Metro
Rideshare
PlanMaker

Reach your commute and air quality goals in 15 steps
Dear Employee Transportation Coordinator (ETC):

Congratulations on offering a rideshare program at your worksite. By doing so, you’re not only helping to reduce air pollution and ease traffic – you’re also providing an important commuter benefit to your employees.

We know how demanding it is to manage a successful rideshare program that also meets clean–air mandates. To assist you in drafting an effective Employee Commute Reduction Program (ECRP), we’ve developed the Metro Rideshare PlanMaker (MRP). MRP reduces the myriad of AQMD options down to 15 essential strategies and matches them to Metro’s free services and programs, ensuring your ECRP will be easy to manage and cost effective to run.

We hope you’ll find MRP to be a valuable and helpful resource and we look forward to hearing about your program’s success.

Sincerely,

[Signature]

David H. Sutton, Director
Metro Commute Services
What’s Inside

- Metro’s program for developing an Employee Commute Reduction Program (ECRP) that meets AQMD requirements.

- Details on free Metro products and services that support your rideshare program.

- Flyers, brochures, forms, posters, how-to guides and other materials – available to order from Metro, or included as PDFs or sample documents for your convenience.

- Teal colored links direct you to samples and additional materials in this slide show. Some of the links go to helpful web sites (Internet access required). Links to the internet may not work because of firewalls or other technical issues. Please refer to the Additional Resources slide at the end of this presentation for a list of internet links.
Getting Started

- Review the strategies outlined in the main section of the CD – you can click on any of the links to be directed to web information or sample documents.

- In addition to the strategies outlined in Metro Rideshare PlanMaker, you’ll find an Appendices folder that includes documents referenced and additional helpful resources.

- Although Metro Rideshare PlanMaker can be used regardless of your level of experience as an ETC, it is recommended that you attend AQMD ETC Training and a Metro ETC Briefing before implementing these strategies.

- If you’d like more information about the duties of an ETC, refer to Your Role as an ETC in the Section 1 Introduction Appendix
**Terms**

**ETC** – Employee Transportation Coordinator, the person at a work site charged with the responsibility of running a rideshare program.

**AQMD** – (or SCAQMD), South Coast Air Quality Management District, the air district for the South Coast Air Basin which includes Los Angeles, Orange, Riverside and San Bernardino counties.

**AQMD’s Rule 2202** – Is a menu of options to reduce mobile source emissions generated from employee commutes, to comply with federal and state Clean Air Act requirements. This rule applies to any company or agency who employs 250 or more people on a full or part-time basis at a worksite.

**ECRP** – Employee Commute Reduction Program, known informally as a rideshare program.

**AVR** – Average Vehicle Ridership, the average number of people per vehicle arriving at the work site; AQMD sets AVR targets ranging from 1.30 to 1.75 for employers.

**Transportation Survey** – An annual survey of employees’ commute habits conducted by the ETC to determine AVR and obtain employee rideshare data.

**Good Faith Elements** – Strategies that a company plans to do *in good faith* as part of its ECRP.
15 Strategies to Success

Metro’s Rideshare PlanMaker has recommended strategies on how we can help you implement a rideshare program at your work site. Employers who submit a Rule 2202 ECRP who have not attained their target AVR, are to select five strategies from each of three categories. The strategies are shown first in overview and then in detail.

Your ECRP must include:

5 Basic Strategies – core elements needed for a rideshare program
5 Marketing Strategies – getting the word out to employees
5 Direct Strategies – incentives, rewards or subsidies

The complete list of AQMD Good Faith Elements are in Section I Introduction Appendix
Employers are to select and implement a total of at least 15 strategies. Employers selecting more than five strategies in any category shall maintain a record on-site for which five strategies are implemented and shall make records available upon request to AQMD personnel.

The next three slides list all of the *Good Faith Element* strategies suggested by the AQMD.
Basic Strategies

AQMD’s list of Good Faith Elements
Basic Strategies

Metro’s five recommended strategies

1. **Commuter Choice Programs** – Take advantage of potential tax savings for you and your employees who ride public transportation and vanpools costs up to $115 per month.

2. **Flex time schedules** – With a flexible start and stop it makes it easier for employees to match-up for carpools, join vanpools and ride Metro and Metrolink.

3. **Guaranteed return trip** – Also called Emergency Ride Home Program. Rideshare participants are provided, for free, up to four rides in a taxi or rental car in the case of a personal emergency.

4. **Personalized commute assistance** – Using survey data and CommuteSmart.info.

