



Deadline for Submissions: **April 1, 2011**

Winners Announced: **June 2011**

Description

The Commuter Friendly Workplace Awards recognize Manitoba companies and organizations who 'walk the talk' by encouraging and supporting green commuting by employees year-round. Exceptional commuter options programs promote transit, carpooling, walking, cycling and telecommuting through employee benefits, policies, promotional programs and infrastructure, thereby reducing GHG emissions associated with the work commute.

Details

- Workplace must be located in the province of Manitoba.
- All sections of the application need to be completed for consideration.
- Additional supporting materials (newspaper articles, employee newsletters, promotional materials, testimonials) are encouraged, to a maximum of 10 pages
- Please provide photos representing workplace green commuting efforts.
- Workplaces that applied but did not win in 2009 are eligible to reapply in 2011.
- Winning workplaces from 2009 and 2010 are encouraged to apply for the new **'Building on Success' Continuity Award**.
- Evaluation of submissions is based in part on a point system, as indicated in brackets in the following pages.

For more information, contact Beth McKechnie or Jessie Klassen at Resource Conservation Manitoba at 925-3772.

Email, Mail or Fax submissions to:

Email: tdm@resourceconservation.mb.ca

Mail: Workplace Transportation Demand Management Coordinator
Resource Conservation Manitoba
303 Portage Avenue, 3rd Floor
Winnipeg, Manitoba R3B 2B4

Fax: (204) 942-4207

*Thank you for your interest and
for making your workplace green commuting friendly!*

COMMUTER FRIENDLY WORKPLACE AWARDS 2011 APPLICATION

Business/Organization Information

Company Name:

Address:

Postal Code:

Contact Name:

Contact Telephone Number:

Total Number of Employees:

1. How did you hear about the Commuter Friendly Workplace Awards?
2. Do you have a designated commuter options coordinator? **Please provide contact information.**
3. Has an employee commuting survey been conducted? **If yes, please describe:**
[10 points]

4. Has progress been tracked? (For example, document increases in the number of employees riding transit, walking, cycling, carpooling or telecommuting, or reductions in GHG emissions associated with the work commute.) **If so, please describe:**
[10 points]

5. If GHG emissions have been tracked, what percentage reductions have been achieved in the past year related to employee commuting? **Please describe or attach reporting documents.**

[10 point bonus if reduction achieved]

Please check the boxes that apply to your company or organization's commuter options program, and fill in the requested information where appropriate (or attach separate sheets). Where numbers are provided, please indicate if these are actual or estimated.

Benefits:

- Discount offered on monthly transit passes (EcoPass)**
[10 points]
 - Percentage discount offered on EcoPass:
[additional 10 point bonus if 30% or higher]
 - Percentage of total employees receiving the EcoPass each month:
- In-house or externally managed carpool (ridematching) program available**
[5 points]
 - Please describe in-house program or name program provider
 - Percentage of total employees participating in carpool program:
- Guaranteed/Emergency Ride Home program in place**
[5 points]
 - Please describe program
- Transportation allowance or subsidy for commuter alternatives provided**
[2.5 points]
 - Please describe program
- Cash in lieu of employer-provided parking**
[2.5 points]
 - Please describe program
- Other benefits encouraging green commuting?** Please describe:
[potential 5 bonus points]

Promotion:

- Employee green commuting committee established**
[5 points]
- Green commuting plan and targets developed**
[10 points]
 - Please describe or attach
- Commuter information board available**
[2.5 points]
- Commuter options intranet page available**
[2.5 points]
- Participated in 2010 Commuter Challenge**
[10 points]
 - Percentage of employees participating:
- In-house green commuting workshops offered**
[5 points]
 - Please describe

- Green commuting incentives offered (prizes, discounts, etc.)**
[2.5 points]
 - Please describe
- Recognition provided (in employee newsletters, etc.)**
[2.5 points]
 - Please attach samples
- Other relevant promotional events or initiatives?**
[potential 5 bonus points]
 - Please describe or attach:

Facilities:

- Worksite located in close proximity (within 500 m) of amenities** (day care, restaurants, bank machines, drycleaners, etc.)
[10 points]
- Worksite located in close proximity (within 100 m) of numerous transit options** and express services (please list route options available)
[10 points]
- Transit passes available** through automatic payroll deduction
[potential 2.5 point bonus]
- Transit tickets/passes available** for purchase at worksite
[potential 2.5 point bonus]
- Employee parking charged at or near market value/no parking provided**
[10 points]
- Preferential parking spots** provided for carpools
[2.5 points]
- Discounted parking rates** for carpools
[2.5 points]
 - Percentage discount offered:
- Secure bike parking available** (secure room, bike cage, etc.)
[10 points]
- Short-term outdoor bike parking** available (bike rack)
[5 points]
- Showers available** for active commuters
[2.5 points]
- Change rooms and lockers available** for active commuters
[2.5 points]
- Other relevant facilities** available?
[potential 5 point bonus]
 - Please describe:

Policies:

- Compressed workweek available**
[5 points]
- Flexible work hours available**
[5 points]
- Teleworking/telecommuting program in place**
[potential 5 point bonus]
 - Percentage of employees taking part in program:
 - Please describe policy/program
- Other relevant policies in place?**
[potential 5 point bonus]
 - Please describe:

Thank you for your application!