

Travel Demand Management

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Houston-Galveston Area Council

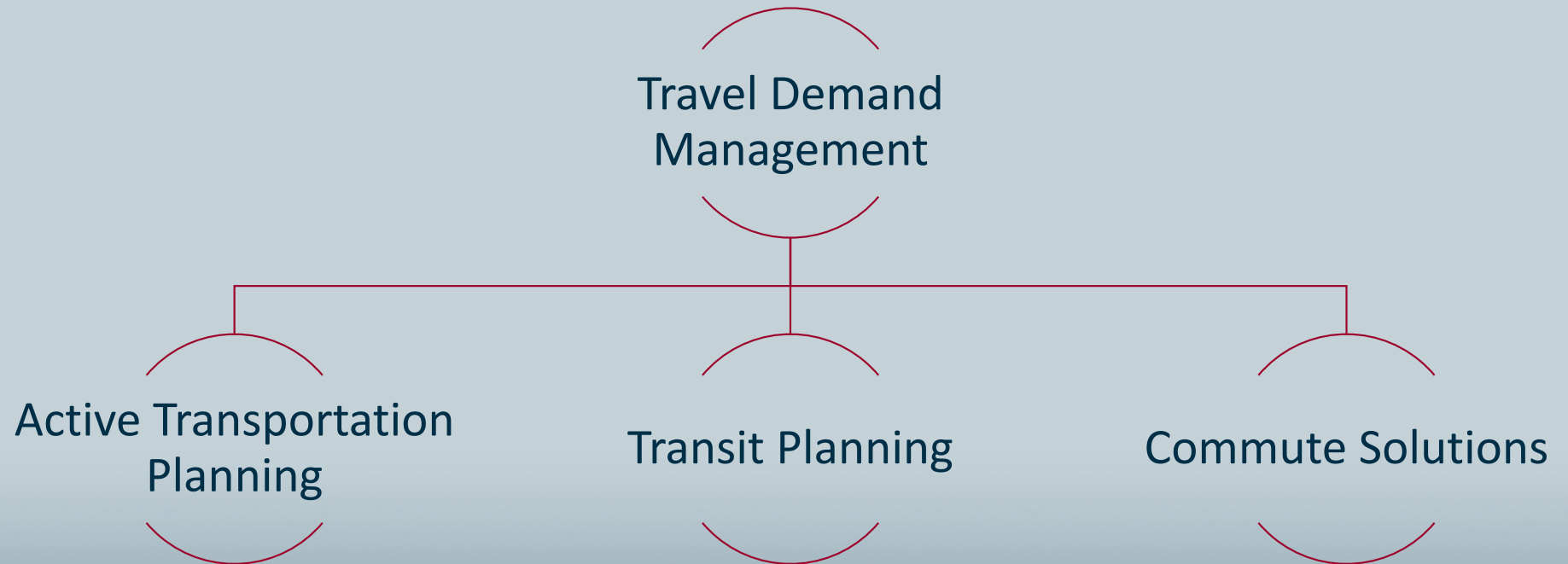
August 12, 2020

My role on the Commute Solutions Team



- Principal Program Coordinator
- Build partnerships
- Education & Outreach
- TDM planning assistance

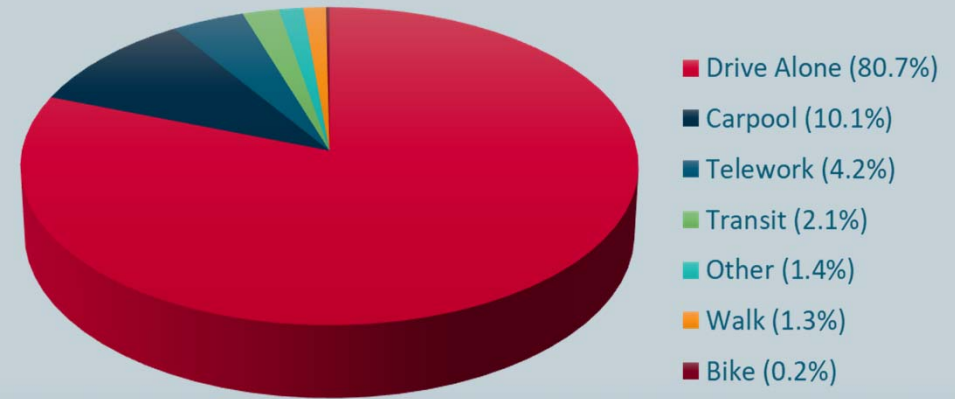
Travel Demand Management Program



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Program Goals:

1. Increase awareness of travel options and benefits
2. Reduce Vehicle Miles Traveled within the region
3. Shift mode split towards alternative transportation



Source: 2018 Five Year Estimate, American Community Survey

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Services for Commuters

- Provide resources about sustainable commute alternatives
 - Vanpooling - Bicycling
 - Teleworking – Walking
 - Carpooling - Transit
 - Compressed work weeks - flexible work hours
 - *Staggered hours - social distancing methods
- Conduct educational webinars and events

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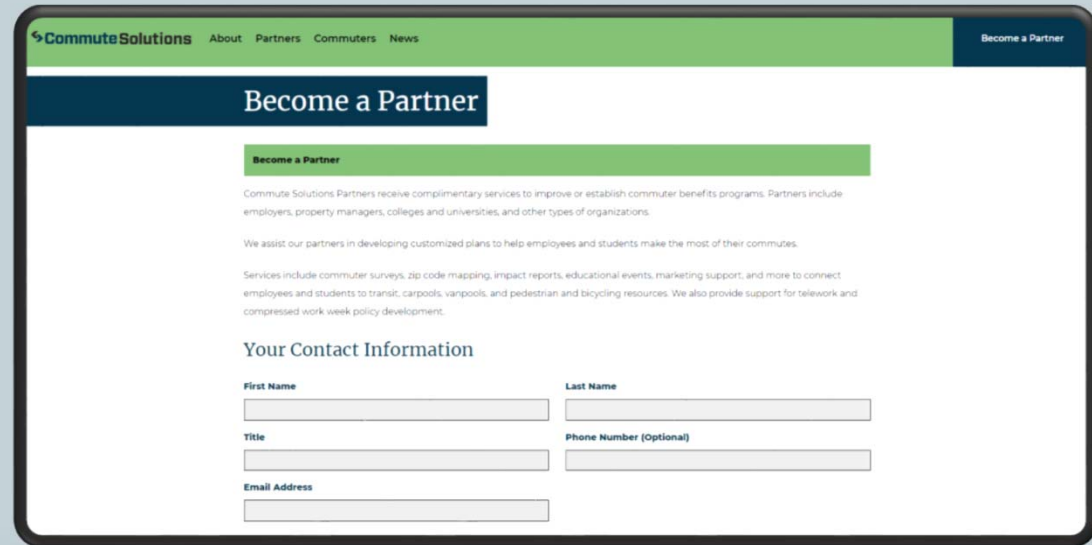
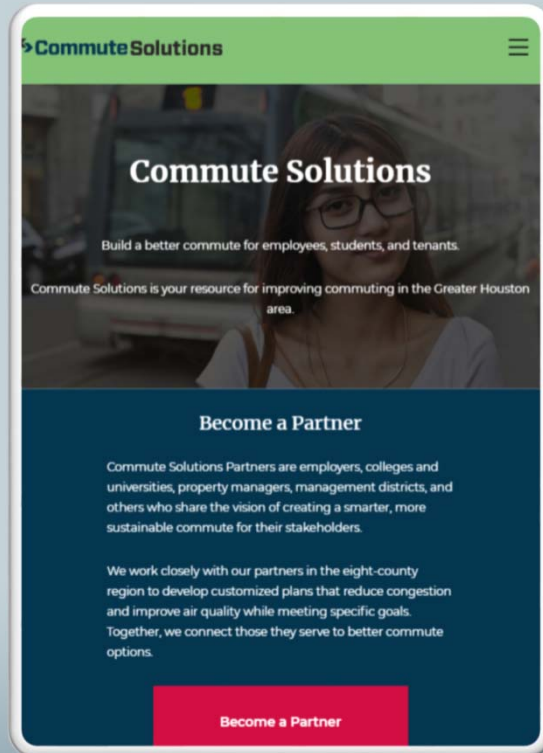
Services for Agencies and Employers

- Commute Solution Partners Program
 - Worksite based Travel Demand Management Planning
 - Worksite based Telework Planning and Training
 - Commuter & Employer Surveys
 - Training for Managers
 - One on one assistance
- Online Resources

A light blue map of the Houston-Galveston Area Council region, showing county boundaries. The map is centered on the text "Recent Work".

