

## SAMPLE TRAFFIC MITIGATION PLAN

Company/Organization: Global Solutions, Inc.

Address: 5555 County Drive, North Bethesda, MD 20852

Number of Full-time Employees: 300 Part-time Employees: 0

Submitted By: Tom A. Jones Title: President

Signature: (SIGNATURE REQUIRED) Date: May 1, 2004

Here's our plan to reduce gridlock in Montgomery County by offering the selected transportation benefits to our employees. In the first column, we've placed an *E* next to the strategies that we already have in place, and *N* next to the strategies that we will implement with this year's Traffic Mitigation Plan. In the last column, we've described our current or planned efforts.

**E= Existing Strategy    N= New Strategy    \* Required Strategy**

	<u>Traffic Mitigation Strategy</u>	<u>Employer Description</u>
* E	Contact person designated to receive and distribute information	Ellen Davis, Human Resources Director 301-555-5555; <a href="mailto:edavis@globalsolutions.com">edavis@globalsolutions.com</a> We will notify the TMD in writing of any changes in this information
* E	Information on transit/pooling/other commute alternatives distributed/posted regularly (furnished by TMD)	Information on transportation services is posted in the employee break room.
* N	Facilitate TMD staff presentations to employees and HR/Administrative staff on commute information/alternatives on periodic basis	We hold an annual benefits seminar in the fall. We would like TMD Staff to attend to display information and answer employee questions.
* N	Guaranteed Ride Home Promotion (free regional program offering emergency rides)	We promote the Guaranteed Ride Home program to our employees. We provide brochures to employees with their monthly transit benefit.
* N	Annual Commuter Survey distributed to employees (short survey of transportation– supplied by TMD)	[Please describe your approach to gaining 80 percent participation from your employees] We will distribute survey to our employees via e-mail from our company president. We will also send an e-mail reminder.
* N	ADA information provided (transportation services for people with disabilities)	We will provide disabled employees with information on the regional Metro Access program and Montgomery County's Same Day Access program.
* N	Permanent display area for TMD-provided bus schedules and other transportation information	We plan to install a transit map and brochure racks in our employee break room.
* N	Compile information on yearly TMP activities and submit Annual Report	We will maintain a file on the promotion and implementation of the strategies selected above and include in our Annual Report to DPWT.
N	Attendance at free CSS-sponsored meetings/workshops permitted for designated contact person	Ms. Davis will be permitted to attend four such meetings per year.

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	<u>Traffic Mitigation Strategy</u>	<u>Employer Description</u>
E	Information on commuting alternatives provided to new employees (TMD can provide materials and/or attend orientations)	We inform new employees of our transit subsidy program and provide Metro pocket guide and Ride On route maps to assist them in transit planning.
	Free or reduced rate parking for car/vanpools offered to employees	
	Preferred location and/or reserved parking for car/vanpools offered to employees	
N	Bike amenities at worksite, such as racks, lockers, and showers (TMD may be able to supply)	We will arrange to have bike racks installed in our garage.
	Transit/pedestrian amenities at worksite, e.g. sidewalks, benches, etc.	
	Carpool matching for employees (as part of free region-wide matching program, or can be on-site only)	
N	Alternative work schedules: <input type="checkbox"/> Flex Time <input type="checkbox"/> Jobsharing <input type="checkbox"/> Compressed Work Week <input checked="" type="checkbox"/> Telecommute/Teleworking	We allow teleworking for some employees in special circumstances. We would be interested in formalizing this program and making it available to more employees.
E	Tax-free monthly transit subsidies provided to employees, including Super Fare Share, Fare Share and Metrochek.	We participate in the Super Fare Share program. We joined in September 2000. Fifty employees currently participate in the program. We inform new employees about the subsidy at orientation.
N	Maryland State Commuter Tax Credit for employers	TMD Staff explained that we qualify for the State's 50 percent tax credit on our contributions to employees commuting costs up to \$30/month. We will apply for credit this tax year.
	Pre-tax payroll deduction for transit costs offered to employees (Saves employer & employee money)	
	Transit passes/tokens offered for purchase at worksite (at full or reduced price)	
	Subsidize employee parking and transit equally (if employee parking is currently subsidized, offer equal subsidy for transit costs)	
	Ozone Action Days participation (regional program to alert people to dangerous air quality days)	
	Other : Please Indicate	

**Please attach to cover letter and submit to:**

**Arthur Holmes, Jr., Director, c/o Montgomery County Commuter Services  
8401 Colesville Road, Suite 150, Silver Spring, MD 20910—301-565-5890 (fax)**

**cc: Peggy Schwartz, Director, North Bethesda Transportation Management District  
5640 Nicholson Lane, Suite 224, North Bethesda, MD 20852—301-770-8105 (fax)**