

Encourage sustainable commuting at your workplace.



# EMPLOYER RESOURCE KIT



missoula in motion  
SEE COMMUTING DIFFERENTLY.

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## OVERVIEW

This toolkit is intended to provide employers, or individuals working within a place of employment, with all of the tools needed to set up programs and resources that meet the unique needs of your workplace. This resource can be used as a guide to create a commuter encouragement program, or as a reference for evaluating and improving existing programs.

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**The City of Missoula is committed to reducing the drive alone commute rate by half by 2040. This equates to nearly tripling the number of people commuting to work by foot, bike, and bus.**

# EMPLOYER BENEFITS

Promote sustainable commuting at your business. Improve your bottom line.

Employers experience *many* benefits when they actively encourage sustainable transportation options among their staff. The City of Missoula is committed to reducing the drive alone commute rate by half by 2040. Join the movement to reduce congestion, improve air quality and enhance the health of our community.



## Improved employee HEALTH

Healthy employees are happy employees. Often times, individuals can meet the recommended daily physical activity levels simply by incorporating an active commute into their daily routine. Active commuters report lower levels of stress and studies show they are more productive at the office.

Unplanned absences cost companies approximately 6% of payroll, but regular bike commuters take 1.4 fewer sick days per year than typical employees.



## Improved RECRUITMENT and RETENTION

Commuter benefits programs are an attractive benefit for many employees, especially millennials. Employee encouragement programs send a strong message from leadership that employee commute efforts are valued.



## REDUCED parking-related COSTS

With fewer employees driving to work alone in a vehicle, the costs associated with parking for employees are reduced. With the cost of land constantly increasing, eliminating even one parking space can result in significant savings.



## Identify as an organization that values SUSTAINABILITY

Align your organization with sustainable values. Encouraging sustainable travel reduces greenhouse gas emissions and contributes to healthier air quality. In fact, the Missoula Greenhouse Gas Emissions inventory found transportation sector as the number one contributor to greenhouse gas emissions in the area.

# CREATING A PROGRAM

Promote sustainable commuting at your business. Improve your bottom line.

The most successful commuter encouragement programs are tailored to the unique needs of an individual workplace; taking into account location, services currently available in the area, existing infrastructure at place of employment, employee culture and nature of work.

## STEP 1: FORM A TEAM

Utilize an existing work group or recruit a team of dedicated individuals that will work together to implement strategies, move towards program goals. and get approval from appropriate leadership. An effective program will need buy-in from every level of your organization.

### RECRUITMENT TIPS

Are there individuals at your organization who are already dedicated to sustainable commuting or to promoting sustainable practices at the workplace? If possible, strive to include a diverse group of individuals in terms of age, household location, marital status, etc. Having perspectives from different demographics will ensure your program addresses the needs of all employees.

## STEP 2: ASSESS

Before diving in, step back and take the time to evaluate the benefits, facilities, and policies already in place at your organization. It is important to fully understand the transportation problem you're dealing with before implementing potential solutions.

### EMPLOYEE SURVEY

An employee survey is the best way to gather information about your employees' commute needs. Gain insight into current commute habits, common barriers that make it difficult to choose sustainable options, and which incentives might work best for your team. To increase submission rates, consider offering a raffle prize to incentivize survey completion. **\*See Appendix A for example survey\***

### WORKPLACE ASSESSMENT

Complete Missoula In Motion's Workplace Assessment to gain a comprehensive understanding of current benefits, facilities and policies and to gather ideas for improvement. Comparing the employee survey results with the workplace assessment identifies the incentives, facilities and policies that will most impact your workplace.

# STEP 3: DEVELOP A PROGRAM

Now that you've gathered the information you need, you are ready to create a commuter encouragement program that best serves the unique needs of your workplace and its employees. Best practices for this step include: setting program goals, identifying strategies and devising a workplan.

## SET GOALS

What are you ultimately hoping to achieve with your program? Setting both short and long term goals that are easy to measure keeps your program focused. Examples include: decreasing the demand for employee parking, reducing the amount of CO2 emitted by your organization, attaining a target mode shift or even increasing use of existing commuter benefits. Setting measurable objectives will help you track the impact of your program. The Way to Go! Missoula platform can be a useful resource as it tracks money saved, miles traveled and emissions reduced.

## IDENTIFY STRATEGIES

There are a number of strategies to foster a workplace culture supportive of sustainable commuting, yet not every one will work for you. For instance, retail businesses cannot offer telecommuting for most employees, but may benefit from coordinated carpools. Your workplace's location may lack transit service, but might be a good candidate for offering a compressed work week option allowing staff to work fewer, longer shifts.

**\*See pages 7-9 for list of Transportation Demand Management Strategies\***

## CREATE A WORKPLAN

Devise a detailed workplan to outline the steps required to meet the targets set for your program. Workplans should include action steps for each of the strategies selected above, as well as a timeline. Other factors to consider in your workplan include:

- **Resources required**
  - Are there costs associated with your program? Where will the budget come from?
  - Does your program require staff time to manage? Who will take on this duty?
- **Communication strategy**
  - How will employees learn about the program? What outreach venues can you utilize (i.e. emails from management, new hire orientations, posters, signage for newly installed facilities).
- **Timeline**
  - Are there important dates or milestones you need to reach?
  - Select dates for any events included in your strategies (i.e. Bike to Work Day, launch date for incentives program, etc.)



**Need help getting started? Have questions along the way?  
Reach out to the experts at Missoula In Motion. They are  
available to assist you at any step of the process.**

# STEP 4: IMPLEMENT

You're ready to go! Update your workplan regularly to stay on track and modify it if needed. There may be unexpected circumstances that require adjustments.

## DATA COLLECTION

In order to effectively measure the impact of your program (see step #5) collect both quantitative and qualitative information as you go. Identify measurables that are relatively easy to track and indicative of program impact. Examples include: number of incentives program participants, number of incentives awarded, utilization of new infrastructure or interviews with program participants.

# STEP 5: EVALUATE & MAINTAIN

It is important to assess your program to determine impact and identify areas of opportunity for future improvements. Depending on how your program is funded, evaluation guidelines may be dictated by reporting requirements set by the funding source. Celebrate notable impacts by sharing results with your workplace team and amangement.

## GATHER INFORMATION

Since you started the planning process with an employer survey and workplace assessment, you already have sufficient baseline data to work with.

- **Conduct follow up survey & assessment**

Conduct a follow up survey and assessment after the program has been up and running for a full year, and compare results. Consider adding an open ended question in the employee survey to gather suggestions for improvements.

- **Reporting Made Easy with Way to Go! Missoula**

If you use the Way to Go! Missoula web platform to implement your program, you will automatically have access to extensive data about your workplace habits. Pulling reports is simple making it easy to show impact in various different areas (i.e. trips logged, miles traveled, CO2 diverted, etc).

## CREATE ANNUAL REVIEW

- Using the information collected in the follow up surveys, along with the data collected throughout the course of the year (see examples in data collection section of Step 4), create a report highlighting the impacts of the program. Share successes, but also highlight identified areas for improvement to support future requests for additional support.

## UPDATE WORKPLAN

- Revisit Step #3 (Develop a Plan) with your action group to reflect your findings. Which programs should be continued or expanded and which need to be eliminated or changed to increase impact?
- Continue to meet with action group as needed to ensure progress continues on program initiatives.

# STRATEGIES TO PROMOTE TRANSPORTATION OPTIONS

There are numerous approaches to encouraging the use of sustainable transportation at your office and there is a good chance you're already implementing some of the strategies listed below. The following menu serves as a resource to guide development of your a program that meet the unique needs of your workplace. Be creative! There may be interventions missing from this list. It is by no means inclusive.