5. **Preferential parking for rideshares** – Carpools and vanpools are provided with up close parking spaces at their place of employment.

6. **Rideshare matching services, at least annually** – The annual AVR survey Metro process for employers, generates a “RideGuide” with rideshare matching and other valuable information.

7. **Transit information center, updated quarterly** – Display a Metro system map, schedules, along with transportation agency web sites.

8. **Other basic support strategies that have been approved by the AQMD** – Contact the AQMD to request approval for strategies unique to your situation.
1. **Attendance at a marketing class, at least annually** – Marketing certificate required with annual ECRP submittal.

2. **Direct communication by CEO, at least annually** – A letter is usually sent with the AVR survey.

3. **Employer newsletter distributed at least quarterly, or a rideshare website where there is an update or notice sent to employees quarterly** – CommuteSmart.info produces a monthly newsletter for employers and employees.

4. **Employer rideshare event(s), at least annually** – Rideshare Week (the first week in October) is the perfect opportunity to market rideshare. Metro provides the marketing materials. Bike to Work Week in May is another Metro supported event.

5. **Flyers, announcements, memos, or letters distributed on a quarterly basis to employees** – 18 flyer templates on this CD, can be tailored as needed.

6. **New-hire orientation(s) Rideshare bulletin boards/commuter information kiosks/display racks** – Request Metro’s marketing materials to use in racks and on bulletin boards.

7. **Rideshare meetings or focus groups, at least semi-annually and other marketing strategies that have been approved by the AQMD** – A focus group assists you with developing the rideshare program to fit the needs of your employees. A committee also might help you with the rideshare communication.
1. **Auto services** – On site services, or vouchers and discounts.
2. **Bicycle program** – Bike club, showers/lockers, bike racks, info, events, prizes and equipment.
3. **Carpool program** – gas vouchers, gift cards, preferential parking, etc.
4. **Compressed workweek schedules** – 4/40, 9/80 or 3/36 workweeks.
5. **Direct financial awards** – Points program, transportation allowance or subsidy.
6. **Discounted or free meals** – Cafeteria or local restaurants.
7. **Employee clean vehicle purchase program** – Call the AQMD to see what vehicles qualify.
8. **Gift certificates** – Gift cards are a great way to show employees appreciation for ridesharing.
9. **Off-peak rideshare credit program** – More information in Section III Appendix
10. **Parking charge or subsidy program** – Charge non-ridesharers or pay rideshare employees.
11. **Points program** – Rideshare employees receive points redeemable for cash or merchandise.
12. **Prize drawings, at least quarterly** – Drawings for cash or other tangibles.
13. **Start-up incentive** – Enrollment item such as: coffee mug, bike equipment or transit pass.
14. **Telecommuting** – Work from home or a tele-work center helps reduce miles traveled.
15. **Time off with pay** – Compensated with time-off for ridesharing.
16. **Transit subsidy** – Employer provided a transit pass, voucher or subsidy.
17. **Vanpool program** – Enrollment and or subsidy on vanpools.
18. Other direct strategy programs that have been approved by the AQMD.
<table>
<thead>
<tr>
<th>AQMD Strategies:</th>
<th>What Metro Provides:</th>
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| 1. Offer ridematching services, at least annually | ✓ RideGuide commute matching for all employees  
✓ AVR survey processing and booklet  
✓ AVR survey briefings for ETCs |
| 2. Transit information center, updated quarterly | ✓ Metro route timetables and system map  
✓ Metro rider information |
| 3. Personalized commute assistance | ✓ Carpool and vanpool matching at 1.800.COMMUTE or CommuteSmart.info  
✓ Metro Trip Planner at metro.net |
| 4. Commuter tax benefits | ✓ Commuter tax benefit workshop and information |
| 5. Guaranteed return trip | ✓ Guaranteed Ride Home program |
1. **Offer ridematching services, at least annually**

By completing a rideshare survey form, employees are provided a RideGuide to contact other interested employees with similar commutes.

**What Metro Provides:**

- [ ] AVR survey briefings for ETCs
- [ ] AVR survey processing
- [ ] Share the Ride. Here’s My Guide
- [ ] Share the Ride. Share the Savings
Metro’s ETC Briefings give you all the information you need to conduct your transportation survey. Briefings are held monthly at the Metro offices in downtown Los Angeles. You must attend a briefing at least 60 days prior to your AQMD submittal date.

Attendance at the ETC Briefing is now required to receive your Commute Transportation and AVR Survey packet. Briefings fill up quickly so please RSVP at least 45 days in advance. Space is limited to 24 attendees.

