group Pass holders only).



ETC 2.0

- If not enrolled in the [Group Pass Program](#), [advocate to your employer](#) about signing up. Remind them of the [benefits of commute programs](#) and provide a [sample memo](#).

CARPPOOL



New ETC

- Practice using [Get There](#) to help co-workers find carpool matches.
- [Order Get There information cards](#) for your workplace.
- Offer co-workers some [Carpool Riders Wanted flyers](#) and [Carpool Tips](#).
- [Request a geo-coded dotmap](#) from Point2point.



ETC 2.0

- Host [a carpool matching lunch or event](#) at your worksite.
- [Advocate to your employer](#) about preferential carpool parking and [order carpool parking signs](#) from Point2point. Remind them of the [benefits of commute programs](#) and [provide a sample memo](#).

VANPOOL



New ETC

- [Order Valley Vanpool brochures](#) and post [Valley Vanpool posters](#) at your workplace.
- Offer co-workers information about [Vanpool Roles](#), [Vanpool Subsidy Guidelines](#), and [Vanpool Tip Sheets](#).



ETC 2.0

- [Advocate to your employer](#) about subsidizing vanpools. Remind them of the [benefits of commute programs](#) and [provide a sample memo](#).

WALKING & BIKING



New ETC

- [Order bike maps and Bikeshare brochures](#) from Point2point.
- Pass along [walking and cycling tips and resources](#) to co-workers.



ETC 2.0

- [Host a bike tune-up or other event](#) at your worksite. National Bike to Work Day would be a great time!
- [Advocate to your employer](#) about improved bike facilities and Bikeshare memberships. Remind them of the [benefits of commute programs](#) and [provide a sample memo](#).



Super ETC

- Initiate [recurring events](#) like lunchtime walk 'n' rolls.

TELEWORK



New ETC

- Explore our [teleworking tips and resources](#).
- If your workplace allows teleworking, encourage eligible employees to give it a try by sending an email or posting a flyer.



ETC 2.0

- If your workplace allows teleworking, [advocate to your employer](#) about providing laptops, software, and reimbursements for home phone and internet. Remind them of the [benefits of commute programs](#), and [provide a sample memo](#).



Super ETC 2.0

- [Talk to your employer](#) about formulating a [telework policy](#). Remind them of the [benefits of commute programs](#) and [provide a sample memo](#).
- Initiate [recurring events](#) which support teleworkers like video check-ins.

FLEXIBLE WORK SCHEDULES



New ETC 2.0

- Explore our [flexible schedule tips and resources](#).
- If your workplace allows flexible schedules, encourage eligible employees to give it a try by sending an email or posting a flyer.



Super ETC

- [Talk to your employer](#) about formulating a [Flexible Work Schedule policy](#). Remind them of the [benefits of commute programs](#) and [provide a sample memo](#).