

RHODE ISLAND STATE EMPLOYEE TRANSPORTATION GUIDE PLAN

Draft - March 2013

**Prepared by
Department of Administration
Division of Planning
Statewide Planning Program
on behalf of the
State Employee Commuting Task Force**

PART ONE

PLAN BACKGROUND

OVERVIEW

Pursuant to Rhode Island General Law 36-6-21.1, the Rhode Island Department of Administration (RIDOA), Division of Planning, in cooperation with Rhode Island Public Transit Authority (RIPTA), assembled the State Employee Commuting Task Force for the purpose of developing a State Employee Transportation Guide Plan. In addition to RIDOA and RIPTA, the Task Force includes representatives from the Rhode Island Department of Transportation (RIDOT), Rhode Island Department of Environmental Management (RIDEM), Rhode Island Department of Health (RIDOH), and a representative from a state employee union. The purpose of the Task Force is to develop, publicize, and implement this plan to offer incentives and alternatives for state employees to reduce vehicle miles traveled (VMT) in commuting to work.

The recommended strategies of the plan promote alternate forms of travel and thereby help achieve the desired VMT reduction goals, help alleviate parking shortages, and potentially reduce commuting costs for employees. Other benefits could include:

- Reduced highway congestion
- Improved air quality
- Reduced fuel consumption
- Reduction of other detrimental environmental impacts of Single Occupant Vehicle (SOV) commuting

The plan also contains information on commuter incentive programs and strategies used in other areas around the country. This information was used to assist the Task Force in developing an approach to reducing SOV commuting that is informed by the strengths and weaknesses of methods tested around the country.

Per the legislation, this plan includes a means for determining base year values of vehicle miles traveled to work and specific targets for VMT reduction. The targets are as follows:

- Reduce weekly VMT by 15% by January 2012
- Reduce weekly VMT by 25% by January 2014
- Reduce weekly VMT by 35% by January 2016

Additionally, the legislation includes an unfunded offer of a RIPTA transit pass to employees in lieu of parking privileges.

BACKGROUND

The concept of reducing commuting VMT by decreasing SOV travel is not a new one. Pressure to implement strategies has been increasing for many years in conjunction with increasing peak hour commuting congestion and worsening air quality conditions in metropolitan areas around the country.

A successful state employee VMT reduction plan would help support several goals and recommendations already outlined in *Transportation 2035*, the State's Long Range Transportation Plan, an element of the Rhode Island State Guide Plan. A sampling of these includes:

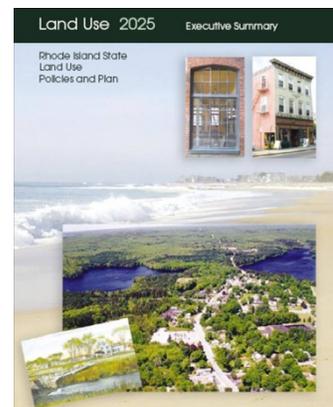
- Develop a program for state government, as a major employer leading by example, to encourage alternative modes. For example, the existing policy of providing free parking for state employees does not encourage transit use. Promote greater use of financial incentives, similar to those provided by the private sector. Develop a telecommuting policy as an option to reduce travel demand. (*Strategy H.3.i, Page 5-25*)
- Encourage private sector and government participation in EPA's *Commuter Choice Leadership Initiative* and *Best Workplaces for Commuters*. (*Strategy H.3.k, Page 5-25*)
- Provide a safe, robust, and convenient network of transit and shared ride services with seamless intermodal connections in support of increased employment opportunities, improved environmental quality, and reduced congestion and auto dependency. (*Goal T, Page 5-45*)
- Increase transit ridership. (*Objective T.1., Page 5-45*)
- Increase carpooling and vanpooling. (*Objective T.1., Page 5-45*)