	STRATEGY	DESCRIPTION	IMPACT & CONSIDERATIONS	MIM SUPPORT
I N C E N T I V E S	Daily cash out	Each day an employee commutes sustainably (and logs their trip) they earn a set amount of money. This can be any amount, but locally we often see from \$.50 and \$2.00.	Local surveys find daily cash incentives to be the number one motivator in shifting commute modes. The savings associated with the impact are significant when considering the costs affiliated with offering free parking.	Manage cash out with Way to Go! Missoula
	Raffles	Motivate employees by creating opportunities to win valued prizes in exchange for choosing sustainable commute options.	While less effective than daily incentives, weekly or monthly raffles can be a more affordable option.	Manage raffles with Way to Go! Missoula
	Paid Time Off	In lieu of cash, offer opportunities for employees to earn paid time off by logging a certain number of sustainable commutes over a sustained time frame.	Impact is very high and can be more financially feasible than cash payments. Losses are more notable for employees with shift work, as covering their time off requires paying additional wages. <a href="#">Visit City of Austin case study</a>	Manage incentive with Way to Go! Missoula
	Challenges OR items earned (instead of cash)	Customize challenges to maximize engagement. Factors to consider include team vs. individual; length of challenge; and specific goal (i.e. number of non SOV trips, amount of CO2 diverted, etc.).	Employees report that they are more motivated by the competition than the prizes, so investment can be on the lower end for an impactful challenge that boosts employee engagement. Staff time promoting the challenge company-wide is highly advised.	Manage challenges with Way to Go! Missoula
S U B S I D I E S	Vanpool subsidy	Take advantage of the Pre-Tax transportation benefits that allows employers to contribute up to \$270/month to cover a portion of vanpool fees.	Encouraging vanpool has the added bonus of reducing the amount of stress employees endure when they have to drive alone for a long commute.	Monitor vanpool ridership with Way to Go! Missoula
	Carpool subsidies	Encourage carpooling by covering a portion of the costs associated with the shared ride.	This subsidy can be more complicated to implement since rides are typically worked out informally. Consider providing an amount based on number of days carpooled, number of miles traveled or a parking subsidy.	Verify carpool trips using Way to Go! Missoula
O T H E R	On-Site Childcare	Childcare drop off is one of the most common barriers employees cite for not being able to choose sustainable options.	This is a high investment option that can have huge impacts on quality of life for employees. Fitting for large employers. Potential to create partnership opportunities with other local businesses.	NA

I N F R A S T R U C T U R E + A M E N I T I E S	STRATEGY	DESCRIPTION	IMPACT & CONSIDERATIONS	MIM SUPPORT
	Bike Parking	Offer secure, covered bike parking options for employees, whether outside or in a designated indoor storage area.	To determine which facility best fits your organization, contact the <a href="#">City of Missoula Bicycle Pedestrian Office</a> .	Workplace Improvement Program: 50% match to businesses/85% to nonprofit
	Showers & Lockers for active commuters	Support active commuting habits by creating a convenient place for bikers and walkers to shower and change.	While installing a shower in a pre-existing office may be cost prohibitive, include it in any plans for future growth. Lockers are a low cost option.	Locker purchases are eligible for assistance from Workplace Improvement Program.
	Preferential Carpool Parking	Designate a small number of premiere parking spaces that are exclusively reserved for carpoolers.	This low cost option requires signage and striping and MIM may have resources available to cover costs. Monitor program by requiring participants to log trips with Way to Go Missoula.	Signage purchases with Workplace Improvement Program. Way to Go! Missoula to manage program
	Shuttle Service	Employers that chose to locate outside the urban core to save money on building costs, sacrifice access to safe and convenient transportation options. Running a shuttle to a nearby high frequency bus stop or park and ride lot can shift employees to use sustainable modes that are otherwise not viable.	This option can have great impacts, especially if the work site is in an area that is hostile to biking and walking.	Funding for signage eligible for Workplace Improvement Program
	Office Bike Fleet	Many employees who drive to work, may be able to incorporate healthy, sustainable travel into their daily routing by biking to workday errands and off-site meetings.	Bikes are not one size fits all, so select a few with varying frame sizes with easily adjustable seats. Ensure bikes are easy to check out and access. Include helmets, locks, a pump, and, if possible, pannier bags.	NA
	Office vehicle or fleet	Many jobs require off-site trips, yet do not provide employees with access to a vehicle. Having a vehicle(s) available for employees to check out has the potential to significantly reduce the number of vehicles coming to the	Needing access to a vehicle for workday errands or off-site meetings is commonly cited as a reason for needing to drive to work. An expensive amenity with large payoffs, this option is best suited for large employers.	NA
	Bike repair station and pump	Options range from simply having a bike pump and basic tools on site to installing an outdoor weatherproof fix-it station.	Make it easy and convenient to keep commuter bikes in working order and demonstrate that the organizations supports active options.	Funding available through Workplace Improvement Program
	Multimodal Wayfinding Signage	Help direct commuters to nearby trails, the closest bus stop or to employee bike parking if not immediately visible.	This low cost option also serves as a frequent reminder of the options available from your office. Those who drive to work can benefit from knowing options for travel during the work day.	Funding available through Workplace Improvement Program
	Active Commuting Gear	Provide low cost amenities for unexpected weather available to check out for daily commute or for mid-day trips. Items include: umbrellas, Yak-Traks, reflective gear, headlamps, etc.	We often find ourselves unprepared for unfavorable weather, which can be a great excuse to hop in a car for a short trip. This low cost strategy encourages active travel in all seasons.	NA

	STRATEGY	DESCRIPTION	IMPACT & CONSIDERATIONS	MIM SUPPORT
P O L I C I E S	Telecommute policy	Offer employees the option to work from home when appropriate. It can be especially beneficial for those with long commutes, saving them significant time and money.	High impact as it eliminates trip all together. Not appropriate for certain positions. May require technology upgrades.	Template policies (see appendix)
	Compressed Work Week (CWW)/ Flexible Scheduling	Allowing options for condensed work week reduces the number of trips per week. Even a small amount of flexibility in schedules can make riding the bus or ridesharing possible for many.	CWW is only appropriate for certain job types but can be highly impactful. Creating a culture where minor shift changes to accommodate set ride schedules for transit, carpool or vanpool is encouraged.	NA
	Parking Charges	Charging for parking isn't always popular, but it is the most effective tool in shifting employee commute habits. Even charging a minimal amount can be effective. Consider rolling out charged parking and parking cash outs at the same time.	Commuter incentives programs are notably less effective if parking is free and continues to be subsidized by the employer.	NA
	Casual Dress	Relaxing dress code requirements makes active commuting more convenient, especially in inclement weather.	Professional wear can be a significant barrier for those interested in active commuting. Coordinating a daily outfit change can be a lot to manage. A flexible policy allowing for casual dress only on days when appropriate can be an option for more formal workplaces.	NA
	I N F O R M A T I V E	Promote Guaranteed Ride Home Program	Missoula In Motion already offers commuters up to 12 free rides home per year to cover those unexpected instances that leave employees without a ride home on days. Educate staff about this resource.	Staff benefit from increased awareness of the program and instruction on how to access it. If employees understand they have a reliable safety net to cover unplanned instances, they will feel more comfortable leaving their cars at home.
Coordinated Carpool Matching		Way to Go! Missoula makes carpool coordination both in-house and community-wide simple and secure.	Employees set in their drive-alone habits can benefit from a nudge from an employer that may even include a list of potential matches. Large employers are more likely to identify matches within a closed network.	Facilitate carpool coordination with Way to Go! Missoula
Information Kiosk		Create a hub of information about all available options. This can take the shape of a physical display or a section or page on a website.	This low/no cost option can be helpful for individuals who prefer print materials to web based resources. Be sure to keep them up to date.	MIM can provide materials upon request
New Employee Orientation		Provide new employees with information and resources outlining all of their transportation options and the benefits associated with each as part of the orientation process.	Times of transition present optimal opportunities to reach employees with information about transportation options since they are already forming a new habit.	MIM can provide on-boarding materials
Recognition programs		Options to celebrate employee commute efforts are endless and include feature in employee newsletter, company emails, social media promotion, and posters/ certificates hanging in public area.	Opportunities to recognize staff creates subtle positive peer pressure, helps normalize sustainable travel and sends a message that leadership values employee commute efforts.	MIM can provide templates, recommendations and examples

# CARPOOL

Employees who share a ride with at least one other person benefit from cutting their daily commute costs in half. Plus, studies show employees who carpool have reduced levels of stress and benefit the community by reducing congestion and parking demand.



