

Travel Reduction Program (TRP) Recordkeeping and Communication

Transportation Coordinator (TC) Webinar
March 28, 2018





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Tech Tips

- Your microphone is muted. You can ask questions and give input using the controls on your screen.
- Click on Handout to open the PDF and access live links or print to take notes.
- The  symbol indicates an audience poll.  means we'll ask for a show of hands. Get ready to share your input!
- Webinar will be recorded and a link emailed.
- Take the post-webinar survey for a free t-shirt!



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Overview



- Welcome and Introductions
- TRP Recordkeeping and Communication
- TC News



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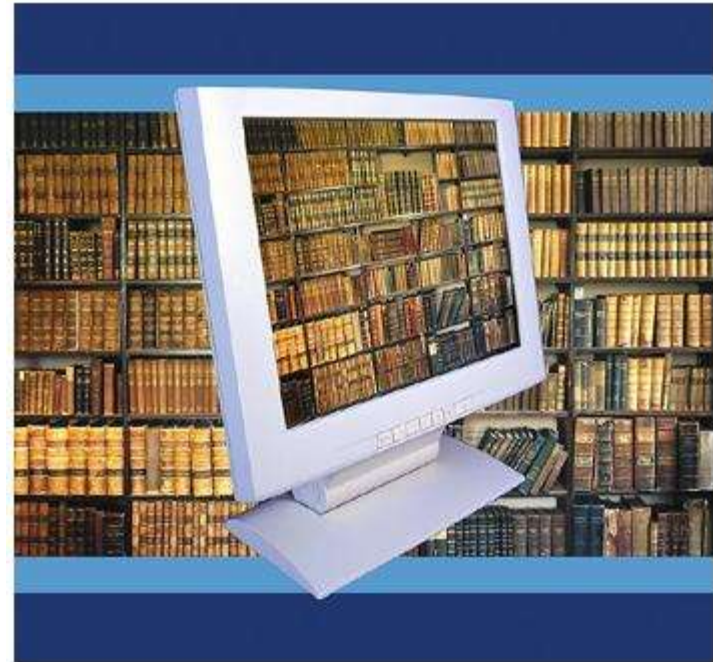
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TRP Recordkeeping



TC Tip: “Don’t delay; record it today!”
Shawn D.



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In a Nutshell



- Provide documentation to show that TRP incentives were implemented
- Acknowledgment from winners and receipts for prizes are key
- Organization eliminates last-minute scramble at audit time
- Sample forms available in the [Resource Library](#)
- Free training available [online](#) at your convenience

TC Questions



- “What is its (the TRP) main purpose and goal?” Dee F.
- “Are fully electronic records acceptable?” Priscilla P.
- “How long do I need to keep records?” Maria Q.
- “Does Valley Metro have any spreadsheet templates available for record keeping purposes?” Edward R.

Key Points

- Provide TC contact info
- Communicate incentives
 - What is being offered?
 - Who's eligible?
 - How is it obtained?
- Track
 - Contest winners' names
 - Prize descriptions
- Keep
 - Receipts
 - Winners' acknowledgments



Insert Logo Here

**TRAVEL REDUCTION PROGRAM
PARTICIPATION INCENTIVES**

Become an Alternative Mode User (AMU) to gain benefits not offered to coworkers who commute by driving alone. AMUs carpool or vanpool, take the bus or light rail, ride their bikes or walk during the commute. Below are examples of the rewards you can earn by being an AMU.

1. Register as an AMU to enter prize drawings. Carpool or vanpool, take the bus or light rail, ride your bicycle or walk to enter to win _____.
2. New AMUs are eligible to receive a reward valued at \$_____ if they use an alternative mode at least _____ times within _____ period.
3. Registered AMUs can participate in the Guaranteed Ride Home program in case of emergency. Rides are provided by _____ limited to _____ uses per year.
4. We provide preferential parking for carpools located near the employee entrances. Six spaces are available on a first-come, first-served basis. You must be a registered AMU and have a carpool dash tag to use them.
5. Showers are available for employees who bike or walk to work. They are located _____.
6. A bike rack is located _____.
7. Even if you aren't a regular AMU, you can do your share to help clean our air on High Pollution Advisory days and we'll _____.