Another State Guide Plan element that this plan is consistent with and helps carry forward its policies and objectives is Rhode Island's State Land Use Policies and Plan, *Land Use 2025*, which was adopted in 2006. *Land Use 2025* stresses compact development principles and more dense and vibrant urban centers. *Land Use 2025* addresses transportation and contains two key objectives that are consistent with goals and objectives of this plan:

- Promote intermodal centers and greater reliance on transit. (*Land Use Objective 4E, Page 2-8*)
- Provide pedestrian connections through all centers and urban districts. (*Land Use Objective 4F, Page 2-8*)

Compact development and sound land use policies consistent with those in *Land Use 2025* promote overall VMT reduction, not just commuting VMT, by encouraging and making more efficient use of public transit and non-motorized modes, such as bicycling and walking.



As previously mentioned, one of the benefits or co-benefits of reducing VMT includes improving air quality and minimizing the negative environmental impacts of the SOV mode of travel. Climate change and specifically the impact and role transportation has in contributing to global warming and Greenhouse Gas emissions (GHG) is in the forefront of federal and statewide transportation planning policy today.

It is estimated that 28 percent of greenhouse gases in the U.S. are derived from the transportation sector, and 82 percent of those GHG emissions are from carbon dioxide (CO₂) the most prevalent greenhouse gas, an emission resulting from fossil fuel combustion of motor vehicles. The largest source of the transportation GHGs is the light duty motor vehicle.

A policy contained in Transportation 2035 pertains specifically to greenhouse gases and the need to reduce our emissions as a state:

- ❑ Reduce emissions of air pollutants and greenhouse gases from mobile sources, and conserve energy by reducing vehicles miles traveled; reducing the number of single occupant vehicle trips; promoting increased usage of high efficiency vehicle technologies; and retaining vegetated buffers. (*Policy EN.2.a, Page 5-16*)

Additionally, in May of 2007, a report was produced by the Special Legislative Commission to Study Transit Services in the State of Rhode Island, and its recommendations helped transform RIPTA into Rhode Island's mobility manager, another positive step towards implementing the goals, policies, objectives and strategies of the Long Range Transportation Plan mentioned above.

The Rhode Island State Employee Transportation Guide Plan provides an opportunity to help achieve the existing goals, recommendations, and strategies already called for in our plans and policies, and also to create new ones that will promote cost savings, a cleaner environment, and healthier lifestyles through reducing VMT by commuting state employees.

PART TWO BASELINE TRAVEL BEHAVIOR

Baseline Travel Behavior Model

In order to effectively propose solutions for reducing VMT by state employees, it is important to first establish baseline data to examine current commuting characteristics. To determine a baseline of the proportion of single occupant vehicle commute trips and VMTs by state employees, commute data was collected on state employee characteristics from two main data sources in late spring of 2009. These sources included:

- 1) Data from the state employee records:
 - Home address
 - Work address
 - Department
- 2) Survey of state employees – surveymonkey.com
 - Commuting information

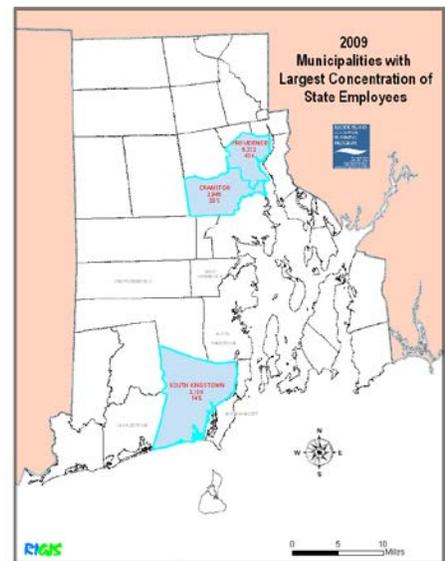
Data from State Employee Records

The results of the data collection effort from state employee records are as follows:

- Total workers - 14,472
- Largest Work Locations (accounts for more than 75% of all workers)

Providence	6,332 workers (42.9%)
Cranston	2,945 workers (19.9%)
South Kingstown	2,129 workers (14.4%)
- Largest State Departments