## PRO TIPS

- Designate premiere carpool parking spaces to encourage the habit. If needed, require applications for a limited number of spaces, and monitor program using Way to Go! Missoula. You can also keep spaces as first come first served.
- Encourage employees to feel confident without their own vehicle by promoting the Guaranteed Ride Home Program offered through Way to Go! Missoula.
- Identify potential rideshare matches among staff with Way to Go! Missoula and send targeted communications to encourage the behavior.
- Encourage carpooling to off-site meetings whenever possible.

## RESOURCES

- [How to find, join and create carpools](#) with Way to Go! Missoula
- [Park & Ride Map](#) for carpools to meet up at a common point and leave a vehicle
- [Guide](#) for participants to set up policies for their carpool (i.e. how to calculate driving expenses, smoking policy, music, food and drinks, etc.)
- [Sample application](#) for premiere carpool parking spaces

# TRANSIT



Missoulians enjoy two local bus options, both completely free of charge! [Mountain Line](#) offers 12 fixed routes in and around Missoula. [UDASH](#), the University bus system is free and open to the public as well, but does not run during school breaks.



## BENEFITS

- Missoula's zero fare option saves an employee with a 4 miles commute to downtown Missoula over \$650 per year!
- Riding the bus gives employees a break from the stress of driving in traffic and searching for parking.
- With wi-fi on board, the bus gives commuters more time to relax, read, listen to podcasts or even catch up on work.
- Both local transit systems continue to add electric vehicles to their fleet, further benefiting air quality.

## PRO-TIPS

- Allowing employees some flexibility with work day start and end times makes riding the bus more feasible for many.
- Mountain Line offers 2 BOLT routes with 15-minute service.
- The bus can also be a great option for transport throughout the course of the workday.
- Relocating employers should consider transit access and take into account Mountain Line's plans for future services outlined in the [Primary Transit Network Map](#).

## RESOURCES

- Discover the best route for you using the Way to Go! Missoula [Trip Planner](#) which includes both transit systems.
- Download the Mountain Line App for real time tracking, to autoset reminders of exactly when to leave your house and more.
- Mountain Line & UDASH [bus map](#)
- No bus service closeby? Consider a [park & ride](#) option driving to the nearest stop.



# TELECOMMUTE

## & FLEXIBLE SCHEDULING

Creating a **work from home** option empowers employees to eliminate the commute trip all together. **Flexible hours** allow employees variability in when they begin and end their work day. Working non-standard hours reduces congestion during peak ours. **Compressed work weeks** allow employees to work a full work week in fewer than 5 days.

## BENEFITS

- Research shows that employees that have control over their schedules are more motivated and committed which helps prevent burnout and reduces turnover.
- Giving employees the opportunity to work not only saves them money, but can also save them a significant amount of time, especially if they live far from the office. This helps employees achieve a better work-life balance and can even make it possible for them to work more hours.
- Flexible scheduling makes it easier for bus and ridesharing schedules to accommodate work hours.



## PRO TIPS

Telecommuting and flexible work hours are not appropriate for all positions and for some positions, only appropriate under certain circumstances. Most telecommute policies account for this variability and are written in a way that allows employees to take advantage of the option when feasible.

## RESOURCES

- [Sample Telecommute Policy](#)
- [Article citing positive impacts of Telecommuting](#)

# BIKE



Missoula is a great city to get around by bike. Employees that bike to work start the day energized, benefitting from incorporating physical activity in to their daily routines. Additionally bicyclists reduce congestion and contribute to cleaner air.

## PRO TIPS

- Most people envision biking the same way they would drive to the office (busy streets with lots of cars!) and don't realize there is often a *much* more comfortable way to get from A to B on a bike using trails and low stress neighborhood streets.
- Not everyone can bike from their home to the office, so encourage creative alternatives like biking to and from a childcare center and leaving the car there.
- Covered and secure employee bike parking supports active commuting.

## BENEFITS

- Unplanned absences cost companies approximately 6% of payroll, but regular bike commuters take 1.4 fewer sick days per year than typical employees.
- According to a survey of 4,000 workers, 25% of drivers reported that their productivity is negatively affected by the stress of their commute, compared to 0% of cyclists.



## RESOURCES

- Search for more comfortable routes that avoid high traffic streets and intersections using the Way to Go! Missoula [Trip Planner](#)
- [Register your bike](#) with the City supported 529 Garage regional registry.
- In need of a bike? Build one with [Free Cycles](#).
- In need of a bike? Purchase one at the [next bike auction](#).
- Visit the Missoula In Motion office (basement level of city hall) for: personalized trip planning assistance, bike maps & free bike lights!

## BIKES ON BUSES

Make your bus commute that much easier by traveling by bike for the first/last mile of your trip and place your bike on the rack on the bus while you ride!

# WALK



Nearly one third of all trips in the U.S. are one mile or less in length, yet the majority of these trips are taken by car. Walking is the simplest way to go, especially for a short trip and the health benefits are significant.



## PRO-TIPS

- If your destination seems too far to commute on foot, incorporate walking in the following ways: walk to a bus stop, walk to a meeting point for your carpool or vanpool, or travel by foot for work day errands and meetings.
- City ordinance requires walkways be shoveled and cleared of ice by 9AM the day following a snowfall.
- In Montana, state law requires that vehicles give pedestrians the right of way at ALL intersections, whether or not they are marked with paint or signed.

## SAFETY REMINDERS

- **Be seen!** Wear reflective gear or a light when walking in the dark.
- **Yak Traks** are key for winter commuters who continue to travel by foot.
- Pedestrians have the **right of way at intersections**, but ensure drivers see you before stepping into the street.
- Parked cars can block views at intersections so you may need to carefully edge out until you have a clear view.

## RESOURCES

- Search for more comfortable routes using the Way to Go! Missoula [Trip Planner](#).
- Navigate Missoula's extensive network of shared use paths using the [Bike & Trail Map](#).

Walking to your destination is often faster than you think, especially once you factor in the time it can take to search for parking and walk from your parking spot to the destination.

Trip Distance	% of Trips	Walk Time
< 1/2 mi	14%	10 min
< 1 mi	28%	20 min
< 2 mi.	40%	40 min

# VANPOOL



A vanpool is a prearranged group of 5 to 15 people who share a commute. The local vanpool program is managed by the Missoula Ravalli Transportation Management Authority (MRTMA) which currently runs 17 routes.

## VANPOOL DETAILS

- Currently, MRTMA primarily serves the Bitterroot Valley with routes starting in Florence, Stevensville, Corvallis and Hamilton.
- Interested in vanpooling from another area? Submit an application and you will be added to the wait list until enough interest is generated from your area - so tell your friends to apply too!
- MRTMA established Park & Ride lots along Highway 93 to accommodate vanpoolers.
- Large employers can apply to create their own vanpool if they have at least 6 people (minivan option) or a minimum of 8-9 for the passenger vans. Routes must be at least 15 miles.
- Monthly fares range from \$82 to \$141 per person. Drivers ride free!

## RESOURCES

- More general information at [mrtma.org](http://mrtma.org)
- [Apply for a Vanpool](#)
- Contact MRTMA [HERE](#) or call 406-327-8711/  
email: [mrtma4@montana.com](mailto:mrtma4@montana.com)
- View the [Park & Ride Map](#)





In the last five days, how did you travel to and from **WORK**? Check as many as apply if you alternate methods.

	Monday	Tuesday	Wednesday	Thursday	Friday
Rode the bus					
Walked					
Biked					
Carpooled with someone you live with					
Carpooled with someone you do not live with					
Vanpooled					
Drove alone					
Other (please specify)					

Thinking about **ALL** of your travel **in addition to work**, how often do you use the following travel modes?

