

Application Form

Follow these simple steps today:

1. Read the Additional Application Information. It is available online at <www.bwc.gov>. You can also contact the Best Workplaces for CommutersSM Information Request Line at 888 856-3131 or <bwc@epa.gov>.
2. Read and complete this Application Form.
3. Mail the Application Form to: Best Workplaces for CommutersSM, U.S. Environmental Protection Agency--(6406J), 1200 Pennsylvania Avenue, NW, Washington, DC 20460. You can also fax it to 202 343-2803.
4. You will receive a confirmation call from a Best Workplaces for CommutersSM representative.

Application Date: _____

Employer Information

Employer Name: _____

Nature of Business: _____

Number of Employees (company-wide): _____

Recruiting Organization: _____

(The organization or agency that encouraged you to sign up for the program)

Primary Contact

Name: _____ Title: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Fax: _____ E-mail: _____

Manager

(Person who oversees administration of commuter benefits program)

Same as above

Name: _____ Title: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Fax: _____ E-mail: _____

Media Contact

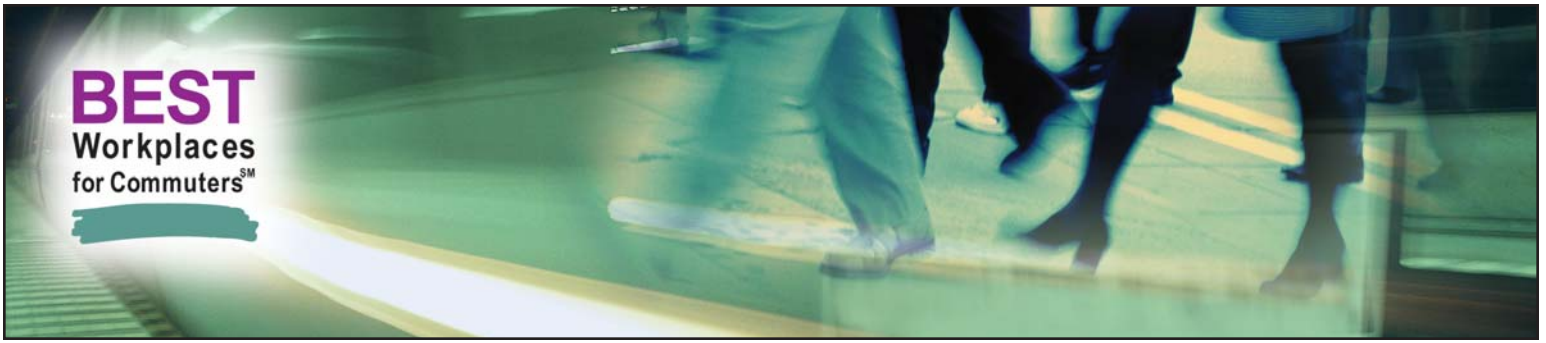
Same as Manager Same as Primary Contact

Name: _____ Title: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Fax: _____ E-mail: _____



Work Site Information

How many work sites are applying? _____

How many employees (total) work at the sites? _____

How many of these employees are eligible for commuter benefits? _____

Please complete the information below about the work sites that are applying.

Employer Work Site Information

Work Site Name (location): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Number of Employees at Site: _____

Number of employees at site eligible for commuter benefits: _____

Employer Agrees to:

Provide one of the following primary benefits:

(Please check one of the boxes)

- A monthly transit pass subsidy of at least \$30 or the full cost of the pass if it is less than \$30. (Pre-tax benefits are considered a supporting benefit.)
- A monthly vanpool pass subsidy of at least \$30 or the full cost of the pass if it is less than \$30. (Pre-tax benefits are considered a supporting benefit.)
- A significant telework program that reduces 6 percent of commute trips on a monthly basis.
- Parking cash out equivalent to at least 75 percent of the total parking costs or a minimum of \$30 per month.
- An equivalent option achieving demonstrable benefits and agreed to by the Federal Team.