State Colleges	4,092 workers (28.3%)
Corrections	1,402 workers (9.7%)
MHRH	1,272 workers (8.8%)



Survey Results

Nearly 18 percent of state employees responded to a commuting behavior survey which revealed the following:

- Modes of Transit
 - 87% of workers drive alone
 - 5% of workers carpool
 - 3% of workers ride the bus
 - 5% of workers bike, walk, or work at home

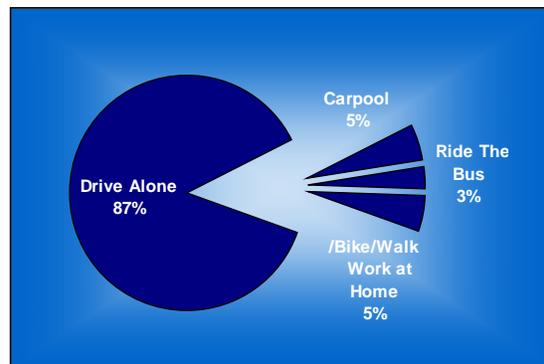
The percentage of state workers who drive alone is significantly higher than both the national and state averages presented in the 2009 American Community Survey of 76.1% nationally, and 80.7% statewide respectively. The Taskforce was unable to study reasons for the 7% difference in Drive Alone mode between state employees and the rest of the Rhode Island workforce but it might be explained in part by the availability of free parking at the major state agency locations.

Baseline Commuter Figures

- Weekly VMT (WVMT) - 1,531,527
- Average daily commute - 10.8 miles
- Annual VMT - 79,639,404

VMT Goals

- Reduce weekly VMT by 15% by January 2012
State Employee Goal WVMT: 1,301,789
- Reduce weekly VMT by 25% by January 2014
State Employee Goal WVMT: 1,148,645
- Reduce weekly VMT by 35% by January 2016
State Employee Goal WVMT: 995,493



The VMT reduction goals called for in 2012 can be achieved if...

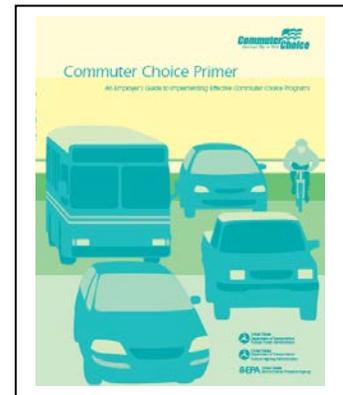
- 16% of workers currently driving alone take the bus, or
- 17% of workers currently driving alone vanpool, or
- 30% of workers currently driving alone carpool

Each week, RI state workers collectively drive around the earth at its widest point 62 times. This amounts to a total of 40,000 tons of carbon emissions annually.

PART THREE COMMUTING ALTERNATIVES

It is important to first discuss some of the options or alternative modes of travel that are available and being used around the country and the globe today, and become familiar with the terminology associated with them.

A major resource available to all employers and employees is the *Commuter Choice Primer, An Employee's Guide to Implementing Effective Commuter Choice Programs*, a publication sponsored by the Federal Highway Administration (FHWA) and disseminated through the US. Department of Transportation (USDOT). This publication is part of a nationwide initiative encouraging employers to offer a broad range of commuting options to their employees. This includes expanding the choices available for employees to get to and accomplish their work, whether they are transportation options such as public transportation, bicycles, carpools, modified work schedules, or technology options such as telecommuting that change how work is done.



This Guide was used as a guide in the development of this State Employee Transportation Guide Plan. The Guide outlines a conceptual framework focused on key aspects of commuter choice. Three of those key areas of choice are highlighted in this document. The following commuter choice definitions, options, and common strategies used as alternatives to single occupant commuting are taken directly from the Guide.

