

Employee Commuting Information

**COMPANY X* EMPLOYEE COMMUTING INFORMATION*

The following information is to assist *COMPANY X* employees in identifying commuting options that include carpooling, biking, using transit and driving. It is our hope that we can provide you with the info and assistance you need to choose and use a commute option that works for you.

To assist you further, *COMPANY X* offers employees free membership to Movability Austin, a commuting resource for downtown employees. For individual assistance with commute planning and any questions, contact Matt@MovabilityAustin.org, or visit www.MovabilityAustin.org

QUALIFIED TRANSPORTATION FRINGE BENEFIT

The Qualified Transportation Fringe Benefit is like a flexible spending account that you use for healthcare costs, but for parking or transit costs. The QTFB program allows you to pay for monthly transportation expenses with pre-tax dollars. You simply say how much to withhold from your paycheck and that amount is put in your QTFB account which you will then use to pay for your transit pass. This way, that money isn't taxed and saves you a bit of money each month. For more info and to enroll email see the ADP employee portal or contact Lisa Paz at

FLEXIBLE WORK ARRANGEMENTS

Mobile work policy: in accordance with our company culture of Freedom and Responsibility GSD&M allows employees to work outside the office as they see fit.

Flex scheduling: same as for Mobile Work, GSD&M employees may set their own schedules according to their specific role and job duties.

MASS TRANSIT

Service Nearby: Here are just a few of the great transit options near the office.

CUSTOMIZED MAP HERE

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Park & Ride: These are places you drive to, park, and ride the bus or rail into downtown. Typically, these cater to employees who may live a considerable distance from the office (Cedar Park, Georgetown, Pflugerville, Leander, etc.) You can see all the locations here: www.capmetro.org/parkandride/

MetroRapid: MetroRapid operates much like the Express Bus with limited stops and more frequent busses. **Free onboard Wi-Fi!** Find station information and more here: www.capmetro.org/metrorapid.aspx

MetroRail Red Line: The Redline is Austin's Commuter rail service from Leander to Downtown Austin.

Station locations, fare information and more, www.capmetro.org/metrorail/

Express Buses: These buses have limited stops so they get you into work quickly. CapMetro has 7 Express routes. You can find them here:

www.capmetro.org/schedulemap.aspx, click 'Select a Route', in the bottom right section all routes are listed.

How to Plan Your Transit Trip:

There are many ways to plan your trip. Play with a few to find the one you like best.

CapMetro has a mobile app: <http://www.capmetro.org/app/>

Or they have a trip planner on their website www.capmetro.org/planner

Google Maps combines all modes www.google.com/maps/preview

<http://thetransitapp.com/>

<http://ridescoutapp.com/>

Combine Transit & Bicycle

To get in a little exercise or to connect to your destination from your transit stop, a lot of people choose to bring their bicycle along. Capital metro busses have bus racks in front that are easy to use. Also, Red Line stations have bike racks for you to park then ride the train. Or you can bring your bike on the train. See www.capmetro.org/bike for more info or contact Matt@MovabilityAustin.org for training on how to combine bicycling and transit.

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CARPOOLING / VANPOOLING

Carpooling is a great way to cut your commuting expenses in half or more. Here are a few suggestions on how to get started carpooling.

- How do you find a Carpool buddy? You can talk to your co-workers, neighbors and friends. Ask around your department or post an announcement/flyer attracting others who may live in the same zip code or use one of the methods below:
- [Carma](#) is a mobile app that will find you someone to carpool with for the days you want one. Just download the app, setup your commute route and time and the app will let you know when they find someone. There are over 60,000 employees in downtown. Some of them are bound to live near you!
- CapMetro operates a vanpool program, see www.capmetro.org/rideshare for more information.
- Movability Austin can answer any carpool related questions you have or help with any issues that arise. Contact Matt@MovabilityAustin.org for more information.

BICYCLING

Bike Parking-GSD&M offers parking for your bicycle.

- Bike racks are located **inside the parking garage & on the east side of the building outside.**
- Employees may also bring their bikes inside the building.

Showers & Changing Rooms

- Showers: 2 women's and 2 men's showers are located in the 1st floor bathroom.
- Lockers: 10 small lockers are available in the 1st floor bathroom.

Austin B-Cycle (bike share)

Austin now has a Bike Share program operated by Austin B-Cycle. You can use bike share to get to lunch, across downtown and to meetings. Take the Redline or MetroRapid in to downtown, then bike share to your office. To sign up and for more info: www.austin.bicycle.com

*Employees get 50% of annual membership using code **GSDM701!***

Spokefly

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Don't own a bike? No problem! This service allows to affordably try biking to work to see if it's right for you without having to make that big investment first. Just sign up for a low monthly fee and rent a bike to try out biking to work.

www.spokefly.com

Additional Resources for Bicyclists

City of Austin Bike Information (maps, trails, plans, etc.)

austintexas.gov/bicycle

Bicycle safety instruction

www.theccce.org

GUARANTEED RIDE HOME SOLUTIONS (GRH)

Bus into work and need to get home quickly?

Have a sick kid or emergency appointment?

For those of you that are worried about the times when you may need a car, that's no problem at all! Here are some easy to use solutions to cover you when you need a vehicle.

Capital Metro GRH program

Employees who buy Commuter or Premium passes, for just an additional \$5 per year, can sign up for CapMetro's GRH program that provides 4 taxi rides per year (up to \$50 each). Just use the taxi when you need it and submit your receipt to Capital Metro for reimbursement! **To Enroll visit <http://www.capmetro.org/guaranteed/> or call (512) 389-7513.**

Just need a car for an errand? There are two companies in Austin that rent cars for quick trips:

car2go

With a car2go membership, you can rent their blue & white smart cars by the minute.

www.austincar2go.com

zipcar

With a Zipcar membership, you can rent cars and trucks by the hour.

www.zipcar.com/austin/find-cars

Employee Commuting Information

SUBURBAN COMMUTERS

Many employees live outside of the central city and a good distance from downtown. Driving in alone everyday can be stressful and expensive. Here are some options that are best for those of you in this circumstance.

Oak Hill Flyer: This limited service route is great for employees who live in the Circle C and Oak Hill areas. [See here for more info.](#)

Carpool & Vanpool: there are many options for you to find a carpool or vanpool. See section above on carpooling more information.

Park & Ride: park & ride are free parking lots that connect suburban areas with CapMetro services such as Express busses, MetroRapid and the Red Line. You can find a map of all locations here <http://www.capmetro.org/parkandride>, now find the bus you need to get to your office by using CapMetro's Trip Planner www.capmetro.org/planner.

*Interested in a commute option, but just not sure where to start?
Contact Movability Austin at Matt@MovabilityAustin.org or visit
www.MovabilityAustin.org.*