	Daily	A few times	A few times	Rarely	Never
Ride the bus					
Walk					
Bike					
Carpool with someone you live with					
Carpool with someone you do not live with					
Vanpool					
Drive alone					
Other (please specify)					

Would you like to walk, bike, ride the bus or carpool more often than you currently do?  Yes  No

Are you interested in receiving information about walking, biking, riding the bus, or carpooling?  Yes  No

Which of the following resources, services or incentives would encourage you to use a different way to get to work than driving alone to work (bike, bus, walk, carpool, etc...) at least once a week? Check as many as apply:

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> Financial incentives or prizes</li> <li><input type="checkbox"/> Free or subsidized bus pass</li> <li><input type="checkbox"/> Adequate bicycle parking</li> <li><input type="checkbox"/> Close/reserved parking for carpools</li> <li><input type="checkbox"/> Coordinated carpools</li> <li><input type="checkbox"/> Awards and recognition</li> <li><input type="checkbox"/> More flexibility in the work schedule</li> <li><input type="checkbox"/> Vehicle for work errands</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Vehicle for non-work errands</li> <li><input type="checkbox"/> Bikes/helmets for errands</li> <li><input type="checkbox"/> Better biking amenities (showers, lockers)</li> <li><input type="checkbox"/> Better bike/walk access or infrastructure</li> <li><input type="checkbox"/> Having a "Guaranteed Ride Home" for emergencies</li> <li><input type="checkbox"/> Other ideas <i>please explain</i>:<br/>_____</li> <li><input type="checkbox"/> None <i>please explain</i>:<br/>_____</li> </ul> |
|---|---|



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Comments:

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The following information is to assist us in creating a customized travel plan. This information will not be used for any other purpose and will not be released to any other entity without your permission.

Name: \_\_\_\_\_ Email: \_\_\_\_\_





# Way to Go! for Workplaces Employer Assessment



missoula in motion

**Employer**

**Date**

To complete this assessment, you will need information about facilities, programs and policies supporting employee transportation options and needs. If an item is not applicable please enter N/A.

Part I. General Information

Part II. Workplace Facilities and Policies

Part III. Workplace Programs and Encouragement

## **PART I: General Information**

### **1. Please check all applicable work-shifts**

Day (9am - 5pm)

Morning

Afternoon

Evening

Night

Weekday

Weekend

Other

### **2. Has an employee commuter survey been conducted in the past?**

Yes

No

**3. Please identify the employee population:**

Total number of employees

Number of full-time employees

Number of part-time employees

Number of female employees

Number of male employees

% in office environment

% out-of-office environment

**4. What percentage of employees have internet access at work?**

0%

Less than 50%

50- 75%

75- 100%

**5. Which methods of communicating with employees are available to MIM?**

Newsletters

Mailboxes

Posters

Staff events

Bulletin boards

Staff meetings

Tabling

Other

**6. Are you already sharing information about employee commute options? If so, what and how?**

**7. Is there an opportunity to provide commuter information through an employee welcome package, orientation or other avenue to new employees?**

Yes

No

Other

**8. Is commuting information available to prospective employees when recruiting?  
(including bicycling, transit, telework policies etc.)**

Yes

No

**If yes, please describe:**

**9. Are there any known problems with retention and/or recruitment due to the location of,  
or transportation to, the worksite?**

Yes

No

**If yes, please describe:**

**10. Do you have a dress code?**

Business casual

Business formal

Other

---

## **PART II: Workplace Facilities and Policies**

### **1. How many parking spaces are available to employees?**

Number of workplace owned spaces

Number of preferential spaces for carpools/ vanpools

Number of spaces for 'green' vehicles (hybrid/ electric)

Number of visitor spaces

Number of ADA accessible spaces

Number of nearby parking lots to manage overflow

### **2. Describe the quality of parking available (customer/ employee access issues, on street parking rules/ restrictions etc.)**

Adequate

Inadequate

Excellent

Fair

Dangerous

**Please explain:**

### **3. How much do you pay per employee on monthly basis for parking subsidies?**

**How many employees receive parking subsidies?**

**4. How much does parking cost employees each day?**

- \$0
- \$1- \$5
- \$6- \$10
- \$11- \$20
- N/A
- Other

**5. Is parking shared with other organizations and/or is there potential for shared parking?**

- Yes
- No

**If yes, please describe:**

**6. How many bicycle parking spaces are available to employees?**

Number of covered spaces                      Number of uncovered spaces

---

**7. Is there a formal policy in place that allows employees to compress their work week or work outside of typical office hours?**

- Yes
- No

**If yes, please describe:**

**8. Are there any informal practices in place where employees stagger their work hours or work extended hours for a compressed work week?**

- Yes
- No

**If yes, please describe:**

**9. Is there a formal telework policy in place?**

Yes

No

No, but there are informal telework practices

**10. Do facilities exist for teleconferencing and video conferencing?**

Yes

No

**11. Can employees access the work network externally? Do you offer remote desktop access?**

Yes

No

---

**12. Are employees required to use personal vehicles for work-related travel during the workday? (meetings, site visits etc.)**

Yes

No

No, have access to a company vehicle for work-related travel

**13. How much did your company spend last year in reimbursements to employees for automobile travel during the workday?**

**14. Do company policies and practices dictate what transportation mode an employee uses for business travel during the workday?**

Yes

No

Other

**If yes, please describe:**

**15. Are there any energy-efficient vehicles in your company's fleet?**

Yes

No

**16. How are employees reimbursed for expenses incurred on work-related travel?**

**Driving (personal vehicle)**

Claim form (IRS rate)  
Petty cash  
Company credit card  
Other

**Driving (company vehicle)**

Claim form (IRS rate)  
Petty cash  
Company credit card  
Other

**Bicycling**

Claim form  
Petty cash  
Other

**Public Transit**

Claim form  
Petty cash  
Pre-paid fare  
Other

**17. Do employees have access to a company vehicle for non-work related, personal travel during the day?**

Yes  
No  
Other

**18. Do employees have access to a company bicycle for work-related travel?**

Yes  
No

**19. Do employees have access to a company bicycle for non-work related, personal travel?**

Yes  
No

**20. If your company has bicycles available to employees, please describe how many, what type and the terms and conditions of use.**

**Additional notes**

---

## **PART III: Workplace Programs and Encouragement**

### **1. Do you offer an employee wellness program?**

Yes

No

### **2. Does a committee, team or work group exist to address workplace transportation issues and commute options?**

Yes

No

**If yes, please describe:**

### **3. Which of the following workplace programs do you participate in or encourage employees to participate in?**

Bike to Work Day

Bike Month (May)

Commuter Challenge

Way to Go! Missoula

Way to Go! for Workplaces Breakfasts

One Less Car Day

Walk & Roll Week

Hosting a First Friday or PARKing Day Parklet

Other

**Do you support participation by employees?**

### **4. Do you assist employees in organizing carpool services?**

Yes

No

**If yes, please describe:**

**5. Do you offer transit information (route maps, schedules etc.) made available to employees on-site?**

Yes

No

**6. Do employees have access to information about bicycling and walking at work? (maps, safety tips etc.)**

Yes (biking)

Yes (walking)

No (biking)

No (walking)

**7. Do you offer a pre-tax qualified transportation fringe benefits program (bicycle, carpool, vanpool) to employees?**

Yes

No

No, but I'd like more information

**8. Do you offer financial or non-financial incentives for employees that bike, walk, bus, carpool or vanpool to work?**

Yes

No

**If yes, please describe:**

**9. Do you have any concerns about personal safety, traffic safety, lighting, winter maintenance, or weather issues related to walking in the vicinity of your business or organization?**

**10. Who maintains the sidewalks and bike parking in the winter?**

---

**17. What are the top 3 reasons your workplace is involved with Way to Go! for Workplaces?**

- Encourage sustainable transportation
- Save money
- Reduce stress among employees (improved personnel health)
- Mitigate parking issues
- Increase employee morale/retention
- Take responsibility for cleaner air
- Provide an extra employee benefit
- Other

**18. What resources or information could Missoula In Motion provide that would assist you in securing greater internal support for participating in Way to Go! for Workplaces?**

**19. Please describe any upcoming changes to the workplace policies, location or transportation facilities and infrastructure.**

**20. Do you think your workplace would be receptive to policies that support sustainable commute options? (preferential carpool parking, idling, transportation tax benefits etc.)**



# WORKPLACE IMPROVEMENTS

Supporting workplaces.  
Enhancing access to sustainable commuting options.



