



# Bay Area Commuter Benefits Program

REQUIREMENT FOR EMPLOYERS • REQUIREMENT FOR EMPLOYERS • REQUIREMENT FOR EMPLOYERS

Employers with 50 or more full-time employees in the Bay Area are now required to offer commuter benefits to their employees.

## WHO

Employers with **50** or more full-time employees in the Bay Area

Must offer employees one of the following five options:

## WHAT

Pre-Tax Benefit



Employer-Provided Subsidy



Employer-Provided Transit



Alternative Commuter Benefit



Telework Policy



## WHEN



All employers currently subject to the Program must select and implement one of the five Commuter Benefit options.

## WHY

The Commuter Benefits Program is mandatory for all employers in the Bay Area with 50 or more full-time employees, per Senate Bill 1128, located in California Government Code section 65081.

The Program will help to reduce air pollution and traffic congestion by decreasing single-occupant vehicle commute trips to Bay Area worksites, while providing tax savings for employees and employers.

## HOW

To get started, visit **511.org**

Employer outreach staff are available to provide assistance and support to employers. Call 511 and say "Commuter Benefits" or visit 511.org to request assistance.

The Commuter Benefits Program is a partnership led by the Metropolitan Transportation Commission and the Bay Area Air Quality Management District.



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## How the *Commuter Benefits Program* Works

The Bay Area Commuter Benefits Program requires employers with 50 or more full-time employees in the Bay Area to offer commuter benefits to their employees.

### **STEP 1:** Evaluate the five commuter benefit options and select one (or more) of the options to offer to your employees.

Option 1: <b>Pre-Tax Benefit</b>	Allow employees to exclude their transit or vanpooling expenses from taxable income.
Option 2: <b>Employer-Provided Subsidy</b>	Provide a subsidy to reduce or cover employees' monthly transit or vanpool costs.
Option 3: <b>Employer-Provided Transit</b>	Provide a free or low-cost transit service for employees, such as a bus, shuttle or vanpool service.
Option 4: <b>Alternative Commuter Benefit</b>	Provide an alternative commuter benefit(s) that reduces single-occupant commute trips.
Option 5: <b>Telework Policy</b>	A policy allowing telework one or more days a week for all employees whose assignments can be performed remotely.

### **STEP 2:** Designate a Commuter Benefits Coordinator. *For the purpose of the Program, this is simply the person who will complete the registration form and report to the Air District/MTC.*

### **STEP 3:** Go to **511.org** and click on Bay Area Commuter Benefits Program to register.

### **STEP 4:** Notify employees of the commuter benefit that your company will provide. Make the benefit available and let employees know how to take advantage of it.

### **STEP 5:** Keep records to document implementation of your commuter benefits program and make the records available to the Air District upon request.

More information about the Commuter Benefits Program and employer requirements can be found in the "Employer Guide" at 511.org.