Mode Choice

Transit—In areas where bus, train, or ferry service is available and convenient for commuting, some employees choose to ride transit. Many regions of the United States have commuter express services that are designed to bring employees from centralized pick-up points in or near residential areas to major employment centers. Employer strategies to induce more transit use include:

- parking cash-out
- employee transit benefits
- on-site transit pass sales or distribution

Carpooling—Carpooling can be as simple as two or more employees or neighbors who live near one another sharing the ride to work in a privately owned vehicle. Employers can assist in the formation of carpools by matching employees who live near each other into groups that may be able to share a ride. Employer

Parking Cash-Out - Parking cash out refers to a commuter benefit that offers employees the option to accept taxable cash income, up to \$185 per month, instead of a free or subsidized parking space at work. This benefit gives the employee the choice of how to use the money, for parking, for a tax-free transit or vanpool voucher/ pass, or accept the balance of the cash-out in taxable cash.

Free or subsidized parking makes it easier for employees to drive alone instead of considering the other options. If employees are given the cash instead of the parking, they may think twice about how to use that money.

strategies to encourage carpooling include:

- ride-matching
- free and/or preferential parking
- parking cash-out
- reward programs (i.e. prize drawings)

Vanpooling—a group of people coming to the same workplace, riding together in a van. Most vanpools in the United States have 7–15 riders, with 1 or 2 agreeing to drive the van every day. Employers or employees can own the van or lease the van from a “third party” vendor. Vanpooling tends to work best for commutes of at least 25 miles or more each way. Employer strategies to encourage vanpooling include:

- ride-matching
- preferential parking
- parking cash-out

Bicycling and Walking—For some, walking or riding a bike to work is a viable commuting alternative. Some employees choose these options for health reasons. Employer strategies to encourage bicycling and walking include:

- safe and secure storage for bicycles
- shower and locker facilities
- parking cash-out

Time Choice

Alternative Work Schedules—Just as flextime is now very common with U.S. employers, more organizations are also implementing alternative work schedules. These schedules can include longer days with more time off or staggered shifts:

- Compressed Work Week—Employees work a full week in 4 days instead of 5. The typical work day is 8.75 hours.

Location Choice

Telework—Working from home is a popular and often necessary arrangement for small businesses. Increasingly, larger organizations are allowing employees to work from home a few days per week or month. These arrangements have been made on an informal basis for a long time where an employee

Rideshare Matching—A way of locating and matching potential carpoolers. There are several ways of matching carpoolers or vanpoolers:

- Create a “ride-match” bulletin board at the worksite where employees can post riders or rides wanted cards.
- Match potential riders using their home ZIP codes. Some companies use their personnel file records to create ZIP code listings. Very large companies sometimes create or purchase special software that matches employees by home locations and work hours. Groups of employees can get together in “meet your match” events.
- Register with a regional rideshare agency that provides this service for employers. These services are usually free.

Preferential Parking - Parking preferences include strategies such as free parking passes and access to preferred parking locations. Preferential parking location is a convenience incentive that reserves the most desirable parking spaces for carpools. The more convenient the location, the greater the incentive. Plus, it may save employees time walking across a large parking lot. Preferred location can be proximity to the entrance or exit or a safe covered area of the parking lot.

and supervisor agree to allow some work to be done from home. Employers are now adopting formal telework (also known as telecommuting) policies that spell out who can participate, the conditions for teleworking, and the nature of the relationship between the “teleworker” and “telemanager.” In some cases, the employer assists with equipping a home office (e.g., adding a high-speed Internet connection or enhancing home computer equipment). Teleworking benefits employees and the employer alike. Employees are often more productive on their telework days, and employers can save on office space and expenses.

A small portion of teleworkers work from a telecenter. This is an office shared by many employers that offers some services, such as copying, office space, etc.

Live Near Work—Employers can encourage employees to live near the worksite by providing information to new employees on areas that have reduced commute times or are near transit lines. Some employers even provide rent subsidies for employees who re-locate closer to the work site. Under very competitive recruiting environments, some employers (such as universities) participate in the development of affordable housing close to the worksite.