To become a registered AMU, please see _____ in _____.
Join us in the fight against air pollution and traffic congestion in the Valley.

For information on solutions for your drive alone commute, visit ShareTheRide.com or call Valley Metro Commute Solutions at 602.262.7433 (RIDE).

ShareTheRide



- Easily track alternative mode users (AMUs) and prize drawings
- Share TRP news, policies and benefits
- Recommended for organizations with employee internet and email access
- More than 38,000 active users; 400+ custom sub sites



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ShareTheRide Benefits Page

- Customize with your organization's incentives
- Avoid confusion, engage employees, serve all shifts and sites
- Update as needed
- Video: [How to update the Benefits page of your ShareTheRide custom subsite](#)



ACME INDUSTRIES TRAVEL REDUCTION PROGRAM PARTICIPATION INCENTIVES

Become an Alternative Mode User (AMU) to gain benefits not offered to coworkers who commute alone. AMUs carpool or vanpool, take the bus or light rail, ride their bikes or walk during the commute. Examples of the rewards you can earn by being an AMU.

1. Register as an AMU to enter prize drawings. Carpool or vanpool, take the bus or light rail, ride or walk to enter to win a \$25 Visa gift card.
2. New AMUs are eligible to receive a reward valued at \$5 if they use an alternative mode at least once within a one-month period.
3. Registered AMUs can participate in the Guaranteed Ride Home program in case of an emergency provided by taxi limited to three uses per year.
4. We provide preferential parking for carpoolers located near the employee entrance. Six spaces are available on a first-come, first-served basis. You must be a registered AMU and have a carpool dash tag to use the spaces.
5. Showers are available for employees who hike or walk to work. They are located in the base building.



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ShareTheRide Contests



- Easily track participation
- Create multiple drawings at once
- Winner prompted to acknowledge prize receipt
- Bonus! Employees can also enter Valley Metro contests
- Video: [How to create a ShareTheRide commute calendar contest](#)

Tips from TCs

- “Add data to spreadsheets as it happens, to avoid searching later.” Shari R.
- “Keep a spreadsheet with monthly winners, along with the random.org results.” Stacy R.
- “Create email folders for TRP announcements and Valley Metro correspondence. That way you have digital copies.” Rachel B.
- “EXCEL, EXCEL, EXCEL some more.” Danielle K.
- “Resist Procrastination.” Edward R.



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Tracking with Paper



A sheet of fibers which were just collected from the liquid suspension with the screen. The next steps are to press it and to dry it and voila, paper!

Sample Forms

Insert Logo Here



ALTERNATIVE MODE USER REGISTRATION FORM


Yes! Sign me up as a registered Alternative Mode User (AMU). Date: _____

I understand that I am now eligible to participate in the Guaranteed Ride Home program and all the other incentives associated with the Trip Reduction Program when I use an alternate mode of transportation (anything other than driving alone).

Name: _____ Contact Info: _____
 Home Zip Code: _____ Are you a new AMU? Yes No
 I expect to be an AMU _____ Days per week _____ month.
 I will (check all that apply):
 Carpool Vanpool Bus/Light Rail Bike Walk Other: _____
 Please register my vehicle to park in the carpool parking. I understand the policies & procedures for using these spaces. License Plate Number(s): _____
 TC Notes: _____

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TRIP REDUCTION PROGRAM PARTICIPATION INCENTIVES

Do you know that if you become an Alternative Mode User (AMU) – carpool, ride your bicycle, bus or walk – to get to and from work, you are eligible for several benefits that are not offered to your co-workers who drive alone?

Here are just a few examples of the rewards you can earn by riding the bus, riding your bike, carpooling or walking to work.