A partnership of Missoula In Motion and the Bicycle Pedestrian Program





## 2019 WORKPLACE IMPROVEMENT APPLICATION

A partnership between Missoula In Motion and the City's Bicycle Pedestrian Program

Missoula In Motion (MIM) and City of Missoula Bicycle Pedestrian Program (BPP) are excited to offer the Workplace Improvement Program. Designed to help employers\* support and promote sustainable transportation, the Workplace Improvement Program offers assistance selecting, creating, and installing facilities to increase the number of employees biking, walking, carpooling, and taking the bus to work.

Missoula In Motion is dedicated to increasing the use of sustainable transportation to improve and preserve air quality in the Missoula Valley. Way to Go! for Workplaces helps businesses and employees identify and implement steps they can take to create a workplace culture conducive to the use of sustainable transportation. Way to Go! for workplaces and the Workplace Improvement Program curb parking costs, improve employee productivity, provide tax benefits and free up spaces for customer parking.

### PROGRAM DETAILS:

- Employers submit project proposals to improve sustainable transportation facilities at their work place..
- MIM and the BPP will work applicants on site to determine scope, details, and costs of proposed projects.
- **MATCH REQUIREMENT:** Employer is required to provide match funding at a rate of
  - **15%** of the total project cost for **non profits**
  - **50%** of total project cost for **businesses**.
- MIM and BPP will manage project implementation/installation and invoice employer for required match funding upon completion.

### PROJECT OPTIONS

MIM and BPP are funded through a Congestion Mitigation and Air Quality grant and are subject to federal guidelines. The following projects are eligible to be completed through the Workplace Improvement Program

- Bike parking solutions including:
  - Outdoor racks/corrals
  - Structure for covered bike parking
  - Indoor or outdoor bike lockers
- Lockers for active commuters
- Outdoor bike pump and/or repair stand
- Signage for preferential parking for carpools
- Wayfinding signage to direct people to bike parking availability, nearby trails, transit options, etc.

\*"Employer" refers to business/property owners, nonprofit executive directors, and other decision makers.



## 2019 WORKPLACE IMPROVEMENT APPLICATION

A partnership between Missoula In Motion and the City's Bicycle Pedestrian Program

### ELIGIBILITY

- Workplace must be located within the Missoula Urbanized Area.
- Groups of employers located within the same building or that share facilities (i.e. parking lot) may apply jointly. Please submit one application per group.
- Applications do not need to be filled out by business/property owner or highest ranking staff at place of employment. Any employee can fill out and submit application as long as they have signature of approval of business/property owner and/or highest ranking staff at place of employment (as required on application).
- Employers may only apply for one project per year.

### WORKPLACE IMPROVEMENT PROJECT CRITERIA

Applications will be considered based on the following criteria:

- **Project Impact (35 points)** Extent to which the project/program overcomes an initial barrier, fills a gap and/or creates a new opportunity in your organization's efforts to reduce SOV commuter behaviors.
- **Feasibility of Project (25 points):** How ready is the site for Workplace Improvement project? Are there barriers to implementation/obstacles to a successful installation?
- **Comprehensiveness of Proposed Plan (20 points):** Is the project fully developed, including a plan to encourage employees to use proposed facilities?
- **Evaluation Plan (15 points):** Has the applicant created a comprehensive plan to effectively evaluate the impact of project? Preferably, one that involves measurable outcomes that can demonstrate the impact of the project.
- **Completeness of Application (5 points):** All parts of application are submitted with quality and complete information; and turned in by the deadline.

## APPLICATION DEADLINE: MONDAY, JULY 8

Email Submission: [Kauge@ci.missoula.mt.us](mailto:Kauge@ci.missoula.mt.us)

Mailing Address: Missoula In Motion, 435 Ryman St. , Missoula, MT 59802

General Questions: Katherine Auge, [kauge@ci.missoula.mt.us](mailto:kauge@ci.missoula.mt.us) or 552-6731

Bike Parking Questions: Ben Weiss, [bweiss@ci.missoula.us](mailto:bweiss@ci.missoula.us) or 552-6352

# WORKPLACE IMPROVEMENT APPLICATION

1. Employer Name: \_\_\_\_\_

2. Address/Project Site: \_\_\_\_\_

3. Contact Person and Title: \_\_\_\_\_

4. Contact Person Phone/Email: \_\_\_\_\_

## 5. Project Description

*Please provide a brief overview of the proposed project.*

## 6. Project Impact

*How will the proposed project impact drive-alone commuting at your workplace? Provide background on why the project is important/beneficial or what gap/need it will fill. Explain the process by which you identified the project as worthwhile including any evaluations, surveys, etc. involved in identifying the proposed project.*

## 7. Evaluation

*What is your plan to evaluate the effectiveness of the project? How will you measure the impact on employee drive alone trips? (Missoula In Motion offers guidance to assist with this objective. Contact [kauge@ci.missola.mt.us](mailto:kauge@ci.missola.mt.us) for more info.)*

**Signature of business/property owner or highest ranking official at organization:**

Print name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **EMPLOYER NAME**

### **Telework Program Policy**

EMPLOYER has established a program to examine how teleworking can contribute to organizational objectives and employee well-being. These guidelines offer direction for teleworkers, employees not teleworking and management.

#### **Purpose**

Teleworking, the practice of working at home for a limited number of days instead of working in EMPLOYER office, is a work alternative that EMPLOYER offers to some employees when it is advantageous to both EMPLOYER and the EMPLOYEE. Teleworking is a workplace strategy that helps employees balance the demands of their work and personal lives. Teleworking is a workplace strategy and not an employee right.

An employee's compensation, benefits, work status and work responsibilities will not change due to participation in the teleworking program. Teleworking employees must comply with all organizational rules, policies and procedures.

#### **Eligibility**

Candidates for teleworking must be a full-time EMPLOYER employee with a history of satisfactory or better job performance ratings. The opportunity to telework must be approved by an employee's supervisor, who is ultimately responsible for decisions to continue or discontinue teleworking by the employee, following appropriate notification to the teleworker.

Selection of employees to participate in the teleworking program shall be based on specific written work related criteria including:

- Employee responsibilities
- Need for, and nature of, interaction with other staff and external clients
- Need for use of specialized equipment
- Availability of other qualified employees on site
- Employee job performance

An employee that is considered for teleworking must be able to work independently, be a self-starter, and demonstrate effective time management skills. An employee must have a satisfactory or better performance level with no record of performance or conduct issues. The resources that an employee needs to do his/her job must be easily transportable or available electronically.

The decision to allow an employee to telework will be made by the employee's supervisor in consultation with EMPLOYER human resources.

Eligibility and suitability of employees to participate in teleworking will vary among departments and business units, depending on the function and responsibilities of the employee. Each department must maintain some minimum complement of employees who work on site at the EMPLOYER office in order to function effectively.

Teleworking is not an alternative to child or elder care and, when applicable, the teleworker must make appropriate arrangements for dependent care.

## **Schedules and Hours**

Telework hours may be different from office work hours, however, teleworkers and their supervisors must agree on the designated work hours. A regular teleworking schedule, including specific days and hours, must be established by the teleworker and approved by their supervisor. Generally, a teleworker will spend one to two days per week working from home with the remainder of the scheduled hours working in his/her office on EMPLOYER's premises. The amount of time the teleworker is expected to work per day or per pay period will not change due to participation in the teleworking program.