OTHER EMPLOYER STRATEGIES AND SUPPORTING SERVICES

Commuter Choice Tax Benefits—The Internal Revenue Code allows employers to offer their employees tax free commute benefits under the Commuter Choice tax benefits provisions. These programs are financial incentives to employees, usually encouraging them to switch from driving alone to transit or vanpool.

There are several ways that employers can provide this employee benefit, including an employer-paid program, pre-tax benefit, or a combination of the two. In an employer-paid program, the employer purchases a transit pass or voucher using company funds and provides it to the employee. The employer deducts the cost of the benefit from its corporate income taxes, and the benefit is free of all income and payroll taxes to the employee

On-Site Information Center—Although many employees will get information via newsletters, websites, and word-of-mouth, having an on-site information center can give visibility to the Commuter Choice program. This can be as simple as a bulletin board and information rack at the work site. Here, transit schedules and routes, vanpool routes, upcoming events, and incentive programs can be publicized.

Guaranteed Ride Home—Provide emergency transportation for Commuter Choice program participants in case they have an emergency and cannot wait for their bus, train, vanpool, or carpool to take them. This service will help to overcome one of the greatest concerns employees have about leaving their car at home. Experience has shown that these emergencies do not occur very often. Emergency transportation can be provided through the use of employer vehicles, rental cars, or taxis.

On-Site Facilities—On-site facilities include physical improvements made to accommodate alternative mode users. These facilities include showers and lockers for those who walk or ride their bicycles to work, secure and safe bicycle storage on-site, transit stop improvements adjacent to the worksite, sidewalks from transit stops to entrances, and parking structures or covered parking that can accommodate vanpools.

OTHER STATE STRATEGIES AND SUPPORTING SERVICES EXAMPLES

Another program used as a resource for this plan development was the *Best Workplaces for Commuters*, a membership program that recognizes employers offering outstanding commuter benefits and choices to its employees. The Program's National Standards of Excellence were developed by the National Center for Transit Research (NCTR) and the U.S. Environmental Protection Agency (EPA), and membership as a *Best Workplaces for Commuters* comes with benefits such as technical assistance, web based tools, training, and information exchange amongst members.

The examples below is a look at what other states and government entities that have the Best Workplaces for Commuters designation are doing to reduce VMT by their employees. These strategies were used to assist the RI State Employee Commuting Task Force in developing recommendations and strategies to reduce SOV commuting and VMTs in this plan.



State Department of Transportation, North Carolina

- Telecommuting** for field workers
- Flexible work hour schedules and **compressed work week** schedules
- Free transit passes in the Raleigh area
- Priority parking for vanpools** and a \$15 per month fare subsidy
- Rideshare matching** service that provides an instantaneous list of individuals who may be potential rideshare partners

Ashville, North Carolina

- Transit pass benefit
- Significant **compressed work week program**
- Rideshare matching,
- Preferred parking for carpools
- Emergency ride home
- Secure bicycle parking** and amenities, and a bikesharing program

State of Georgia

- Telework** program that eliminates an estimated 8 percent of employee commute trips
- Compressed work week** program that eliminates approximately 10 percent of employee commute trips
- Rideshare matching
- Pretax transit and vanpool subsidies
- Secure bicycle parking
- Employee commuting awards programs
- Health initiatives
- Emergency ride home** program

Aspen, Colorado

- Free transit passes**
- Flexible work schedules**
- Telecommuting**
- City employees are **not provided with free parking**
- Fleet bicycles and shower facilities
- Free eight-route transit system** which carries over 1-million passengers annually.
- Carpooling** is encouraged through the provision of **free parking permits for carpools** of two or more
- Results of a comprehensive program show traffic remaining at 1993 levels – a major goal of the City’s comprehensive plan

Orange County, California

- “Try the Train on Us” or “Try the Bus on Us” program**
- Complimentary 4-trip Metrolink ticket or 1-day OCTA pass for any employee who has not ridden transit to work during the previous 90 days
- Any employee who **rideshares** at least 5 work days per month for 3 months or longer is eligible for **Commuter Club gift cards and discounts**

United States Department of State, Washington D.C.

