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.

**CARPOOL**

**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.