Overtime hours must be pre-approved in writing by the supervisor. Deviations from the agreed upon schedule must be approved in advance by the supervisor. EMPLOYER policy will be followed for all absences. Teleworkers are responsible for keeping and submitting accurate records of their work hours.

Supervisors retain the right to require a teleworker to return to EMPLOYER's office on a regularly scheduled teleworking day should work situations warrant such an action. This situation is expected to be only an occasional occurrence. If a teleworker is required to return to EMPLOYER's office during regularly scheduled teleworking days frequently, the supervisor may re-evaluate the compatibility of the teleworker's position and job responsibilities with respect to teleworking or the specific teleworking schedule.

Teleworkers are required to account for all time worked in accordance with EMPLOYER's current timekeeping policies. It is the teleworker's responsibility to submit an accurate accounting of hours worked in a timely manner. If a teleworker is sick while working at home or uses other time off, the teleworker must report hours actually worked on his/her timesheet and use composite leave for the remainder of the hours. Non-exempt teleworkers may perform overtime work only after receiving approval from their supervisor.

## **Workspace**

Teleworkers must have an appropriate work area in their home that considers ergonomics, equipment, adequate workspace, noise and interruption factors. The teleworker's off-site workspace should provide an adequate work area, lighting, telephone, power and temperature control. Additional requirements may vary, depending on the nature of the work and the equipment needed to perform the work.

EMPLOYER's liability for job-related accidents will continue to exist during the approved work schedule and in the teleworker's designated work location since the teleworker's home workspace is an extension of EMPLOYER workspace. The designated work location must meet OSHA safety rules for the workplace, including: smoke detector, working fire extinguisher, unobstructed exits, removal of hazards that could cause falls, adequate electrical circuitry and appropriate furniture. If an at-home injury occurs, the teleworker must notify his/her supervisor immediately and follow EMPLOYER policy for an on-the-job injury. The teleworker must agree to follow common safety practices and provide a safe work area for the employee and others who enter it.

Homeowner's insurance and any changes in rates or coverage are the responsibility of the employee. Any increase in the teleworker's home utility costs (excluding increased telephone costs) is the responsibility of the employee.

Federal and state statutory abstracts will be posted at the teleworker's EMPLOYER office location in lieu of posting them in the employee's home office. Teleworkers should review these notices while on EMPLOYER's premises.

Teleworkers should consult their attorney, tax advisor or accountant regarding any legal or tax implications related to working at their home or alternative site.

### **Equipment and Supplies**

In most cases, teleworkers will provide their own equipment. Teleworkers may use EMPLOYER-owned equipment at their off-site workspace with the prior approval of their supervisor provided that the equipment will be used for EMPLOYER work only and its use by a teleworker at his/her off-site workspace will not impede the work of employees working at the EMPLOYER office.

Office supplies will be provided by EMPLOYER and should be obtained during the teleworker's in-office work period. Out-of-pocket expenses for supplies normally available in the office will not be reimbursed. Teleworkers are responsible for all supplies, equipment and/or materials provided by EMPLOYER. All items remain property of EMPLOYER and may not be used for personal or other than EMPLOYER use.

EMPLOYER will reimburse teleworkers for other business-related expenses, such as long-distance phone calls, shipping costs, etc. that are reasonably incurred in accordance with job responsibilities and approved by the supervisor according to EMPLOYER's standard policies. Appropriate documentation is required if such expenses are submitted for reimbursement. Human Resources will work with teleworking employees to ensure that appropriate arrangements have been made for discounted long distance telephone services.

EMPLOYER does not assume liability for loss, damage or wear of employee owned equipment unless otherwise agreed to in writing prior to the occurrence. Maintenance, repair and replacement of EMPLOYER-owned equipment issued to teleworkers is the responsibility of EMPLOYER. In the event of equipment damage or malfunction, the teleworker must notify his/her supervisor immediately. EMPLOYER reserves the right to enter the home work area for inspection of the equipment, if necessary. Repairs to employee owned equipment is the responsibility of the teleworker. In either situation, the teleworker may be asked to report to the office until the equipment is usable.

Teleworkers must take appropriate action to protect company-provided equipment from damage or theft. EMPLOYER equipment must be returned to EMPLOYER when an employee terminates or discontinues the teleworking arrangement.

Teleworkers may use their own equipment (e.g. fax machine, printer, photocopier) provided that no cost is incurred by EMPLOYER. Repair and maintenance of employee owned equipment is the responsibility of the teleworker.

### **Employee Access and Availability**

Teleworkers must be available by telephone or email during scheduled hours, with the exception of their scheduled lunch period. Teleworkers are required to have a telephone answering machine or voicemail service to ensure availability.

Teleworkers are required to modify their EMPLOYER voicemail announcement to indicate that they may be reached at an alternate number or that the employee will be regularly checking messages. Supervisors may establish that employees are required to check for messages within a certain time period (e.g. at least once every two hours).

Teleworkers must keep their supervisor notified of any changes to their home contact information.

### **Security**

It is the responsibility of the teleworker to take all precautions necessary to secure proprietary information and to prevent unauthorized access. The teleworker is required to observe all office security practices when working outside EMPLOYER's office to ensure the integrity and confidentiality of

proprietary information. Steps to ensure the protection of proprietary information include, but are not limited to, use of locked file cabinets and desks; regular password maintenance; and any other steps appropriate for the job and the environment.

Teleworkers agree to allow an authorized EMPLOYER representative access to the home work area during prearranged times for business purposes as deemed necessary by the supervisor, including safety inspections, equipment installations and repairs, security assurance, retrieval of EMPLOYER property, and performance evaluations. To ensure hardware and software security, all software used for teleworking must be approved by the supervisor prior to installation. All software used for teleworking must be virus inspected and each PC must have virus protection software installed. EMPLOYER owned software may not be duplicated unless authorized through the license agreement. Restricted access materials shall not be taken out of the office or accessed through the computer unless approved in advance by the supervisor.

### **Liability**

It is the responsibility of the teleworker to maintain a safe, professional worksite at home that is free from potential safety hazards. Teleworkers must certify that their home is free from workplace hazards by completing a safety checklist.

In the case of an injury while working at home, teleworkers must immediately (or as soon as circumstances permit) report the injury to his/her supervisor or to the Human Resources Department and request instructions for obtaining medical treatment.

### **Application Process**

Employees wishing to telework are required to submit a written request. The employee will complete a teleworker selection survey and provide information concerning job responsibilities, proposed teleworking schedule, types of work tasks and activities to be performed at the off-site workspace, as well as a description of the off-site workspace and the required equipment.

Teleworkers will be required to sign a teleworking agreement and complete associated documentation.

Teleworking arrangements will be on a trial basis for the first three months and may be discontinued at any time, at the request of either the teleworker or EMPLOYER. If a teleworking arrangement is discontinued by EMPLOYER, every effort will be made to provide notice to the employee. However, there may be instances where no notice is possible. Likewise, if an employee elects to discontinue a teleworking arrangement, the employee should provide notice to his/her supervisor.

Employees that are teleworking at the time this policy is adopted will be permitted to continue teleworking. Existing teleworkers will need to sign the teleworking agreement and complete the associated documentation that is required of all teleworkers.

### **Income Tax**

It will be the teleworker's responsibility to determine any income tax implications of maintaining a home office workspace. The company will not provide tax guidance nor will the company assume any additional tax liabilities. Employees are encouraged to consult with a qualified tax professional to discuss income tax implications.

### **Evaluation**

Teleworkers will be required to participate in all studies, surveys, training, inquiries, reports and analyses related to this program.