- Transit and vanpool benefits
- Telework** and **compressed work week** options
- Carpool** matching with **preferred parking and reduced costs** for carpools and vanpools
- Shuttle service** from transit stations and at lunch time
- Secure bicycle parking, bikesharing, showers, and lockers

Mesa, Arizona

- Provides transit subsidy
- Ridesharing and carpool matching**
- Secure bicycle parking, plus showers and lockers
- Employee **commuting awards program**
- Compressed work schedules**

Rhode Island

Although Rhode Island is not currently designated as a *Best Workplace for Commuters*, some of the following services are currently managed by RIPTA as Rhode Island’s Mobility Manager through *Commuter Resource RI* (CRRRI) a free program co-sponsored by RIDOT and funded by FHWA. This valuable resource is available to all employers in the state, and is an example of how RIPTA has partnered with employers to take significant steps in providing commuting alternatives to the SOV.

Eco Pass

- Employer based discounted transit program
- Employer subsidizes 100 percent of cost; \$1.39 per ride
- Employees receive yearly Eco Pass at no cost
- Employer only charged for rides taken
- Rides are calculated on GFI fair box and produces detailed ridership reports

Commuter Resource RI is currently working on an EcoPass that would offer unlimited rides at a cost that both employer and employee can share.

U-Pass

- University students, faculty and staff use “smart card” IDs to ride RIPTA buses
- Universities are billed according to contract based on number of rides
- URI, Rhode Island College and CCRI purchase passes at full price and subsidize 50%

Voucher Pass Program

- Employees receive monthly vouchers
- Vouchers can be redeemed at Kennedy Plaza for 50% off monthly pass and 15 ride passes
- Employer is billed for the number of vouchers redeemed at the end of each month

Employer Sales Location Partial Subsidy

- Employer can buy passes and sell them on site
- Employer buys passes at full price and can sell them for the discount they choose
- Employer is responsible for reconciling with RIPTA each month
- Current participants include Textron, RI Hospital, and Women and Infants Hospital

Other Commuter Resources RI Programs

- Ridesharing and carpool matching via its AlterNetRides Program on the RIPTA website
- Commuter Challenge Program to incentivize commuters to try an alternate travel mode such as biking or walking
- A Guaranteed Ride Home Program (GRH) which is open to registered carpoolers and EcoPass transit users. In the event of emergency or unexpected overtime, free taxi rides home of up to 100 dollars (gratuity not included), twice per year are provided
- One on one trip planning and bus scheduling
- Free Park & Ride lots strategically located throughout the state for transit users and carpoolers
- Support for businesses to implement RIGL 37-5-7.1 which requires certain employers who provide subsidized parking for their employees to offer a RIPTA pass in lieu of a parking space
- School Pool, a free service that provides parents a secure and reliable network of families interested in sharing the responsibility of the school day commute
- Discounted downtown parking at Providence Place Mall for commuters who carpool to Providence

More information on these programs is available on the RIPTA website at www.ripta.com.

PART FOUR INCENTIVE RECOMMENDATIONS

Based on the research outlined in the previous sections, the State Employee Commuting Task Force selected strategies that will best meet the desired VMT reduction goals of the legislation, while also complimenting or advancing the goals and strategies of *Transportation 2035*, and *Land Use 2025*. Included in the recommendations are the applicable incentives, services and benefits already being offered and provided by RIPTA under the *Commuter Resource RI* program for all employers and employees in the state.

