

City OF Pasadena

Transportation Demand Management (TDM)

Status Report for Reporting Period:

From _____ To _____

Work site:

Address:

Report Submitted by:

Employer _____ Property Owner _____ Developer _____

Name:

Address _____

City _____ State _____ Zip Code _____

Name of person completing this report:

Name

Title:

Name of Certified Transportation Coordinator

Name

Phone Number

On Site Office Location:

Date of Training Certification _____

Training Program Provider

(A copy of the Coordinator's training certificate should be attached to this report.)

Average amount of time Transportation Coordinator spent implementing and administering the program during this reporting period: Hours per week_____.

A. EMPLOYEE INFORMATION

Employee is defined as any full-time employee working at this work site. Property owners/developers must include all tenants and their employees (i.e., office, retail, parking attendants, and other permanent employees at the work site).

Total Number of Employees at Worksite_____

(include tenant employees, if applicable)

If this is a multi-tenant worksite, complete Form A (Tenant Supplemental) on the last page.

Employee Survey Information:

Date of last Employee Survey _____

	No. of Employees Responding	Percent of Total Employees
Previous Reporting Period	_____	_____
Current Reporting Period	_____	_____

Employee Means of Transportation:

Previous Reporting Period _____ Current Reporting Period _____

	No. of Employees	Percent	No. Employees	Percent
Solo Drivers	_____	_____	_____	_____
Carpool of 2	_____	_____	_____	_____
Carpool of 3+	_____	_____	_____	_____
Vanpool	_____	_____	_____	_____
Transit	_____	_____	_____	_____
Bicycle	_____	_____	_____	_____
Walk	_____	_____	_____	_____
Non-Respond	_____	_____	_____	_____
TOTAL:	_____	100%	_____	100%

Work hours: _____

Number of Employees Reporting to Worksite

Between 7 AM and 9 AM _____

Between 4 PM and 7 PM _____

B. AVERAGE VEHICLE RIDERSHIP (AVR) CALCULATIONS

AVR = Total Employees Divided by Total Vehicles Driven by these Employees

NOTE: AVR Calculations approved by the South Coast Air Quality Management District can be substituted for this section.

	No. of Employees	x	Vehicles	=	Vehicle Trips
Solo Drivers	_____	x		=	_____
Carpool of 2	_____	x		=	_____
Carpool of 3+	_____	x		=	_____
Vanpool	_____	x		=	_____
Transit	_____	x		=	_____
Bicycle	_____	x		=	_____
Walk	_____	x		=	_____
Non-Respondents	_____	x		=	_____
Total Employees	_____		Total Vehicle Trips		_____
Current AVR for this report period:					_____
AVR Goal for current reporting period:					_____
AVR for previous reporting period:					_____

C. VEHICLE COUNTS

Peak Period Trip Reduction:

“Peak period trips” are defined as all commuter trips arriving between the hours of 7:00 AM TO 9:00 AM and departing between the hours of 4:00 PM and 7 P.M. Monday through Friday.

Trips leaving the site during the AM peak (i.e. night shift workers) or arriving during the PM peak must be counted as one half (1/2) of a peak period trip.

	Peak Period Trips Goal	Actual
a. Previous Reporting Period	_____	_____
b. Current Reporting Period	_____	_____
c. Actual Peak Period Trips Reduced During current report period (a-b)	_____	_____

What method was used to count vehicles (i.e. manual counts, electronic parking system reports, etc.).

D. Alternative Work Schedules

Indicate below the type of work schedules that exist at the worksite.

Work Schedule	No. of Employees
5/40 (5 days, 40 hour work week)	_____
4/40 (4 days, 40 hour work week)	_____
9/80 (9 days, 80 hours)	_____
3/12 (3 twelve hour days)	_____
Other: _____	_____

Describe any other alternative work schedule programs that are practiced at the worksite (i.e. flextime, staggered work hours, etc.).

E. Transportation Management Association Participation

Describe any involvement your organization has in the supporting the operations of a transportation management association.

F, COMMUTER INCENTIVES

F.1 Parking Facilities:

Total Number of Employee Parking Spaces (on and off site)	_____
Number of Carpool spaces signed and striped on-site	_____
Number of Carpool spaces assigned/sold at time of this report	_____
Number of Vanpool spaces signed and striped on-site	_____
Number of Vanpool spaces assigned during this report	_____

F.2 Ridematching Services

Indicate below the method used to provide ridematching information to employees:

_____ Metro Rideshare _____ City of Pasadena _____ Personal Data

Other _____

Describe the effectiveness of the ridematching activities during this reporting period in terms of number of employee requests, matchlists distributed, follow-up calls made by the Coordinator, employees placed in ridesharing arrangements, etc.

F. 3 Carpool Activities

Number of carpool groups formed during this reporting period _____

Total number of carpool groups formed to date _____

Total number of employees participating in these carpools _____

Describe the carpool activities offered at the worksite (i.e. number of employee meetings held, personal assistance offered, etc.):

Describe any carpool subsidies that were provided during this report period (i.e. free smog checks, oil changes, car washes, cash incentives, free or reduced parking rates, etc.):

F.4 Vanpool Activities:

Number of vanpool groups formed during this reporting period. _____

Total Number of vanpool groups formed to date _____

Total number of employees participating in these vanpools _____

Describe any fare subsidies that were provided during this report (i.e. free or discounted monthly fare, underwriting the cost of empty seats, parking fee reductions, etc.).

Describe the vanpool activities offered at the worksite (i.e. number of employees, meetings held, personal assistance offered, etc.).

F. 5 Transit Activities

Number of transit passes or other bus fare media sold at the worksite during the report period.

Per month _____

Total for this reporting period _____

Explain if other than a monthly transit pass (i.e. 10 tokens, etc.)

Describe any fare subsidies that were provided during this report period (i.e. free or discounted monthly transit pass, etc.):

Describe the transit activities offered at the worksite (i.e. number of employee meetings held, personal assistance offered, etc.):

F.6 Bicycle Commuting Activities

	Number	Average Daily Use
Bicycle Parking spaces available	_____	_____
Bicycle storage lockers available	_____	_____

Describe other bicycle commuter facilities provided at the worksite (i.e. showers, clothes lockers, etc.)

Describe the bicycle commuter incentives offered at the worksite (i.e. number of employees meetings held, personal assistance offered, cash incentives, etc.):

F.7 Walker Activities

Describe any walking commuter incentives offered at the worksite (i.e. number of employee meetings held, personal assistance offered, cash incentives, etc.)

F.8 Guaranteed Ride Home

Emergency transportation provided to program participants during this reporting period.

_____ Number of rides provided during the last _____ months.

Type of transportation provided (i.e. taxi service, rental car, company vehicle, other).

F.9 Marketing Promotional Activities

(Examples of marketing materials can be attached to the report)

Events: Describe any special events that took place at the worksite during this reporting period (i.e. transportation fair, seminars, raffles, etc.)
