

ETC ESSENTIALS

ETC Basics

You may find it useful to start with our ETC checklist for a quick overview of the tasks this toolkit can help you accomplish. If you need an even faster and easier path, try these four simple steps.



Information Center

A simple way to reduce drive-alone commutes at your workplace is to provide your co-workers with a one-stop hub of information about what alternatives are available to them and the core benefits of taking advantage of those options.

Your information center could be a physical acrylic display, a bulletin board, a page on your company intranet site, or anything else that makes sense for your organization.

You may use our materials request form to order all or part of the physical information center elements we offer, and see our ETC website for helpful links.

After you create your information center, remember to let people know it's there.

New Hire Info Sheets

A particularly good time to set new commute habits is right when a new employee begins working with you. You can include our customizable new hire info sheet in your orientation or on-boarding materials.



Commute Pledge

If you get your fellow employees to commit publicly to trying a new commute using a commute pledge, they will be more likely to follow through.

Overcoming Objections

There are many common barriers to using commute options that ETCs typically hear from fellow employees. We've created a list of answers to common commuter concerns you might want to keep on hand.

Quick Access Links

[Sample Emails](#)

[Resource Documents](#)

[Printable Materials](#)

[Helpful Links](#)

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