

**STATUS**

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| <b>Council Approved</b> | <b>Y</b> | <b>N</b> |
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| <b>CAO Approved:</b> | <b>Y</b> | <b>N</b> |
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| <b>TITLE: Registration in the Smart Commute York Region Program</b> | <b>NO.:</b><br><b>Approval Date:</b><br><b>Last Updated:</b> |
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**POLICY STATEMENT:**

This policy specifies the conditions and registration requirements for employees participating in the Smart Commute York Region Program.

**APPLICATION:**

This policy will apply to all Regional employees who desire to participate in the Smart Commute York Region program and partake in the incentives provided.

**PURPOSE:**

To pursue sustainable transportation in the GTA by reducing the number of single occupancy vehicle trips, a program to encourage York Region staff to use public transit, car pooling/van pooling, bicycle, and walk modes has been adopted. Incentives are provided to promote this transportation demand management (TDM) program. However, registration is required with the York Region TDM Coordinator in order to administer and monitor the progress of the program. This policy is required to provide guidance to the Regional staff on the registration requirements and conditions for participating in the Smart Commute York Region program.

**DEFINITIONS:**

*Smart Commute York Region Program* – promotes the reduction in the number of single occupancy vehicle trips by York Region staff to/from their place of work.

*TDM Coordinator* – A designated York Region staff member administering, coordinating, and monitoring the Smart Commute York Region Program.

**DESCRIPTION:**

Program incentives for Smart Commute York Region participants may include the following:

- Use of the employee carpool ride-matching software (Carpool Zone website),
- Use of preferred carpool parking spaces,
- Use of Emergency Ride Home program,
- Use of bike storage facilities,
- Free draws and other promotional incentives as the program progresses.

To be eligible for the Smart Commute York Region incentives, all employees must first register with the TDM Coordinator. This includes employees who are currently using alternative modes of transportation such as carpooling, public transit, cycling, or walking.

Employees who want to use the preferred car pool parking spaces must also register in the Carpool Zone website and obtain a display tag from the TDM Coordinator. Vehicle licence plate numbers and information from each ridesharing staff will be collected to administer and monitor the carpool parking usage and program.

**RESPONSIBILITIES:**

Each employee participating in the Smart Commute York Region Program is responsible for registration with the TDM Coordinator via the intranet website or direct contact with the TDM Coordinator. Only by registering in the program can participants be eligible for the program incentives.

For the Emergency Ride Home (ERH) module, Managers of the participating staff are responsible for completing, authorising, and submitting the ERH Manager's Form to the TDM Coordinator when a claim is made. Managers will also be responsible for the approval of the expense claim submitted by the employee.

**NON-COMPLIANCE WITH POLICY:**

Any attempts to defraud the Smart Commute York Region program will be dealt with in accordance with the Employee Code of Conduct and may lead to the termination of the program.

**CONTACT:**

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**APPROVAL INFORMATION****CAO Approval Date:****Committee:****Clause:****Report No:****Council Approval:****Minute No.****Page:****Date:**