IMPORTANT: Allow at least 60 days prior to your AQMD submittal date to complete the survey process. E-mail to reserve your space at the ETC Briefing of your choice. Please select the ETC Briefing-date that best fits your survey time schedule

Wednesday:
- April 9  1:00 pm to 3:00 pm
- May 14  9:30 am to 11:30 am
- June 11  1:00 pm to 3:00 pm
- July 9   9:30 am to 11:30 am
- August 13 1:00 pm to 3:00 pm
- September 10 9:30 am to 11:30 am
- October 15 1:00 pm to 3:00 pm
- November 12 9:30 am to 11:30 am
- December 10 1:00 pm to 3:00 pm

Please RSVP: via email at blanchardd@metro.net and provide Name, Company, Phone Number, and session you’ll be attending

Location: Briefings will be held at:
Metro Headquarters
Cesar Chavez Ave. & Vignes St., 3rd floor (Board Overflow Room)
One Gateway Plaza, Los Angeles 90012

Please bring your business card and parking ticket with you to the meeting if you want your parking to be validated.

Sample

2008 ETC Briefing Meeting Schedule

Attendance at the ETC Briefing is now required to receive your Commute Transportation and AVR Survey packet. Briefings fill up quickly so please RSVP at least 45 days in advance. Space is limited to 24 attendees.

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AVR Survey Processing

Metro provides AQMD-approved survey forms (paper or electronic/English or Spanish) and offers advice on how to conduct a survey at your work site. Then Metro processes the forms to give you AVR results and RideGuides for employees. You'll also get helpful output reports—such as density maps, AVR charts and zip code lists—which help with your ridematching. It's all free - some restrictions apply*

To start the survey process, fill out a *Metro Commute Services Annual Service Agreement form*, available in the Basic Strategies Appendix.

*Restrictions – The survey is free as long as employer subscribes to a Metro Pass Program or selects electronic survey (may include a combination of electronic and paper survey)
Ridesharing has its Benefits!
Saves you money!
Helps everyone Breathe a little easier
Reduces congestion
Increases mobility
Reduces wear and tear on your car
Improves morale
Reduces stress
Increases productivity
Reduces our dependency on foreign oil

Share the Ride. Here’s My Guide

The personalized RideGuide is a customized brochure with carpool and vanpool match and more. Your employees get the guide free when you conduct an annual transportation survey. A sample is included in the Basic Strategies Appendix.
Share the Ride. Share the Savings

Employees who do not request a personal RideGuide receive general information on vanpools, bus/rail routes and more. You get RideGuides free when you conduct your annual transportation survey. A sample is included in the Basic Strategies Appendix.
2. Transit information center, updated quarterly

**What Metro Provides:**
Maps, timetables, Rider’s Guide and more

[System Map Sample](#)

**To Order:**
See the *Metro Timetables and Brochures* order form in the *Basic Strategies Appendix*
Metro maps and timetables are available at no cost in English and Spanish.

http://www.metro.net/ridingMetro/maps/default.htm
3. Personalized commute assistance

What Metro Provides:

- Carpool and vanpool matching at 1.800.COMMUTE
- Bus/rail trip planning at metro.net
- CommuteSmart.info online assistance, for exclusive worksite ridematching
There are two ways to use CommuteSmart.info to provide personalized assistance to commuters:

- Your employees can log on as individuals and use the Find a Carpool/Vanpool or seat finder feature to get an instant list of potential rideshare partners.

- If you surveyed for AVR with Metro, your employee data is part of the CommuteSmart.info database – contact Metro at 213.922.2811 to get access to your employees’ rideshare data.
1.800.COMMUTE

Operator-assisted commute information M-F, 7:30 a.m. – 4:30 p.m., including help with carpools, vanpools, transit routing, pass programs “Park & Ride lots” and rideshare incentives
4. Commuter tax benefits

What Metro Provides:

Commuter Benefits allow employees to use pre-tax salary to pay for transit expenses and/or provide tax deductions for employers who subsidize transit costs. Learn how these programs can reduce payroll taxes and give your employees more take-home pay.

For more information, see The Right Commute Benefit booklet in the Basic Strategies Appendix.
5. Guaranteed return trip

What Metro Provides:

Metro’s Guaranteed Ride Home program offers ridesharing employees free taxi or rental car rides home in case of emergency or if they have to work unexpected overtime hours.

