

Travel Reduction Program (TRP) Recordkeeping and Communication

Transportation Coordinator (TC) Webinar
March 27, 2019





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Maricopa County Air Quality Department and Valley Metro.

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.

Overview



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



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Guest Speaker

Greg Moeller

Auditor

Maricopa County TRP

Greg.Moeller@Maricopa.gov



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TRP Recordkeeping



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



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Recordkeeping Basics



- Provide documentation 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



- “Are fully electronic records acceptable?” Priscilla P.
- “How long do I need to keep records?” Maria Q.
- “Are there any templates available for record keeping purposes?” Edward R.
- What are Guaranteed Ride Home best practices?” Sue S.

Sharing is Caring

Communicate:

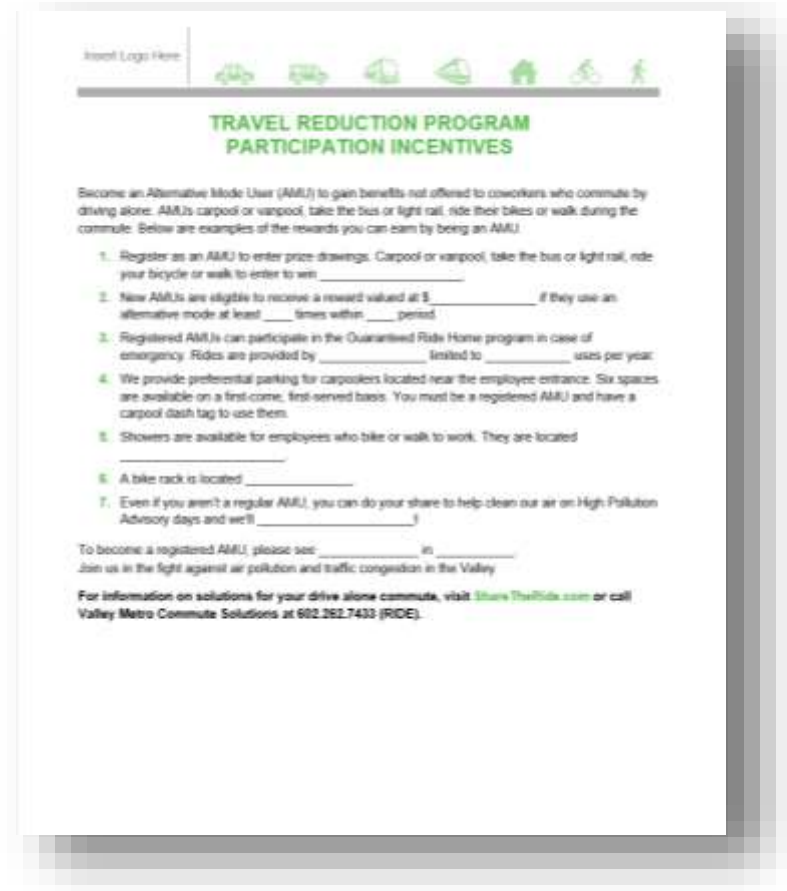
- TC contact info
- [TRP incentives](#) – what is offered, who's eligible, how is it obtained?

Track:

- Contest winners' names
- Prize descriptions

Keep:

- Receipts
- Winners' acknowledgments



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ShareTheRide.com



- 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

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 commutes. 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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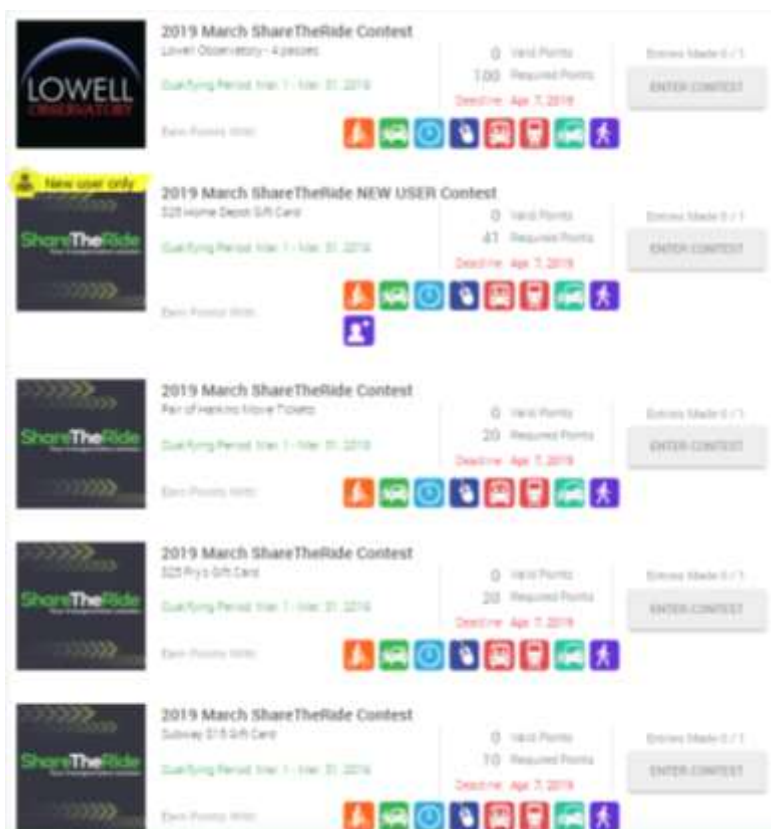
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ShareTheRide Contests



- 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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Keeping Paper Records



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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.



