

# EMPLOYEE COMMUTE INCENTIVES POLICY

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CITY OF CHAMBLEE  
SUSTAINABILITY PROGRAM

05.15.18

[3506 BROAD STREET]  
[CHAMBLEE, GA 30341]

# EMPLOYEE COMMUTE INCENTIVES POLICY

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## PURPOSE

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The purpose of this policy is to encourage City employees to pursue alternatives to driving alone to work. Walking, biking, transit, vanpooling and carpooling all have positive impacts on traffic congestion and the environment, and incentivizing them can lead to increased employee satisfaction and morale. Commuting modes other than driving alone also reduce parking needs at City Hall and in Downtown Chamblee, where parking is scarce. Biking and walking to work can also lead to significant health benefits when compared to driving.

This policy establishes standards for the City's support of employees who choose alternatives to driving alone to work, reinforces the City's commitment to environmental stewardship, and reaffirms the City's commitment to pedestrian- and bike-friendliness and transit-oriented development that positively affects all residents, workers, and visitors.

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## DEFINITIONS

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When used in this policy, the following words, terms, and phrases, and their derivations shall be the meaning ascribed to them in this section, except where the context clearly indicates a different meaning:

**CARPOOL** means an arrangement among two or more people in which one person drives the others to and from a designated place.

**DEVELOPMENT DIRECTOR** means the Planning & Development Director or other employee or agent as designated by the Development Director or City Manager.

**EMPLOYEE** means an individual drawing a salary or wage from the City, whether on a full-time or part-time basis or contractual third-party.

**VANPOOL** means an arrangement by which a group of people commute to work in a van.

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## SCOPE

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The following establish an incentives program to encourage employees to commute to work in ways other than driving alone:

1. The City of Chamblee shall provide \$30 per month to each full-time employee who commutes both ways to work at City Hall or another City facility a minimum of seven (7) days in a calendar month by transit, carpool, vanpool, bicycling, or walking, paid in the form of a gift card.

2. The City shall include consideration of Employee Commute Incentives in future contracts with outside companies or agencies that provide full-time contract workers based at City Hall or City facilities.
3. Employees wishing to participate in the Commute Incentives Policy shall log their daily commute modes via Georgia Commute Options or a similar tracking program and submit monthly commute logs to their department head.
4. The City shall actively promote employee participation in the Georgia Commute Options program or a similar air quality program by regular email reminders or similar means.
5. The City shall encourage and assist employees in finding carpool, vanpool, and biking partner matches via the Georgia Commute Options program or a similar matching program.
6. The City shall ensure safe and convenient non-driving access between the Chamblee MARTA station and City Hall by maintaining continuous sidewalks with safe street crossings, providing end of trip bicycle parking at the City Hall complex, and by pursuing opportunities for autonomous and/or conventional shuttle connections.
7. The City shall include plans for secure bicycle parking or lockers and shower facilities in its plans for new City Hall or other City facility construction or expansion.
8. The City shall provide regular recognition and/or awards for employees who regularly choose commute options other than driving alone.

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### **EXCEPTIONS**

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The provisions of this policy apply to all full-time employees and on-site contractors who have not been issued a City-owned vehicle to drive to and from work.

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### **RESPONSIBILITY**

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As the steward of the City's sustainability program, the Planning and Development Director shall have the following duties and power in regards to the Commute Incentives Policy:

1. Work with the City Manager to review and update the City's monthly reimbursement program as needed.
2. Coordinate with Georgia Commute Options to maximize the impact of the Commute Incentives policy and gather information on estimated fuel savings, pollution reduction, or other environmental benefits.
3. Review and comment on plans for new or expanded City facilities to encourage compliance with this policy.
4. Coordinate regular employee recognition and/or awards for participation in the program.