# City of Missoula: Carpool Parking Application



missoula in motion

**Name:**

**Names of city employees that ride with you:**

**# of non-city employees that ride with you:**

**Where do non-city employees work?**

**How many days a week do you carpool?**

**If possible, specify which days:**

**Where is your carpool commuting from?**

**Would you be willing/able to pick up an additional person if he/she lived in close proximity to your current route?** Yes No

**Are you a Way to Go! Missoula member?** Yes No

*\*As a Way to Go! Missoula member, you are eligible for the Guaranteed Ride Home (GRH) service. GRH provides up to **12 free rides home from work per year** should you or a dependent get sick or have an emergency.*

**Would you like more information about Missoula In Motion's Way to Go! Missoula or GRH?**

Yes

No

**IMPORTANT:** All carpool parking recipients must agree to refrain from idling upon arrival, departure and during the work day. Choosing to idle wastes gasoline, impairs operating efficiency of most cars, costs you money, emits unnecessary pollutants and adversely impacts the health of your co-workers. Idling adds up, negating the positive impact carpooling has on Missoula's air quality and your wallet. Just think, if one hour of idling is equal to one gallon of gas, idling 1-2 hours each week could cost you \$150 - \$320 a year just in wasted fuel. Please be respectful, and be idle-free.

\*Missoula In Motion reserves the right to redistribute carpool passes if a vehicle in the designated carpool spaces is idling.

**Do you agree to the idling condition upon receiving a carpool parking space?**

Yes

No

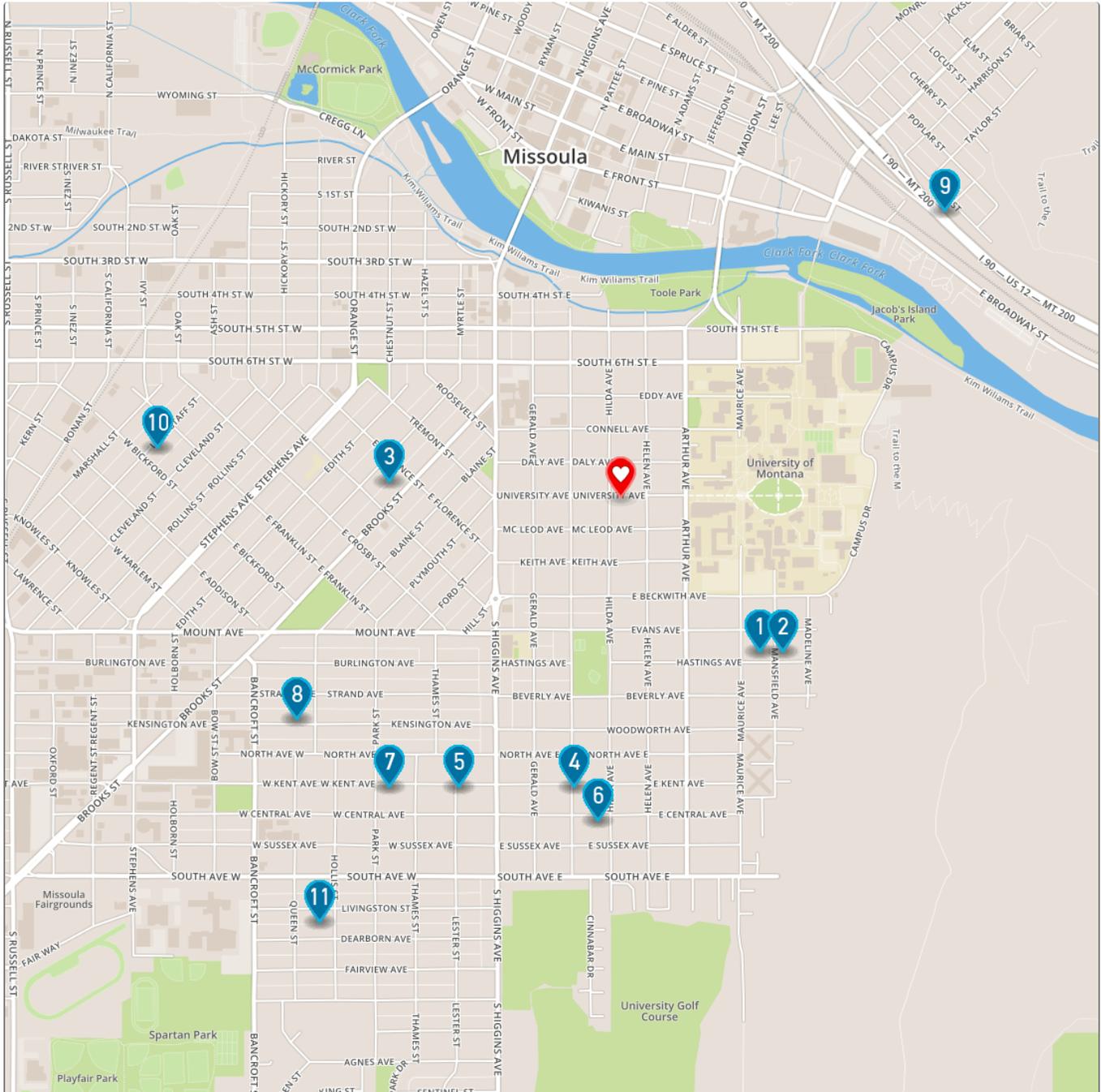
# Workplace Name



Personalized Carpool Match List



missoula in motion



Your Home



Matching Schoolpool Households



Your School

Parent(s) 4900	Contact	Notes
<p>1 Bailey Match #1</p> <p><b>Olga and John Kiranolskowitz</b></p> <p>725 Evans Missoula, MT 59801 0.39 Miles Away</p>	<p>Olga: (317)555-5555</p> <hr/> <p>John: (317)555-5555</p>	
<p>2 Bailey Match #2</p> <p><b>Fero and Fenna Spinaldi</b></p> <p>1534 Mansfield Missoula, MT 59801 0.39 Miles Away</p>	<p>Fero: (317)555-5555</p> <hr/> <p>Fenna: (317)555-5555</p>	
<p>3 Bailey Match #3</p> <p><b>Cole and Pico Trane</b></p> <p>414 Woodford St Missoula, MT 59801 0.52 Miles Away</p>	<p>Cole: rideamigos3@gmail.com (317)555-5555</p> <hr/> <p>Pico: (317)555-5555</p>	
<p>4 Bailey Match #4</p> <p><b>David and Jane Stevenson</b></p> <p>312 E. Kent Missoula, MT 59801 0.60 Miles Away</p>	<p>David: daviiiiid@gmail.com (317)555-5555</p> <hr/> <p>Jane: jane@example.com (317)555-5555</p>	
<p>5 Bailey Match #5</p> <p><b>Jeffery and Susie Dawesome</b></p> <p>160 North Ave W Missoula, MT 59801 0.65 Miles Away</p>	<p>Jeffery: rideamigos@gmail.com (317)555-5555</p>	
<p>6 Bailey Match #6</p> <p><b>Luke and Daisy Wagner</b></p> <p>324 E Central Missoula, MT 59801 0.66 Miles Away</p>	<p>Luke: ride1amigos@gmail.com (317)555-5555</p> <hr/> <p>Daisy: daisy@example.com (317)555-5555</p>	
<p>7 Bailey Match #7</p> <p><b>Shera and Zon Zera</b></p> <p>330 W Kent Missoula, MT 59801 0.77 Miles Away</p>	<p>Shera: rideamig2os@gmail.com (317)555-5555</p> <hr/> <p>Zon: (317)555-5555</p>	
<p>8 Bailey Match #8</p> <p><b>Charlotte and Helgo Denise</b></p> <p>419 Strand Ave Missoula, MT 59801 0.81 Miles Away</p>	<p>Charlotte: rideami5gos@gmail.com (317)555-5555</p> <hr/> <p>Helgo: (317)555-5555</p>	
<p>9 Bailey Match #9</p> <p><b>Katherine Auge</b></p> <p>1136 Vine St. Missoula, MT 59802 0.89 Miles Away</p>	<p>Katherine: kauge@ci.missoula.mt.us</p>	

