



PE3 Action: Incentives for Employee Carpooling & Transit

1 Points

2 Points

3 Points

A. Why is this action important?

The transportation sector is the largest source of greenhouse gas (GHG) emissions in New York State. Local governments can lead by example and encourage resource-efficient behavior among their employees by providing incentives for them to use alternative forms of transportation.

B. How to implement this action

Contribute to reducing air pollution, GHG emissions, and traffic in the community by subsidizing or incentivizing employees to make non-single occupancy vehicle commutes. Incentives may include establishing transportation reimbursement accounts whereby employees determine their contribution of pre-tax salary for mass transit fares and passes, car and vanpools, and parking (e.g., park and ride), to encourage and reduce the employee's costs of alternative commutes. Other incentives may include cash gifts for those who rideshare, free or discounted public transit passes, or parking discounts or preferential parking for carpoolers and vanpoolers. Establish a formal policy with the human resources office regarding how the program shall be administered and used, create a registration process and monitoring system, and tailor benefits to the needs and circumstances of employees (e.g., rideshare will likely be more useful to employees who live in a rural part of a community, while bus passes will likely be more useful to an employee who lives in a more developed part of a community).

C. Time frame, project costs, and resource needs

Establishing a commuter incentive program will require time and effort on the part of human resources and payroll, but there are numerous programs already established throughout the country on which a local government can model its program. A local government may also wish to pursue contracting with a third-party entity, such as [WageWorks](#), that can help administer the benefit through the payroll system.

D. Which local governments implement this action? Which departments within the local government are most likely to have responsibility for this?

Any local government could establish a commuter incentive program, though it will be most beneficial in communities with more alternative commuting options, such as public transit, bike paths, and existing ride-share programs. Human resources and payroll staff will be instrumental in implementing this action.

E. How to obtain points for this action

Local governments can earn points for this action by subsidizing or incentivizing employee alternative commutes.

	POSSIBLE POINTS
Establish preferred parking for carpools and vanpools or a system for organizing ride-sharing	1
Provide subsidized or pre-tax transit pass incentives	2

F. What to submit

The local government must provide documentation of the incentive program provided to employees, including level and type of incentives, and evidence that the program is communicated to new and current employees. If the program has been in place for 6 months or more, the number of employees enrolled in the program should be provided. The program must be currently active to receive points for this action.

All CSC action documentation is available for public viewing after an action is approved. Action submittals should not include any information or documents that are not intended to be viewed by the public.

G. Links to Additional Resources or Best Practices

- [New York City Transit Benefit Program through WageWorks](#)
- [DOT, Ride Share Programs](#)

H. Recertification requirements

The recertification requirements are the same as the initial certification requirements.