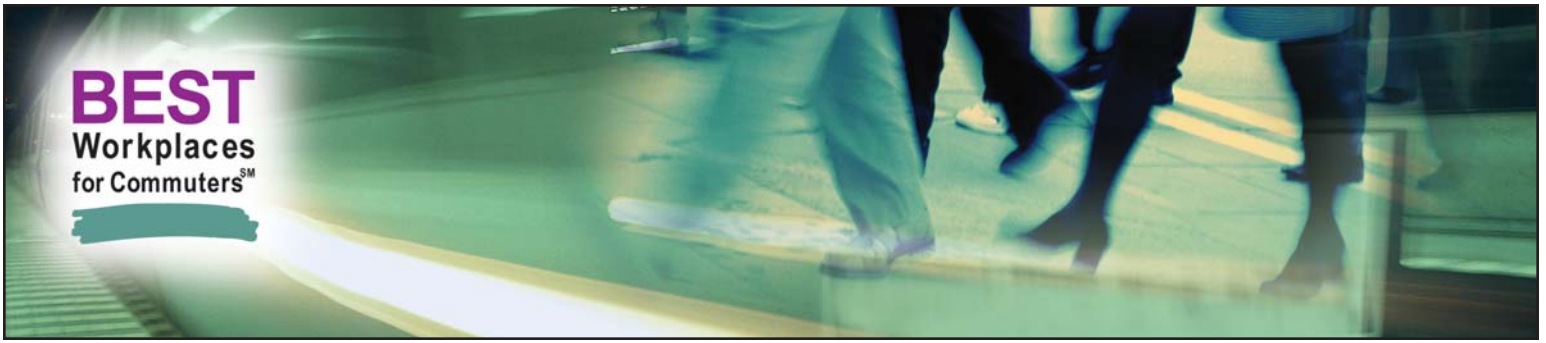
Please describe primary benefit or proposed equivalent option:

Provide three or more supporting commuter benefits (only one if fewer than 20 employees):

(Please check 3 or more boxes)

- Active membership in a Transportation Management Association (TMA), or participation in a voluntary regional air quality program (e.g., Spare the Air) or another employer-based commuter program
- Active membership in a local ozone awareness program, in which you agree to notify employees of expected poor air quality and suggest ways that they might minimize polluting behaviors
- Ridesharing or carpool matching, either in-house or through a local or regional agency
- Pre-tax transit or vanpool benefits
- Parking cash out less than \$30 per month or less than 75 percent of the actual parking benefit
- Shuttles from transit stations, either employer-provided or through a local TMA or similar service provider
- Parking at park-and-ride lots or vanpool staging areas





BEST Workplaces for CommutersSM

- Provision of intelligent (i.e., real-time) commuting information
- Preferred parking for carpools and vanpools
- Reduced parking costs for carpools and vanpools
- Employer-run vanpools or subscription bus programs
- Employer-assisted vanpools
- Employer-provided membership in a carsharing program (visit <www.carsharing.net> to learn more)
- Secure bicycle parking, showers, and lockers
- Electric bicycle recharging stations
- Employee commuting awards programs
- Discounts and coupons for bicycles for bicyclists or shoes for walkers
- Compressed work schedules
- Telecommuting (less than 6 percent of commute trips on a monthly basis)
- Lunchtime shuttle
- Proximate commute (where employees work at locations closer to their homes)
- Incentives to encourage employees to live closer to work
- Incentives to encourage employees to use alternative transportation (e.g., additional vacation time)
- On-site amenities (e.g., convenience mart, dry cleaning, etc.)
- Concierge services
- Other options that you may propose. Please describe:

Other Requirements

- Designate a primary contact.**
- Centralize commuter benefit information so it is easy for employees to find and use.**
- Promote the availability of commuter benefits to employees.**
- Provide access to a regional or company-provided Emergency Ride Home (ERH) program.**
- Exceed a minimum level of employee participation.**
- Report program progress and success to EPA.**

What month of the year do you prefer to do your reporting? _____

Additional Comments or Questions:

If you would like us to use your company logo or other marks in our recognition and marketing materials, please e-mail them along with any specific requirements or proper use information to <bwc@epa.gov>.