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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Insert Logo Here 

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: _____

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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To insert your logo:
Edit Header

Logs and Lists

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

Registered Alternative Mode Users

Site Name _____ Calendar Year: _____

| Name | Mode Used | Contact Info | Notes |
|------|-----------|--------------|-------|
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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 |
|------|---------------|-------------------|--|------------|---------------|-------------------|
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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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Worth 1,000 Words

- 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.



L-R: US Foods Transportation Coordinator Sheri Goodwin, Commute Solutions team members CJ Schneider and Trish Lakin.

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.” Priscilla P.
- “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 printed/digitized drawing <input type="checkbox"/> Receipt for price/invoice <input type="checkbox"/> Signed user acknowledgment from user(s) confirming they received their product(s) |
| 2. Other APU Incentives | |
| New APU/Have older | <input type="checkbox"/> Copy of promotion <input type="checkbox"/> List of participants <input type="checkbox"/> Receipt for price/invoice <input type="checkbox"/> Acknowledgment from user(s) confirming they received the price and/or incentive |
| Best APU | <input type="checkbox"/> Copy of promotion <input type="checkbox"/> List of participants <input type="checkbox"/> Receipt for price/invoice <input type="checkbox"/> Acknowledgment from participants confirming they received the price and/or incentive |
| Paid Program | <input type="checkbox"/> Copy of promotion and expense receipt/invoice <input type="checkbox"/> List of participants <input type="checkbox"/> Document that shows points redeemed, expiration and date of redemption |
| All APUs Awarded | <input type="checkbox"/> Copy of promotion and expense receipt/invoice <input type="checkbox"/> List of participants <input type="checkbox"/> Acknowledgment from participants confirming they received the price and/or incentive |
| 3. Guaranteed Ride Home | <input type="checkbox"/> Policy/instructions <input type="checkbox"/> Driver log(s) <input type="checkbox"/> Receipt for fee, party, cash, etc. (if applicable) |
| 4. TRP Activities | |
| Transportation Coordinator (TC) meetings/trainings | <input type="checkbox"/> Details of meetings/trainings attended |
| Info to TRP training | <input type="checkbox"/> Attendance certificate |
| TRP fee or APU party | <input type="checkbox"/> Copy of promotion <input type="checkbox"/> Receipt for equipment <input type="checkbox"/> List of attendees/sign in sheet |


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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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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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Values Survey

- How do you imagine the Valley in 30 years?
- To keep our region moving, we need to start planning now.
- Here's why you want to [help shape our transportation future](#).
- Then, take part in a [survey from the Maricopa Association of Governments](#) to have your voice heard.
- Prizes for participation include \$100 Amazon gift cards, a Nintendo Switch and a \$1000 grand prize.



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Valley Bike Month

Valley Bike Month is right around the corner. Join the fun!



- [Take the pledge](#) by March 31 and be entered to win one of two \$50 REI gift cards
- Create and or join a Valley Bike Month [Challenge team](#).
- [Go for a spin](#) at more than 30 events valley-wide
- [Schedule an event](#) or [request t-shirts](#) for your bike commuters



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Challenge Victory Parties

Participating in the challenge? Here are three great reasons to join a team!

- Small team (5-10 members) – party courtesy of [Short Leash Hot Dogs](#)
- Medium team (11-15 members) party courtesy of [Z'Tejas Paradise Valley](#)
- Large team (16-20 members) – party courtesy of [Phoenix Ale Brewery Tap Room](#)
- [Click here](#) for complete details, deadline to join is March 31



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Valley Bike Month Train Wrap

- Art by [Lucretia Torva](#)
- In service until April 30
- Watch our [Facebook](#) page for a chance to snap a pic and win a Valley Bike Month t-shirt



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Sock Promotion

- This offer will knock your socks off!
- Begins April 1.
- Track four bike trips in April to win a pair of limited-edition ShareTheRide socks.



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Artist Featured

- On the [South Central light rail extension](#), 18 artists work to create a special impact along the corridor.
- Tucson native, artist Barbara Grygutis, is designing artwork for the Salt River Bridge Enhancements.
- Visitors to the South Central Extension Community Office can view a [special display of Grygutis' work](#) until June.



South Central Extension artist Barbara Grygutis and an example of her work.



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Trains Moving on Main Street



System testing to prepare for the [Gilbert Road light rail extension](#) is underway through May.

- Obey traffic signals and message boards.
- Use designated pedestrian crosswalks.
- Light rail trains are quiet – look for flashing headlights and listen for warning bells and horns.



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Commute Solutions Benefits



Valley Metro's [Commute Solutions](#) team is here to help connect communities and enhance lives.

- How can we help you help your employees to connect to a better commute?
- How about a Lunch and Learn or a TRP event?
- Contact your [Commute Solutions coordinator](#) to learn more



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Summary

- TRP Recordkeeping and Communication
- Upcoming webinars
 - [April 24](#), 10 a.m. – How TRP Survey Data Benefits Our Region
 - [May 22](#), 10 a.m. – ShareTheRide Spotlight: Custom Sub Sites
- 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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