

## PARTNERSHIP LEVELS

Partners of Carpool South East Texas have a variety of options to offer their employees to help make a difference in the daily commute. Onsite ridematching helps to match your employees with others who live or work near them, making it easy to form carpools and other rideshare arrangements.

Preferential parking spaces can also encourage carpooling, when employees get to park in dedicated carpool spaces closest to the door.



### STAKEHOLDER PARTNER

Employer/ stakeholder offers at least the following elements:

- 1 Provides opportunities for employees to learn about commute options by doing some combinations of the following:
  - Distributes information on-commute options in memos, e-mails, or newsletters two or more times per year,
  - Posts commute information/ posters in common areas (e.g. bulletin boards, lunchroom, lobby),
  - Hosts lunch & learn workshops, etc.
- 2 Actively promotes carpooling and assists employees to obtain access (e.g., has employer needs assessment available, makes employees aware of carpool service number/ website, etc.)

### BRONZE LEVEL PARTNER

Employer/ stakeholder offers at least the following elements:

- 1 Provides opportunities for employees to learn about commute options by doing some combinations of the following:
  - Distributes information on commute options in memos, e-mails, or newsletters two or more times per year
  - Posts commute information/ posters in common areas (e.g. bulletin boards, lunchroom, lobby),
  - Hosts lunch & learn workshops, etc.

- 2 Actively promotes carpooling and assists employees to obtain access by doing all the following:
  - Hosting transportation/ commuters fairs quarterly
  - Including carpool information in new-hire packets
- 3 Offers an Emergency Ride Home program (whether through Carpool, a third-party, or internal system)
- 4 Appoints an on-site Employee Transportation Coordinator to work with Carpool South East Texas
- 5 Partner with Carpool South East Texas (signs the Partnership Agreement)

### SILVER LEVEL PARTNER

Employer offers all of the Bronze Partner Level requirements and at least three of the following program options:

- Offer preferred parking at the worksite for carpoolers or vanpoolers.
- Offer prizes or hold contests for employees who use commute alternatives.
- Sell transit passes on-site.
- Provide secured bicycle storage (e.g., bike racks or lockers).
- Facilitate the formation of vanpools on-site.
- Provide access to showers and/ or personal lockers for bicyclists and walkers (can be on-site or through a shared arrangement).
- Allow some employees to telework on an informal basis (may be manager-by-manager approved).
- Offer flexible scheduling options for employees, for example:
  - 7:00 - 4:00 PM
  - 7:30 - 4:30 PM
  - 8:00 - 5:00 PM
  - 8:30 - 5:30 PM
  - 9:00 - 6:00 PM

- Allow some employees to work a compressed work schedule, for example, 4 - 10 hour days each week, or a 9/80 every two weeks.
- Provide financial incentives to promote alternative commutes (e.g., cash subsidies, free gas cards, free carwashes, subsidized or free transit passes, reimbursement for cost of bike used for commuting, or related equipment purchases).

### GOLD LEVEL PARTNER

Employer meets the Silver Level Partner criteria and offers at least three of the following program options:

- Offer company-sponsored incentives for vanpooling (e.g., van maintenance and insurance, vouchers toward cost of van, etc.)
- Assist employees with establishing a work space at home (e.g., obtain equipment; establish electronic connection to main worksite, etc.)
- Charge employees for parking, with free or discounted parking for carpoolers or vanpoolers
- Offer a federal Commuter Choice tax incentive or pre-tax deduction for transit or vanpool fares.
- Offer a federal Parking Cash Out option for employees with paid parking.
- Offer fleet cars for mid-day trips for program participants.
- Sponsor a shuttle or express bus to the worksite.
- Establish a formal telework program open to all or some employees.
- Rent space in a tele-center for employees to work remotely.
- Offer a formal compressed work schedule program for all or some employees.
- Be willing to participate in regional surveying efforts.
- Adopt a Partnership Plan to outline planned activities for the coming year.



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