



Clean Commute Contest

Does your organization encourage employees to walk, bike, telecommute or take public transportation to work? Get credit for your efforts by entering the 2012 Clean Commute Contest. Simply complete this form, save it to your computer and e-mail it as an attachment to MarylandGreen@mde.state.md.us. Applicants must be members of the Maryland Green Registry, which any type of organization can join for free at www.green.maryland.gov/registry. The organizations with the highest percentage reduction in commute miles will be recognized at the Maryland Green Registry Annual Membership and Awards Event and will receive prizes provided by our contest sponsor, **Clean Air Partners**. If you maintain an alternative system for tracking employee commute reduction, you may submit it in lieu of this form. The deadline for submissions is **May 25, 2012**.

1. Name of Organization

Larger organizations may submit contest entries for individual divisions or locations.

2. Contact name, phone number and email address

3. Number of employees

If submitting for a single location or division, provide the number of employees at just that facility. Count part-time employees as a fraction (e.g. 0.5 for a half-time employee).

4. Average employee commute distance (roundtrip)

This can be determined through an employee survey or by estimation.

5. Number of workdays per week

This is the number of days that a full time employee works at the organization.

6. Total annual baseline employee commute miles if all employees drove to work alone

Click the textbox for the calculation.

7. Number of **roundtrip** commute trips eliminated **per week** by employees that telecommute, take public transportation, bike, walk, carpool or work a compressed workweek.

*This can be determined by employee survey. See guidance below on how to account for carpooling and other variables.**

8. Annual reduction in vehicle miles travelled (VMT).
You may choose Option A, which calculates the annual reduction based on the average employee commute distance you provided
OR *Option B, which allows you to enter the actual annual commute miles reduced, if known.*
 - A. Annual reduction in vehicle miles travelled (calculated)
Click the checkbox next to "A" for the calculation.
 - B. Annual reduction vehicle miles travelled (actual)
If you know the actual annual vehicle miles reduced based on information from employee surveys, please click the checkbox next to "B" then enter the number in the textbox.
9. Annual percentage reduction in VMT from the baseline
10. Please share how your organization has encouraged alternative employee commute options.

For assistance in filling out this form, please contact Maryland Green Registry Coordinator Laura Armstrong at 410-537-4119 or marylandgreen@mde.state.md.us

*** Contest Guidance for Determining Weekly Commute Trip Reductions**

Carpooling: *If two people carpool to work, you may count it as one roundtrip reduction for each time they carpool weekly. If three people carpool to work together, count it as two roundtrip reductions each time they carpool weekly.*

Compressed workweeks: *Count the trip reductions on a weekly basis. For example, if an employee works longer hours to eliminate one work day a week, count that as one roundtrip reduction per week. If they eliminate a workday every two weeks, count that as one half a trip reduction per week.*

Seasonal or other variations: *Apply percentages to estimate trip reductions made that vary on a seasonal or other basis. For example, if an employee bikes or walks during the summer months only, you could multiply the number of trips reduced per week during the summer by 25% to get an annual average.*