For more information, see Guaranteed Ride Home publications in the Basic Strategies Appendix: or visit CommuteSmart.info
Basic Strategies – Related Documents

Go to the Basic Strategies Appendix file on this CD to find these helpful materials:

1. AVR Briefing schedule
2. AVR booklet for monthly briefing
3. AVR Share the Ride. Here’s My Guide.
4. AVR Share the Ride. Share the Savings.
5. The Right Commute Benefit Booklet
6. Guaranteed Ride Home flyer (employee)
7. Guaranteed Ride Home flyer (employer)
8. Guaranteed Ride Home guidelines & requirements
9. Guaranteed Ride Home sample employee letter
10. Metro Timetable and Brochure order form
11. Metro system map and link
12. Metro trip planner and link
13. Sample transit materials to order
14. Service Agreement
### AQMD Strategies:

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<tr>
<th>Number</th>
<th>Strategy</th>
<th>What Metro Provides:</th>
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<tr>
<td>6.</td>
<td>Attend a marketing class, at least annually</td>
<td>✓ Free Metro marketing workshops</td>
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<tr>
<td>7.</td>
<td>Coordinate employer rideshare events, at least annually</td>
<td>✓ Rideshare Week and other event materials</td>
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</table>
| 8.     | Distribute an employee newsletter, or maintain a rideshare website that is updated quarterly | ✓ CommuteSmart monthly newsletter for employees  
✓ Access to Metro.net and CommuteSmart.info to enhance your website |
| 9.     | Provide rideshare information to new hires                              | ✓ Free Metro weekly pass for new hires                                               |
| 10.    | Post and maintain a rideshare bulletin board                            | ✓ Rideshare posters  
✓ Template to create 18 customized rideshare flyers  
✓ Clip art                                                                               |
6. Attend a marketing class, annually

What Metro Offers:

Various workshops

Certificate of Completion

Helen Morales
Adkin Products

April 15, 2008

Focus Driven Marketing Workshop
Metro Commute Services

David Sutton
David H. Sutton, Director

Metro
Metro offers at least 4 free workshops a year of which two are devoted to marketing your rideshare program. ETCs that complete the half day course are issued a certificate.

For a schedule of upcoming workshops, consult the Calendar section of CommuteSmart News.
7. Employer rideshare events, at least annually

What Metro Offers:

Rideshare Week and other campaigns
Rideshare Week and Other Campaigns

California Rideshare Week is held annually the first week in October, and Metro helps employers celebrate at the work site by providing easy-to-use campaign materials: posters, flyers, giveaway items and pledge cards that qualify your employees to win prizes.

Find information on the upcoming Rideshare Week at metro.net or in the regional rideshare newsletter, CommuteSmart News, available online at CommuteSmart.info

In addition, Metro offers campaign materials for Bike to Work Week in May and other events.

See Rideshare Week Sample Marketing Strategies Appendix.
8. Distribute an employee newsletter or maintain a rideshare website that is updated quarterly

What Metro Offers:

- CommuteSmart News monthly newsletter for employees
- Access to Metro.net and CommuteSmart.info from your intranet site

If you already have a newsletter, ready-made articles from these sites may be incorporated into your newsletter.
CommuteSmart News

Simply email Metro’s CommuteSmart News for Employees to your employees or photocopy and distribute it to satisfy AQMD’s requirements for a monthly newsletter. It is included as part of the CommuteSmart News emailed to ETCs.

You can also access current and past issues at CommuteSmart.info

http://www.commutesmart.info/employerservices/csnews/index.html
Metro.net and CommuteSmart.info

Include online ridematching as part of your rideshare web site by linking to:

**Metro.net** for bus/rail routing with Metro’s Trip Planner
**CommuteSmart.info** for carpool /vanpool matching

For other web ideas, view some of the more popular web pages on the CommuteSmart.info web site in the *Marketing Strategies Appendix*
9. Provide rideshare information to new hires

**What Metro Provides:**
- Metro Trip Planner
- Ride Matching for carpool and vanpool
- Go Metro to Work Free
- Guaranteed Ride home
- Metro Rewards/Destination Discounts
- Metro Vanpool Incentive
- Commuter Benefits
Go Metro to Work Free

Metro offers a free weekly transit pass to new-hire employees to encourage them to try the bus or rail before they get into a drive-alone habit.

For ordering information, see *Share the Ride. Go Metro to work FREE* in the Ordering Rideshare Materials, available in the *Basic Strategies Appendix*. 
10. Post and maintain a rideshare bulletin board

**What Metro Provides:**

- Rideshare posters
- Template to create 18 customized rideshare flyers
- Clip art
- Timetables
- System Map
Rideshare Posters

Metro offers a selection of fun, colorful posters that promote ridesharing – free for employers.

