STEP THREE - FIND YOUR BASELINE

BASELINE COMMUTE DISCOVERY QUESTIONS

Here are some questions we like to ask when learning about an organization's commute program. Use these to guide your baseline discovery process, along with employee surveys.

**PARKING**
- Access Controlled Parking?
- Parking Hardware Provider?
- Do employees pay for parking? (Monthly or daily rate?)
- Number of monthly parkers?

**REIMBURSEMENTS**
- Can employees submit commute expense reimbursements?
- If yes, what expenses qualify? Is there a reimbursement limit?
- If yes, how do they submit an expense reimbursement?

**SHUTTLE MGMT**
- Does this site have commuter shuttles in operation? If so, how many?
- Which provider do you use and what system captures employee rider data?

**PRETAX BENEFITS**
- Do employees have access to pre-tax commuter benefits?
- If yes, which provider do you use?
- If yes, on average how many participants do you have per month?

**SUSTAINABLE MODES**
- Do you have a carpool/vanpool program? If yes, how many daily carpoolers/vanpoolers do you have?
- Do you offer any subsidy/bonus?
- Do you offer a transit pass? If yes, how much of it is subsidized?
- Do you have a bicycle program? If yes, how many employees participate?

**MOBILITY SERVICES**
- Do you have a contract with any mobility service providers e.g Uber, Lyft, Scoop. If yes, what for e.g GRH, daily commute?
- If yes, how many employees participate and what is the cost to employees/cost to employer?