- Once you are a registered AMU you can enter our prize drawings. When you share the ride to work, bus, bike or walk, you can enter to win _____.
- New alternative mode users who join the program are eligible to receive a reward valued at \$ _____ if they use an alternative mode at least _____ times within _____ period.
- As a registered AMU we offer a Guaranteed Ride Home program in case of emergency. Rides are provided by _____. Limited to _____ uses per year.
- We provide preferential parking for carpoolers located near the employee entrance. Six spaces are available on a first-come, first-serve basis but you must be a registered AMU and have a carpool dash tag to use them.
- Showers are available for employees who bike or walk to work. They are located _____.
- A bike rack is located _____.
- Even if you aren't a regular AMU, you can do your share to help clean our air on High Pollution Advisory days and we'll _____!

To become a Registered Alternative Mode User, please see _____ in _____. Join us in the fight against air pollution and traffic congestion in the Valley.

For information on finding some to carpool with, log on to www.ShareTheRide.com or call Valley Metro at 602.262.7433. For bus information, log on to www.valleymetro.org or call 602.253.5000.

Find customizable templates in the [TRP Resource Library](#)



TC Tip: “Make a weekly visit to your TRP info board.” Sam E.


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Prize Drawing Forms

Insert Logo Here



PRIZE DRAWING WINNER VERIFICATION

Date of Drawing: _____ Award Period: _____ Prize Awarded: _____

Winner's Name: _____

Department: _____ Alternative Mode Used: _____

Receipt attached Gift card serial number: _____

Signature of Winner: _____ Date: _____ TC Initials: _____

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ALTERNATIVE MODE USER TRACKING FORM

Indicate the days on which you used an alternative mode of transportation to get to work.

C = Carpool, B = Bus, BK = Bicycle, W = Walk, V = Vanpool

1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

by: _____

To insert your logo:
Edit Header

Insert Logo Here



ALTERNATIVE MODE USER DRAWING SLIP

Copy and cut apart.

YES! I was an alternative mode user today!

Name: _____ Date: _____ Circle Mode Used



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Logs and Lists

Note: [Platinum Pass](#) account holders get a monthly invoice; detailed statement to track individual riders available for a fee.

Registered Alternative Mode Users

Site Name _____ Calendar Year: _____

Name	Mode Used	Contact Info	Notes

Transit Pass Distribution Log

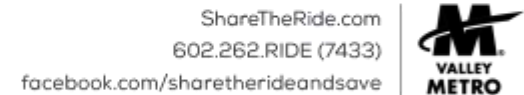
Site Name _____ Year _____

Date	Employee Name	# Passes Received	Pass Type (All-day, 7-day, 31-day, etc.)	Face Value	Employee Cost	Employee Initials

Registered Carpoolers Log

Site Name _____ Calendar Year _____

Employee	Car Make & Model	License Plate No.	Carpool Tag No. & Expiration	Notes	TC Initials



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Capture the Moment

- Photos are great for documenting meetings, events, parties
- Share with employees to add excitement
- TC Tip: “Document as soon as an event or drawing is completed. Set reminders in Outlook.” Roberta A.



Event photos capture great memories and document your efforts.



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Tips from TCs

- “Get a binder set up. Now that I have an organizational method, everything has its spot and is much easier to keep up with.”
- “Organization.” Rebecca R.
- “I am old fashioned and print out their calendars and the winners log each month.” Pamela R.
- “Keep a notebook and print out documents throughout the year that need to be saved.” Tammy C.



