

# Commute Advantage Community Leader Designation 2010 – 2011 Program Verification Form



In order for a company to qualify for the Commute Advantage Community Leader designation, an official representative of the organization must complete this form and indicate the applicable elements listed that comprise their commute benefits program.

Company/Organization: \_\_\_\_\_ Number of employees: \_\_\_\_\_ full-time (>= 35 hrs/week)  
 \_\_\_\_\_ part-time (<35 hrs/week)  
 Address: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 Email: \_\_\_\_\_ Phone: \_\_\_\_\_

<b>Required Elements:</b>
<b>Element A: Company-provided employee commute subsidy (select one option):</b>
<input type="checkbox"/> At least \$25 per month toward a transit or vanpool pass (as applicable) or <input type="checkbox"/> ORCA Passport program (or FlexPass program) with at least a 50% subsidy.
<b>Element B: Provide two or more of the following commute benefit strategies (select all options that apply):</b>
<input type="checkbox"/> Offer a discounted rate and/or <input type="checkbox"/> preferential parking for employees in carpools or vanpools. - Through a <input type="checkbox"/> building program or <input type="checkbox"/> directly through company <input type="checkbox"/> In Downtown locations, eliminate parking subsidies for employees driving alone so as to reflect actual market costs for parking. In areas outside Downtown, charge end users at least \$25/month for SOV parking. (For both areas: Includes parking provided through building lease or purchased by company. Must provide explanation in space below and supporting documentation.) <input type="checkbox"/> Have a written policy for a significant telework and/or compressed work week program in which 6% of SOV trips are reduced. (Must complete separate worksheet; contact TransManage (see below)). <input type="checkbox"/> Offer employees an Emergency Ride Home program. - Through a <input type="checkbox"/> transit agency program, <input type="checkbox"/> ORCA Passport (FlexPass) or <input type="checkbox"/> directly through company <input type="checkbox"/> Provide a company-funded carsharing program for work-related trips by employees. - Through a <input type="checkbox"/> Zipcar business account or <input type="checkbox"/> on-site fleet <input type="checkbox"/> Provide commuter bicycle parking and shower facilities at no access charge for bike commuters. - Through a <input type="checkbox"/> building program or <input type="checkbox"/> directly through company
Describe program elements (if more space is needed, attach a separate sheet):

As my company's representative for the Commute Advantage Community Leader designation, I certify that the above program description is accurate and complete.

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

<p><b>Administrative Use Only:</b></p> <p>TransManage has reviewed this company's commute benefits program and confirmed that it meets minimum commitments required for Commute Advantage Community Leader designation.</p> <p>Signature: _____ Date: _____</p>
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For more information, contact Caryn Walline at 425-453-0644 or [caryn@bellevuedowntown.org](mailto:caryn@bellevuedowntown.org).  
 Submit form to TransManage: 500 108<sup>th</sup> Avenue NE, Suite 210, Bellevue, WA, 98004 or 425-646-6634 (fax)