Recent Work

Commute Solutions Online



www.yourcommutesolution.com

Telework Outreach, Education, and Planning Assistance

Commuter Solutions TELEWORK BENEFITS

“Teleworking has long been seen as integral to maintaining normal operations during a crisis.”

yourcommutesolution.org

- 136,000 workers in the region telework
- 4.2% of workers in our region telework. This amounts to over 100,000 teleworkers in our region. Each one is enjoying and producing tremendous benefits for the Greater Houston area.
- 77% of workers report an increase in productivity
- Teleworkers report 77% increased productivity even when working solo and increased productivity is gained by allowing a set schedule and creating task lists.
- \$11,000² estimated yearly savings for employers who support telework
- Employers who support telework can save \$11,000 per year for each full-time teleworker. The primary savings are the result of increased productivity, lower real estate costs, reduced absenteeism and turnover, and better disaster preparedness.
- \$3,000² average yearly savings of a teleworker that commutes 23 miles/day
- Each year teleworkers save approximately \$3,000 based on the BEI reimbursement rate of \$75 per mile. The average regional commute of 23 miles can save each person who teleworks daily approximately \$3,000 a year for longer commutes.
- 1 lb/mile² Each mile of teleworking reduces nearly 1 lb of CO₂ which improves air quality, improves air quality has positive health impacts such as reducing childhood asthma and headaches.
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Tips For Teleworkers

Teleworking can provide countless benefits for employees: increased productivity, reduced stress with the elimination of a long commute, and better time management. However, those new to teleworking can face an adjustment period in the beginning. It can be a challenge to separate the work environment from the home environment when they're in the same setting. We scoured the Internet, and here are our favorite best practices for getting the most out of your teleworking journey.

- 1. Have a Plan**
As in a traditional office setting, having a daily work plan for yourself is a good way to minimize potential distractions. This plan can be as simple as a written task list, your Outlook calendar, or you can take advantage of the many project management tools also check out our sample work plan document as a resource.
- 2. Have a Space**
Carve out a dedicated space in your home that's solely for teleworking. The "go to work" can help increase focus when it's time to work and make it easier to establish a clear start and end to your work day, and it will help you maintain focus in your home office.
- 3. Get Dressed**
Get up, get out of your pajamas, and dress as you would for a traditional office. Establishing a clear start and end to your work day, and it will help you maintain focus in your home office.
- Be Reachable**
Practicing good communication is critical to making telework successful. Be available via email, or any other available communications tools. Show up on time to virtual meetings.

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More Online Telework Resources

Below are a few additional resources for implementing or participating in a telework program successfully:

- Best Work Places for Commuters**
<https://www.bestworkplaces.org/web-conferences/state-of-telework>
- CIO Dive**
<https://www.ciodive.com/news/remote-work-tips/573573/>
- Fast Company**
<https://www.fastcompany.com/3049827/the-secret-to-making-your-team-more-innovative-and-productive>

SAMPLE EMPLOYEE TELEWORK AGREEMENT

Instructions: This form is used to request approval and establish an alternative work location for the purposes of teleworking. It also documents the terms and conditions of a telework agreement if approved. The form is initiated by the employee and routed through the appropriate chain of authority to the final approver. Telecommuting is a voluntary agreement between the manager and the telecommuter.

Employee Name:	Title:
Department:	Manager's Name:
Primary Phone:	Alt. Phone:
Email:	

Proposed Duration of Telework and Address of Alternate Work Location:

Start Date:	End Date:
Location (Physical Address):	

FLSA Status: circle one Exempt Non-Exempt | Actual hours worked must not exceed 40 hours per week unless otherwise approved by your manager.

Worked at Alternate Work Location	Lunch

Commute With Confidence

Commute Solutions

Build a better commute for employees, students, and tenants.

Commute Solutions is your resource for improving commuting in the Greater Houston area.

Commute With Confidence

The way we work and how we get to work has changed due to COVID-19.

As the state re-opens and you begin to consider when and how you return to the office, we are here to help you rethink your commute.

[Find Out More](#)

A light blue map of the Houston-Galveston Area Council region, showing county boundaries. The text "What's Next?" is centered over the map.

What's Next?

Commute Solutions Month 2020

Purpose: Increase awareness of various commute alternatives and their impact

Date: September 1 – 30, 2020

Ways to Get Involved:

- Become a Commute Solutions Partner
- Share these resources and activities with your constituents
- Think of additional ways to help us celebrate this month

Other Initiatives

- **Regionwide Emergency Ride Home**
- **Ozone Action Program**
- **Continuation of Commute with Confidence focused on Transit**
- **Additional Telework Planning Assistance**
 - Telework Consultant Help for Select Partners
 - Revamp of Telework Resources and Classes
 - Telework 102 – In Depth Class for Developing Customized Tools
 - Telework-Life Balance for Employees and Working Parents



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Thank You

<http://www.yourcommutesolution.org>

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