TRP Annual Audit

MARICOPA COUNTY
Travel Reduction Program

PRE-AUDIT CHECKLIST

Organizations in the Travel Reduction Program (TRP) will be audited once each plan year to confirm compliance. Below is a summary of the items on the TRP Annual Plan. To prepare for a successful audit, please follow these steps:

If your TRP Annual Plan includes... Provide the:

1. Alternative Mode User (APU) Drawings	<input type="checkbox"/> Copy of presentation announcing drawing <input type="checkbox"/> Receipts for prizes/incentives <input type="checkbox"/> Signed/signed acknowledgment from award(s) confirming they received the prize and/or incentive
2. Other APU Incentives	<input type="checkbox"/> Copy of presentation <input type="checkbox"/> List of participants <input type="checkbox"/> Receipts for prizes/incentives <input type="checkbox"/> Acknowledgments from recipients confirming they received the prize and/or incentive
New APU/How often	<input type="checkbox"/> Copy of presentation <input type="checkbox"/> List of participants <input type="checkbox"/> Receipts for prizes/incentives <input type="checkbox"/> Acknowledgments from recipients confirming they received the prize and/or incentive
Best APU	<input type="checkbox"/> Copy of presentation <input type="checkbox"/> List of participants <input type="checkbox"/> Receipts for prizes/incentives <input type="checkbox"/> Acknowledgments from participants confirming they received the prize and/or incentive
Point Program	<input type="checkbox"/> Copy of presentation and expense receipts/reports <input type="checkbox"/> List of participants <input type="checkbox"/> Document that shows points redeemed, agricultural date of redemption
All APUs Awarded	<input type="checkbox"/> Copy of presentation and expense receipts/reports <input type="checkbox"/> List of participants <input type="checkbox"/> Acknowledgments from participants confirming they received the prize and/or incentive
3. Guaranteed Ride Home	<input type="checkbox"/> Policy/instructions <input type="checkbox"/> Driver log(s) if applicable <input type="checkbox"/> Receipts for taxi, car, car-share, mileage claims
4. TRP Activities	<input type="checkbox"/> Copy of presentation <input type="checkbox"/> Receipts for prizes/incentives <input type="checkbox"/> List of attendees/sign in sheet
Transportation Coordinator (TC) meetings/workshops	<input type="checkbox"/> Details of meetings/workshops attended
Info for TRP training	<input type="checkbox"/> Attendance certificates
TRP fee or APU party	<input type="checkbox"/> Copy of presentation <input type="checkbox"/> Receipts for expenses <input type="checkbox"/> List of attendees/sign in sheet


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 VALLEY METRO

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- Maricopa County TRP staff conducts a phone or site audit for each plan year
- [Pre-Audit Checklist](#) offers suggestions to prepare; choose items that apply to your plan
- Contact your [Commute Solutions coordinator](#) for assistance

TC Tip: "Document everything until you're told it's no longer required... But document that as well!" Mike M.



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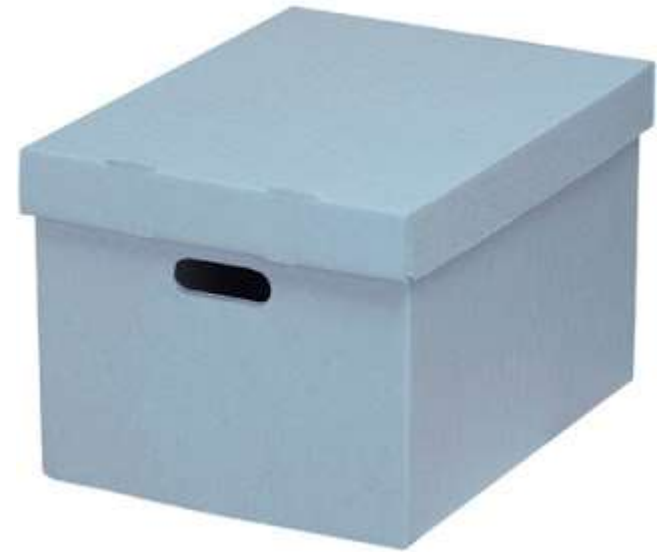
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Retention

- Documentation for current year is required, previous year recommended
- Keep lists of people receiving new AMU perks indefinitely
- Discard outdated posters, newsletters, flyers
- Commute Solutions provides new promotional materials quarterly in the [TC Kit](#)



Recap



- Show incentives were communicated
- Explain how employees participate
- Provide receipts for prizes and acknowledgement from winners
- Purge records annually



TC Update



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Email Changes – Action Required!