## HOW TO ACCESS YOUR GUARANTEED RIDE HOME BENEFIT



**1** From your dashboard, scroll to the bottom MY REWARDS area and click **Guaranteed Ride Home**.

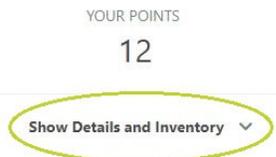


REGISTER

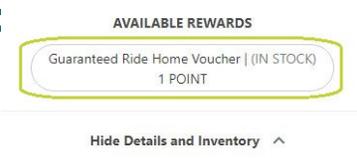
CONTACT US

**2** Go to **waytogomissoulainmotion.com** and log in to your account.

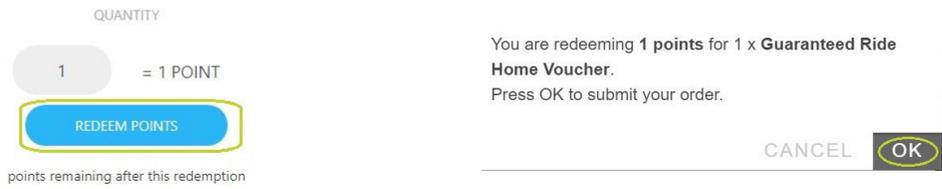
**3** Click **Show Details and Inventory**:



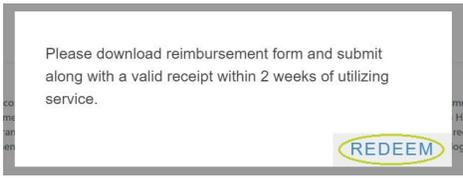
**4** Select **Guaranteed Ride Home Voucher** under **AVAILABLE REWARDS**:



**5** Select **REDEEM POINTS** **Guaranteed Ride Home Voucher** and **OK**:



**6** Click **REDEEM** and fill out the Reimbursement Form completely. Attach your receipt and submit within **two weeks** via mail or email.



# Guaranteed Ride Home



## We've got you covered.

Way to Go! Missoula members receive **up to 12 free cab rides home\*** on days when an unexpected emergency leaves you without a way back from work

\* per year



[www.missoulainmotion.com](http://www.missoulainmotion.com)



# SEE COMMUTING DIFFERENTLY

## A GUIDE TO TRANSPORTATION OPTIONS IN MISSOULA

Missoula In Motion offers resources and tips to help increase the use of sustainable transportation, reduce congestion, protect the environment and promote a more vibrant community. **We're here to help!**



### CARPOOL

More people in fewer cars equals reduced congestion and parking pressure for everyone. Find other people commuting on your route by using the Way To Go! ride matching tool.



### BIKING

With an interconnected and growing trail system, bike lanes on major roadways, and an active bike culture, Missoula is a great place to ride a bike for both recreation and transportation. Missoula In Motion offers free bike maps and bike lights to any one in the community!



### MOUNTAIN LINE BUS

Missoula's fare-free bus service provides 12 fixed routes to areas including Missoula, East Missoula, Bonner, Target Range, the Rattlesnake and more. Funded by 20 Missoula community partners, Mountain Line also offers paratransit services, free WiFi on all the buses and an app that allows you to track your bus in real time.



### WALKING

Walking is the easiest way to get your recommended amount of daily exercise. It helps reduce your risk of heart disease, prevents high blood pressure, and relieves stress. Walking to work is a great opportunity to listen to music and get fresh air. If you live far away, consider utilizing the bus or carpooling to get you close!



### VANPOOL

A vanpool is a group of 6 to 13 people with similar travel patterns who ride together in a shared vehicle. Currently there are 17 routes that iRide vanpool serves. Check out MRTMA to learn more about the iRide vanpool and for a full list of Park and Rides in the Missoula area.

# WHY TRAVEL SUSTAINABLY?

## IMPROVE YOUR HEALTH

Including an active commute into your daily routine ensures you are taking care of yourself physically and mentally.

## SAVE MONEY

Choosing a sustainable mode can save you lots of money. Eliminating even one 6-mile round trip commute downtown a week would pay for a lunch out!

## KEEP MISSOULA CLEAN

Reducing your carbon footprint contributes to cleaner air quality and a healthier community.

## REDUCE CONGESTION

Choosing a mode other than driving alone decreases the hassle of traffic and finding a parking spot. Even if you can't make this choice, when others do, driving is easier.



## GUARANTEED RIDE HOME

Did you commute sustainably to work but need to get home for an emergency? Log at least one trip a week on Way To Go! and we'll pay for your Uber/Lyft or any Missoula Taxi provider home! Up to 12 times!

## WAY TO GO! MISSOULA

Way To Go! Missoula is a mobility tool that makes planning and logging sustainable trips simple and convenient. Every month you can earn gift cards and vouchers to local businesses. The more you track, the more rewards you get!



We realize that many people are unable to choose a sustainable transportation option all the time. Fortunately, individuals can experience the benefits of using sustainable transportation, even if it's just once or twice a week.

**It's all about doing what you can, when you can.**



Missoula In Motion  
435 Ryman St.  
Missoula, MT 59801

Phone 406-552-6675  
Email [mim@missoulainmotion.com](mailto:mim@missoulainmotion.com)  
Web [missoulainmotion.com](http://missoulainmotion.com)



# Using Way To Go! Missoula



How are you tracking your trips?

WEB

APP

Go to:  
**WayToGo.Missoula  
InMotion.com**

Open the  
**Commute  
Tracker  
App**

Login and  
go to your  
dashboard

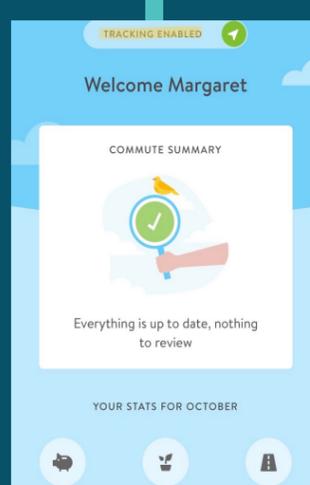
The app will run in  
the background to  
detect your  
commute.

Scroll down to  
"LOG YOUR  
TRIPS" block

This mean  
GPS  
tracking is  
ON

This means  
GPS  
tracking is  
OFF

Select the dates  
for which you  
want to log trips.



Click the drop-down  
menu to enter a  
custom location.

Once you have your  
start point (A) and  
your end point (B),  
type in the depart  
and return times.

Confirm detected  
and expected trips  
under "COMMUTES"  
tab to see stats and  
build points

Select your mode  
of travel and type  
(either commute  
or errand).

Click "+" symbol to  
manually add a trip  
that was not detected

Click the blue "log trips"  
button and you're done!

Click the "REWARDS"  
tab to claim awesome  
gifts at the end of  
each month!

Check out the "My  
Rewards" block to claim  
awesome prizes at the end  
of each month!

Voila! Happy commuting!

## Questions?

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# MAY 3-16

## Sign Up. Commute Sustainably. Log Trips. Earn Rewards.

### Why Sustainable transportation?



Reducing congestion benefits us ALL. Sustainable transportation focuses on moving *people* rather than cars and favoring more efficient use of our existing infrastructure.



The transportation sector is the **#1 contributor** to greenhouse gas emissions in the Missoula Valley. Help reduce our carbon footprint and keep our air clean!



It's good for your **HEALTH**. An active commute makes physical activity part of your daily routine. Sustainable commuting combats social isolation and increases productivity.



The average annual cost of owning a vehicle is \$5,090. Save money on gas, maintenance, parking, etc.!

### Why the Commuter Challenge?

#### IT'S FUN!

Last year's teams reported their favorite part of the challenge was building camaraderie among co-workers. Also, prizes and 2 parties!

#### IT'S SUPER EASY

Participating in the challenge is easier than ever. Each team simply needs to designate a Captain responsible for sharing information (we provide) and rallying the troops. We take care of the rest!

#### IT'S GOOD FOR BUSINESS

Sustainable commuting is associated with increased workplace productivity, better mental health of employees and active commuters have been found to take 1.4 fewer sick days per year.

Sign up your workplace today:  
[missoulainmotion.com](http://missoulainmotion.com)

Questions?  
406.522.6675 / [mim@missoulainmotion.com](mailto:mim@missoulainmotion.com)



missoula in motion  
SEE COMMUTING DIFFERENTLY.