Table 1. Implementation Strategies

	GOAL
	Reduce vehicle miles traveled (VMT) commuting to work by Rhode Island State employees as follows:
	· Reduce weekly VMT by 15% from the base year value by January 2012
	· Reduce weekly VMT by 25% from the base year value by January 2014
	· Reduce weekly VMT by 35% from the base year value by January 2016
STRATEGIES:	
BIKE/WALK TO WORK	
	Maintain existing bicycle paths, on-street lanes and sidewalks in and around state office locations in a clean, safe, and attractive condition
	Provide cyclist amenities such as showers, lockers, and secure bike parking at state office locations
	Publicize the health benefits of and consider an incentive program for walking or biking to work through the employee wellness program
	Provide a qualified bicycle commuting reimbursement of up to \$20 per month for reasonable expenses incurred by the employee in conjunction with their commute to work by bike (Bicycle Commuter Act 2009 – IRS Code 132f)
	Educate commuters on using RIPTA's free Rack & Ride Program
	Work with RIDOT's Bike Rhode Island Program to showcase bike path access to state offices throughout the State
CARPOOLING/VANPOOLING	
	Offer free or reduced price carpool parking in state office garages
	Offer preferred varpool parking at state office locations
	Educate state employees on RIPTA's existing AlterNetRides service
	Distribute Park & Ride lot locations to all state employees to encourage carpooling
	Educate state employees on the guaranteed ride home service offered by RIPTA to registered carpoolers
ENCOURAGE/EDUCATE	
	Develop a brochure for new state employees outlining existing commuting alternatives
	Publicize existing commuting alternatives available to state employees through websites, newsletters, paycheck inserts, e-mails, etc.
	Develop a program to recognize state employees using transit or carpools
	Reward employees for socially and environmentally responsible commuting (Ex. prize drawings or bonus vacation time for commuters who do not drive alone to work, etc.)
	Challenge employees to try alternative commuting options over a defined period of time and offer rewards for participation

STRATEGIES:	
FINANCIAL INCENTIVES	
	Offer free or reduced price parking in garages for carpool commuters
	At a minimum, continue to offer pretax transit passes
PARKING MANAGEMENT	
	Consider a Parking Cash Out Program by offering a RIPTA transit pass in lieu of free parking privileges
	Consider eliminating free parking for state employees working in Providence (legislators, DOA, DOH, DOT, etc.) and other state facility locations
TELECOMMUTE	
	Select one state agency to pilot a telecommuting program
TRANSIT	
	Consider implementing an Eco Pass program for state employees, which would provide free transit passes subsidized by the State
	Provide on-site sales of transit passes at major state office locations
WORK SCHEDULE	
	Institute a compressed work week pilot program during the summer months by agencies not requiring full five day a week coverage
	Offer flexible start and end times to the work day

CONCLUSION

Research and literature on Travel Demand Management (TDM) strategies to reduce commuter VMT consistently list financial incentives and disincentives as the most influential in effectuating change in travel behaviors and in choosing a mode other than the Single Occupant Vehicle (SOV).

A local example of the role economics can play in transportation choices took place in Rhode Island with the drastic increases in ridership on RIPTA busses in 2007-2008. When the surge in gasoline prices occurred and spiked in 2007 at a national average of \$4.12, Rhode Islanders found it more economical to ride the bus than to drive, and ridership surged to an all-time high of about 25 million in 2007 and 2008. Overcrowding on RIPTA buses became a serious issue and on some routes, bus drivers were forced to regularly leave passengers behind during peak hours.

A briefing paper done for Chittenden County, Vermont on TDM impacts and evaluation came up with the following summary of TDM programs from approximately 50 employers around the nation.

- TDM programs focusing on financial incentives and disincentives achieved an average 16.4% trip reduction.
- Employer efforts that emphasized the provision of enhanced travel alternatives themselves, such as vanpools, accomplished trip reductions averaging 8.5%.
- Worksites combining enhanced travel alternatives with financial incentives/disincentives averaged trip reductions of 24.5%.
- Employer-based programs offering only information on commute alternatives experienced an increase in trip making averaging 1.4%. In other words, initiatives offering information alone were unable to counter the general trend toward increased single occupancy vehicle trips.

Similarly, a general rule of thumb that the Center for Clean Air Policy (CCAP) has developed is VMT reduction strategies that impact mode split and reduce SOV trips via commuter incentives ranges from 5%-25% VMT reduction. CCAP also estimates that it costs approximately \$1- \$2 per day to encourage the employee, or commuter to switch from SOV to transit, or other alternate mode of travel.

