



**ALTERNATIVE COMMUTING
RESOURCES**

Effective Date April 16, 2003

Authorized by


Trudy Morgan Johnson, Executive Director

The Commission is dedicated to preserving the environment by encouraging the use of available alternative commuting resources to help reduce pollution, traffic, and noise associated with single-occupant vehicle use. The use of alternative commuting resources may also reduce costs related to parking, fueling, and maintenance of personal vehicles.

The Commission has joined with the Metropolitan Washington Council of Governments (COG) to provide access and information on available and free, alternative commuting resources through COG's Commuter Connections Program. Employees may obtain information about these programs online at www.commuterconnections.org or by calling the Commuter Connections Program at 1-800-745-RIDE (7433). General information may also be requested through the Commission's Employee/Labor Relations Office, Department of Human Resources & Management. The following Commuter Connections Program resources are available to Commission employees:

Guaranteed Ride Home insures that employees who regularly utilize alternative commuting resources get a ride home during qualified emergency situations. This benefit is available to employees free of charge (excluding rental car taxes, rental car fuel expenses, gratuity, purchase of rental car insurance, if necessary) up to four (4) times a year.

To utilize this benefit, employees must first:

- Register with the Commuter Connections Program online at www.commuterconnections.org or 1-800-745-RIDE (7433).
- Use an alternative transportation resource at least two times a week (i.e., use a vanpool, carpool, public transit, biking, or walking).
- Have a qualified emergency/situation such as an unexpected personal or family emergency, unexpected illness, or unscheduled overtime with supervisor's verification (weather-related emergencies are excluded).
- Use an alternative transportation resource on the day a Guaranteed Ride Home is requested.
- Work in the Washington Metropolitan area.
- Live in one of the areas approved by Commuter Connections.

High Occupancy Vehicle (HOV) Lanes are reserved for vanpools, carpools, and public transit during peak traffic hours. The www.commuterconnections.org website provides information on location and hours of operation for the High Occupancy Vehicle ("HOV") lanes employees may utilize while commuting to and from work.

Public Transit/Park and Ride Lots is a commuting option that delivers employees to work and home on a regular schedule by use of bus or rail. The Commuter Connections Program provides assistance in identifying public transit options as well as web links to brochures and maps detailing locations, hours of operation and charges for available Park and Ride lots, Metrorail System, and Rail Lines for the Washington metropolitan area. Further information is available online at www.commuterconnections.org or at 1-800-745-RIDE (7433).

Ridesharing assistance is available through the Commuter Connections Program to help in forming a new carpool or vanpool or even just to add more persons to an existing carpool or vanpool. The Commuter Connections Program maintains a computerized database that matches riders with the same needs and locations convenient to their home or office locations. To utilize this benefit, employees may request a match list online at www.commuterconnections.org or call 1-800-745-RIDE (7433).

SmarTraveler provides up-to-the-minute travel information through a state-of-the-art transportation data network. Complete highway, bus, and rail updates for the entire metropolitan region are available to make travel easier. Employees can access online at www.smartraveler.com current transit information including Metro, MARC, and Virginia Railway Express; real-time and route specific traffic conditions; and weather and special event information that may affect travel in the metropolitan area.

**ELIGIBLE
EMPLOYEES**

All Commission employees may utilize any available alternative transportation resources.

**ADDITIONAL
RESOURCES &
REFERENCES**

Alternative commuting benefits may also be attained through use of work scheduling arrangements such as Flextime, Compressed Workweeks, and Teleworking. Each of these components, which are offered under the Commission's Work/Life Program, allow the possibility to reduce commuting days, commuting distances, and/or commuting during off-peak hours. For more information, see the applicable Administrative Procedures for each of the above referenced Work/Life components.