- Valley Metro electronic newsletters will soon require that subscribers add a different IP address range to continue receiving the messages
- The new IP range is **139.60.0.0 / 22**
- Please ask your IT department to adjust the sending range **before April 16**

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Valley Metro Commute Solutions Update March 21, 2018

VALLEY BIKE MONTH EVENTS – THERE'S SOMETHING FOR EVERYONE!
Check out the [events scheduled for Valley Bike Month](#), beginning with the [El Mirage Bunny Hop Bicycle Rodeo](#) on Saturday, March 24 from 9 a.m. – noon. Track any bike trip at [ShareTheRide.com](#) during April for chances to win prizes.

ALERT: DON'T MISS FUTURE E-COMMUNICATIONS. INFORM YOUR IT DEPARTMENT OF AN UPCOMING CHANGE
Please be advised that this electronic newsletter will soon require that subscribers add a different IP address range to continue receiving the messages. Please notify your IT department to adjust the sending range **prior to April 16**; the new IP range is **139.60.0.0 / 22**

VALLEY BIKE MONTH LIGHT RAIL WRAP
Local artist [Mike Fauliner posed with the light rail car](#) wrapped in his design. The train is now in service through April 30. See it in action? Snap a photo and post it to [ShareTheRide's Facebook page](#) for a chance to win a Valley Bike Month t-shirt. Winner will be chosen on May 1.

A NEW BLOG IS LIVE – LEARN ABOUT VALLEY BIKE MONTH AND ENTER TO WIN A FREE T-SHIRT!
There is so much happening to celebrate Valley Bike Month including a pledge, a team challenge, contests, Valleywide events and more! [Check out the blog here.](#)

WANT TO PROMOTE VALLEY BIKE MONTH AND NEED INSPIRATION?
Check out the bulletin board that Darlene, a transportation coordinator in Glendale, created using materials from the [Spring TC kit](#). It's a great example of promoting the Travel Reduction Program (TRP) and events, contests and tips.



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Valley Bike Month

Valley Bike Month is right around the corner. Get involved!

- [Take the pledge this week](#) and be entered to win a \$50 [Landis Cyclery](#) gift card
- [Join a Commuter Challenge team](#) by Saturday, March 31
- [Get in on the fun](#) at more than 20 events valleywide
- [Schedule an event](#) or [request t-shirts](#) for your bike commuters



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ShareTheRide Sock Promotion



- These contests will knock your socks off!
- Valley Bike Month contest begins April 1
- Watch for special offers on social media

[Earn a pair of limited-edition ShareTheRide socks!](#)

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Local Artist Designs Train Wrap



- Art by Mike Faulkner, @mfaulkaz on Instagram
- In service until April 30
- See it on the streets? Snap a photo and post to our [Facebook](#) to win a Valley Bike Month t-shirt



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Get Your Shop On



The Shop On Rewards program offers customers exclusive deals when they visit businesses along the [Gilbert Road Extension](#) and [Tempe Streetcar line](#) during construction.

[Find out more.](#)



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Discover Art Along the Line

- Art is incorporated into all 35 light rail stations.
- The [ArtsLine program](#) showcases artists in a rotating series at the Roosevelt/Central station.
- [View the Valley Metro Rail public art album.](#)



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Summary

- TRP Recordkeeping and Communication
- Upcoming webinars
 - [April 25](#), 10 a.m. – Arizona Department of Environmental Quality Update
 - [May 23](#), 10 a.m. – Vanpool Program Update and Promotion
 - [June 27](#), 10 a.m. – Change Your Game Plan Success Stories
- Access [recorded webinars and slide shows](#)

Can't make it during a scheduled webinar? Register anyway; we'll email you the recording!



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