There will need to be a high level of interagency coordination and consultation amongst human resource managers and union representatives in implementing any of the financial incentive, or disincentive strategies recommended for consideration in this plan, especially the strategy calling for the elimination of free parking at state facility locations.

It should be noted that the estimated implementation cost of at least \$1.5 million per year shown in the matrix for the major strategy called for in this legislation, the offer of a RIPTA pass in lieu of parking privileges, was based on 15% (approximately 2,000 state employees) participation, the average employee participation rate experienced by the RIPTA EcoPass program, at a flat rate of \$62.00 per month per employee.

Table 2. Implementation Matrix

STRATEGIES	Estimated Implementation Cost		Implementation Time
	Low	High	
BIKE/WALK TO WORK			
Maintain existing bicycle paths, on-street lanes, and sidewalks in and around state office locations in a clean, safe, and attractive condition	X		Ongoing
Provide cyclist amenities such as showers, lockers, and secure bike parking at state office locations	\$50-\$500 per bicycle for racks and lockers		0-2 Years Some office locations have existing facilities
Publicize the health benefits of and consider an incentive program for walking or biking to work through the employee wellness program	X		0-2 years
Provide a qualified bicycle commuting reimbursement of up to \$20 per month for reasonable expenses incurred by the employee in conjunction with their commute to work by bike (Bicycle Commuter Act 2009 – IRS Code 132f)	X		0-2 years
Educate commuters on using RIPTA's free Rack & Ride Program	X		Ongoing (RIPTA)
Work with RIDOT's Bike Rhode Island Program to showcase bike path access to state offices throughout the state	X		0-2 years (RIDOT)
CARPPOOLING/VANPOOLING			
Offer free or reduced price carpool parking at state office garages	X		0-2 years
Offer preferred vanpool parking at state office locations	X		0-2 years
Educate state employees on RIPTA's existing AlterNetRides service	X		Ongoing (RIPTA)
Distribute Park & Ride lot locations to all state employees to encourage carpooling	X		Ongoing (RIPTA)
Educate state employees on the guaranteed ride home service offered by RIPTA to registered carpoolers	X		Ongoing (RIPTA)

ENCOURAGE/EDUCATE			
Develop a brochure for new state employees outlining existing commuting alternatives	X		0-2 years
Publicize existing commuting alternatives available to state employees through websites, newsletters, paycheck inserts, e-mails, etc.	X		0-2 years
Develop a program to recognize state employees using transit or carpools	X		0-2 years
Reward employees for socially and environmentally responsible commuting (Ex. prize drawing or bonus vacation time for commuters who do not drive alone to work, etc.)	X		0-2 years
Challenge employees to try alternative commuting options over a defined period of time and offer rewards for participation	X		0-2 years
FINANCIAL INCENTIVES			
Offer free or reduced price parking in garages for carpool commuters	X		0-2 years
At a minimum, continue to offer pretax transit passes	X		Ongoing
PARKING MANAGEMENT			
Consider a Parking Cash Out Program by offering a RIPTA transit pass in lieu of free parking privileges		\$1.5 million/year based on 15% participation	0-2 years
Consider eliminating free parking for state employees working in Providence (legislators, DOA, DOH, DOT, etc.) and other state facility locations	X		0-5 years
TELECOMMUTE			
Select one state agency to pilot a telecommuting program		\$1,000-\$5,000 per employee average	0-5 years
TRANIST			
Consider implementing an Eco Pass Program for state employees, which would provide free transit passes subsidized by the State		\$1.5 million/year based on 15% participation	0-2 years
Provide on-site sales of transit passes at major state office locations	X		0-2 years

WORK SCHEDULE			
Institute a compressed work week pilot program during the summer months by agencies not requiring full five day a week coverage	X		0-2 years
Offer flexible start and end times to the work day	X		0-2 years Some offices already allow flex time