Browse:
Metro Materials Samples to Order and Metro Rideshare Poster Samples in the Marketing Strategies Appendix.

Order:
See the Introduction Appendix: CD Usage and Ordering Rideshare Materials
Flyer Templates

Metro has created 18 PowerPoint flyers that can be tailored for your own use.

Templates of Month-to-Month Flyers are available for download in the Marketing Strategies Appendix.
Clip Art

Creating your own materials for a rideshare bulletin board?

Import more than 600 clip art images, included in the *Marketing Strategies Appendix.*
Marketing Strategies – Related Documents

Go to the Marketing Strategies Appendix file in this CD to find these helpful materials:

1. Bike Map Sample
2. Bike to Work Samples and Easy Steps to Riding a Bike to Work
3. Brochure Template
4. CommuteSmart.info popular pages
5. Diamond Awards - Recognition for Employer Marketing/Rideshare efforts
6. Earth Day Info
7. Events - Event Planning Check-off List
8. Events - How to Plan an Event
9. Marketing Plan Sample
10. Metro Materials Samples to Order
11. Metro - Share the Ride. Go Metro to Work Free
12. Metro Rideshare Poster Samples
13. Month-to-Month Marketing Flyers (18)
14. Rideshare Week Samples
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<th>AQMD Strategies:</th>
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<tbody>
<tr>
<td>11. Transit subsidy</td>
<td>✓ Transit passes at a group rate for employees</td>
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<td></td>
<td>✓ Monthly pass program</td>
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<td>12. Carpool program</td>
<td>✓ Destination Discounts for carpoolers</td>
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<tr>
<td></td>
<td>✓ Worksite-specific online carpool matching</td>
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<td></td>
<td>✓ Commute cost calculator</td>
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<tr>
<td>13. Direct financial awards</td>
<td>✓ Metro Rewards, a free $15 gift card incentive for your rideshare employees</td>
</tr>
<tr>
<td>14. Vanpool program</td>
<td>✓ Ongoing vanpool subsidy of up to $400 a month</td>
</tr>
<tr>
<td>15. Off-peak rideshare credit program</td>
<td>✓ No-cost processing for off-peak AVR surveys</td>
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</tbody>
</table>
11. Transit subsidy

What Metro Provides:

- Business Transit Passes
- Monthly Pass Programs
Business Transit Pass Programs

Metro offers pass programs that make it easier and more affordable than ever to subsidize employees’ transit costs. For a transit pass program to be effective Metro recommends that employers subsidize at least 50% of the cost. Employers may qualify for Commuter Tax Benefits which significantly reduce the cost of the subsidy.

**Metro Annual Transit Access Pass (A-TAP)**—Instead of distributing passes every month, provide employees with an annual Metro pass. It saves you time.

**Metro Business Transit Access Pass (B-TAP)**—Buy an annual pass for every employee at a special group rate, available exclusively to B-TAP customers.

For more information, refer to the *Direct Strategies Appendix* for these materials:

- Metro Pass Programs
- B-TAP & A-TAP Forms
- B-TAP: *Let’s Get Smarter Together Booklet*
Monthly Passes

Encourage use of transit by ordering monthly passes for your employees. Order your passes on line or by mail.

The Metro Mail Order Form is included in the Direct Strategies Appendix.
12. Carpool Program

What Metro Provides:

- Destination Discounts
- Worksite specific carpool matching
- Commute Cost Calculator
Destination Discounts for Ridesharing

Metro encourages ridesharing by offering Destination Discounts at venues throughout Los Angeles – from sporting events to restaurants to festivals and more.

Simply enroll in Metro Rewards (at no cost) to get Destination Discounts cards for employees. Employees who use the bus or train, carpool, vanpool, walk, bike to get to work will qualify.

Current discounts are posted and updated monthly at metro.net

Information on Metro Rewards is available in the Direct Strategies Appendix.
Worksite Specific Carpool Matching

Some employees prefer to carpool with co-workers, so Metro offers online carpool matching that will allow you to generate matches within your company at CommuteSmart.info. This is an added benefit to surveying with Metro.

To register for exclusive access to employees’ rideshare data (after having conducted the transportation survey) email garciama@metro.net

Note: If you wish to explore ride matches for your employees outside your worksite database go to: https://www.ridematch.info/service.asp
Commute Cost Calculator

Show your employees how much money they’ll save by carpooling. Using the Commute Cost Calculator, simply plug in basic information like how far you drive and your car’s average mpg to get an estimate of potential savings.

