Preparing Employee Commute Data for Annual Reporting

For Employees using Commute Solutions, the following steps should be taken:

Example Employee Commute Strategy Table

Strategies	Monday	Tuesday	Wednesday	Thursday	Friday	TOTALS
Flex Schedule	1		1		1	3
Vanpool						
Carpool		1				1
Telework				1		1
Bus						
Rail						
Bike						
Walk						
Hybrid						
TOTALS						

1. For each employee, get the total number days per strategy used for the average work week. Using the survey table above, this employee:
   - Works a Flex Schedule 3 days a week
   - Carpools 1 day a week
   - Teleworks from home 1 day a week

   For your entire staff, repeat the steps below for each strategy type.

2. Get an employee total for each strategy, categorized number of days per week used. For a staff example, these employees work a Flex Schedule during the week:
   - 30 Employees Flex Schedule 1 day a week
   - 20 Employees Flex Schedule 3 days a week (our employee above included)

- 10 Employees Flex Schedule 5 days a week

3. Get the total number of strategy-used days for employees each week. Using our example, these calculations would be made for the above info:

- 20(employees) * 3(days) + 30 * 1 + 10 * 5
- 60 + 30 + 50 = 140 employee Flex Schedule days each week

4. Divide the total by 5 (days/week) to get the average "employees per day" that used the strategy. Using our example,

- 140 F.S. days / 5 days/week = 28 employees per day work Flex Schedules, on average

5. The above answer would be the response entered for the question pertaining to the strategy on the CAPP Reporting Website. Using our example, for the question "On average, how many employees per day work a flexible schedule?" - "28" would be entered into the response box.

For employees working Compressed Work Weeks, these steps would be taken:

1. Take the total number of employees who selected a response for #8 on the Employee Survey.
2. Enter the total for the first response (weekly) into the response box for the following question on the CAPP Reporting Website:
   - On average, how many employees per week work four 10-hour days vs. five 8-hour days?
3. Enter the total for the second response (every 2 weeks) into the response box for the following question on the CAPP Reporting Website:
   - On average, how many employees per two week period work nine 9-hour days vs. ten 8-hour days?

For employees driving a personal vehicle during the work day, these steps should be taken:

1. Take the total number of employees who responded to #12 on the Employee Survey and follow the same steps used in Section A above
2. The answer would be entered into the response box for this question on the CAPP Reporting Website: "On average, how many employees per day use their personal car for personal errands during the work day?"
3. Take the total number of employees who responded to #13 ton the Employee survey and follow the same steps used in Section A above.
4. The answer would be entered into the response box for this question on the CAPP Reporting Website: "On average, how many employees per day use their personal car work-related travel during the work day?"

For employees driving hybrid vehicle to and from work, these steps should be taken:

1. Use the table in the Employee Surveys and follow the same steps used in Section A above.
2. The answer would be entered into the response box for this question on the CAPP Reporting Website: "On average, how many employees per day drive a Hybrid Vehicle to work?"