A sample of the calculator is included in the Direct Strategies Appendix.

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When you drive alone to work every day, you foot the bill for gas. Why not share the ride—and the expenses? Rideshare regularly with just one other person and you’ll spend half of what you used to. Even once a week will help. You’ll not only save on gas, you’ll also put fewer miles on your car, limit wear and tear—maybe even get a break on insurance costs.

Fill out the form in the space provided and answer five questions to figure out how much money Ridesharing can save you each year*. Please enter numeric values only. No “Y” entries needed. Calculations will automatically be displayed at the bottom of the form.

1. What is your daily round trip commute distance from home to work (in miles)?
2. How many days per month do you normally work?
3. How many miles per gallon does your automobile average?
4. How much per gallon do you normally pay for gasoline?
5. How much do you pay for monthly parking?

Your estimated Monthly cost of commuting alone is: $727.00
Your estimated Yearly cost of commuting alone is: $8724.00
Your estimated Savings per year by commuting with 1 person is**: $4090.00
Your estimated Savings per year by commuting with 3 people is**: $9540.00

*Estimates provided by the Automobile Club of Southern California’s Your Driving Costs 2005 (744 KB PDF). These values are based on an average of 15,000 miles per year at a cost of 52.5¢ per mile for gas, maintenance, tires, insurance, license, registration, taxes, depreciation and finance charge.

** Based on driving your car and paying for gas every other week.

*** Based on driving your car and paying for gas every fourth week.
13. Direct financial rewards

What Metro Provides:

Sign up for Metro Rewards, *Share the ride. Get the rewards*. and your employees who rideshare can get a $15 gift card from Target, Ralph’s, Best Buy or Starbucks. Plus, new participants are entered into monthly drawings and existing participants are entered in quarterly drawings for $100 gift cards.

Information on Metro Rewards is available in the *Direct Strategies Appendix*. 
14. Vanpool program

The Metro Vanpool Program is for worksites in Los Angeles County and offers on-going subsidies up to $400 monthly for qualifying vanpools. It’s open to new or existing vanpools and saves participants an average of 30% off the cost of monthly vanpool fares.

For more information call us at 213-922-2811 and we’ll be glad to come out and help you organize vanpools for your employees. See Vanpool Registration Form, Tips on Holding a Vanpool Meeting and Vanpool Marketing in the Direct Strategies Appendix.

http://www.metro.net/ridingMetro/commute_services/vanpool/default.htm
15. Off-peak rideshare credit program

What Metro Provides:

No-cost for off-peak AVR survey processing.

AQMD now allows employers to include off-peak ridesharers in addition to those in the required timeframe in their AVR calculations – great news since including this group in your transportation survey can boost AVR results.

Find details on AQMD requirements in the Off-peak AVR Survey Support Guide, included in the Direct Strategies Appendix.
**Direct Strategies – Related Documents**

*Go to the Direct Strategies Appendix file in this CD to find these helpful materials:*

1. B-TAP & A-TAP Forms
2. B-TAP *Let’s Get Smarter Together* Booklet
3. Commute Cost Calculator
4. Metro Pass Programs
5. Metro Rewards Requirements
6. Metro Rewards Brochure and Forms
7. Metro Rewards Employee Application
8. Metro Rewards Spreadsheet
9. Metro Mail Order Form
10. Off-peak AVR Survey Support Guide
11. Riverside & San Bernardino Counties Incentives available for LA employers
12. Tips on Holding a Vanpool Meeting
13. Vanpool Marketing
14. Vanpool Registration Form
Go to the Resources Appendix folder to find these helpful materials

1. AQMD Transportation Links
2. Association for Commuter Transportation (ACT)
3. Metro Email Alerts & Updates
4. Metro Facts at a Glance
5. Metrolink Pass By Mail form
6. Public Transportation Contact Information

Complete links to web sites in this presentation:

http://www.metro.net/default.asp
http://www.commutesmart.info/
http://www.aqmd.gov
http://www.commutesmart.info/costcalculator/index.asp
https://www.ridematch.info/service.asp
http://www.commutesmart.info/employerservices/csnews/index.html
We hope you’ve found *Metro Rideshare PlanMaker* useful in developing your own successful rideshare program.

**For further information:**

- Metro.net
- CommuteSmart.info
- Metro employer assistance: 213.922.2811
- Commuter assistance: 1.800.COMMUTE