

Employer Toolkit Designing and Promoting an Employee Commute Program



Introduction & Overview

Today, more than ever, Wisconsin employers understand the value of benefits that attract and retain quality employees. **Employee Commute Programs** allow employers to offer, promote, or incentivize alternatives to single-occupant vehicles for commuting. Alternatives may include vanpool, carpool, transit, biking, walking, teleworking, or flexible work schedules. Employers big and small can help workers with commute challenges and see a variety of benefits from an employee commute program such as increased productivity and higher rates of employee satisfaction.

How can this toolkit help?

The Employer Toolkit is designed to support businesses and organizations to develop a transportation program that encourages employees to consider alternative transportation options rather than single-occupant vehicles. In these resources, you will find an overview of transportation alternatives, information about the Wisconsin RIDESHARE program, and the numerous benefits a transportation program offers to employers and employees.

Once you become acquainted with the options available, you will be ready to offer and promote them to your employees. For additional support in developing your transportation program, please contact the WisDOT Rideshare Coordinator. The Wisconsin Department of Transportation is excited that your company is taking a step towards providing more commute options for your employees.



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Benefits of an employee commute program

Why provide an employee commute program?



Employee recruitment & retention

Providing transportation options gives you an edge for recruiting and retaining good employees. Reducing the cost and stress related to commuting is attractive to employees. It helps to boost morale, enhance the work environment, and stabilize a company's production.



Tax benefits

Take full advantage of tax laws that benefit the company and employees. Money contributed toward commuting costs of your employees, within federal guidelines, may be a tax-free benefit to them and a tax-deductible business expense to the company.



Reduce parking needs

Employees who take advantage of alternate transportation modes reduce the employer's need to provide mass parking. By offering financial incentives to employees who use alternate transportation, employers can reduce parking needs and expenses. You may even be able to save enough to cover new program costs!



Employee productivity and satisfaction

Employees who use alternate forms of transportation are more productive. Commuters who carpool, use transit, bike, or walk to work often arrive more relaxed and ready to work than those who have been dealing with the stress of traffic, parking, and congestion.



Corporate responsibility and sustainability

Employers who offer and encourage alternate modes of transportation are good community leaders and neighbors. Reducing the number of single-occupant vehicles reduces congestion around your facility. Your company can show that you value employee's time and health.



Contributes to a healthy environment

By implementing alternate transportation initiatives, employers can offer their workforce a concrete way to contribute to a healthy environment. Organizations with sustainability in their business plans can leverage commute programs as an opportunity for management and staff to live-out a company value.

Creating an employee transportation program

The premise for creating, implementing, and evaluating an employee commute program is in the six steps below. On the following pages, review the prompts under each step. Your ability to answer each question will depend on your role, organization's size, and budget. The first step is to identify the level of resources available for the program. No matter the budget, employee commute programs can make a big difference to commuters.

- #1** **Identify resources (staff and budget)**

- #2** **Understand employees wants and needs**

- #3** **Review the commute mode alternatives and consider how they meet organization's needs**

- #4** **Select your program focal areas and set goals**

- #5** **Launch and promote your program**

- #6** **Set a timeline to evaluate and revisit goals**

CREATING AN EMPLOYEE TRANSPORTATION PROGRAM

Step-by-Step Questions to Consider

#1 Identify resources (staff and budget)

- Do you have an Employee Transportation Coordinator (ETC)? Have you identified another staff person(s) to lead the program?
- Will you target programs with low start-up and maintenance costs or are you considering making an investment?
- Will your organization use financial incentives (prizes, vacation days, etc.) to promote using alternative modes?
- If you are considering taking advantage of the Commuter Benefits tax incentives, what is the cost/benefit?

#2 Understand employee's desires and needs

Employee commute programs are most effective when tailored to your workplace. The second step helps identify the interests, needs, and motivations of your employees

- How are employees commuting now?
- Do employees have set or variable schedules?
- What are your organization's operating hours? Do commutes happen at peak times in the morning and evening? Do shift changes happen when transit service is limited?
- What does parking look like? If parking is a common conversation topic (or complaint) among employees, you might want to look at programs that impact parking.
- Where do employees live? Do folks live nearby or commute from a significant distance?
- What are the most compelling reasons for employees to change their commute behavior? Which of the following speaks to your organization's and employee's ideas and values? Saving money, reducing stress, being environmentally conscious, fitting in extra exercise, connecting with co-workers, taking advantage of some extra time in the day to read/check your phone/knit/sleep, or tapping into their competitive nature with a commute challenge.

TOOLS FOR UNDERSTANDING EMPLOYEE'S DESIRES & NEEDS

- Conduct an employee transportation survey to gather employee perspectives and to obtain baseline data
- Talk to HR about what data are available
- Hold an informal focus group or Lunch & Learn on transportation

#3

Review the commute mode alternatives and consider how they meet organization's needs

- Become familiar with the transportation modes available in your area. For example, is your organization served by transit, a bike share network, or light rail?
- What bike infrastructure is in and around your organization? Are bike lanes or other adequate infrastructure available for employees to travel in? Once they arrive, does your organization have bike racks/lockers, shower facilities, or bike tools?
- Are there nearby organizations to partner with (i.e. a business park or campus)?

#4

Select your program focal areas and set goals

- Complete the appropriate forms for tax incentives or emergency ride reimbursement (See Appendix E and G)
- Ensure the program matches the level of resources you have available. What are the start-up and ongoing costs for maintaining a transportation program?
- Consider implementing pilot programs to gauge interest and engage management while planning for a phased approach
- Consider how you will share goals with employees, so they know what you are aiming for.

SAMPLE GOALS

- Reduce single-occupant vehicles on campus by x%
- Have 100% of employees signed up on RIDESHARE by the end of the year
- Increase transit ridership by x%
- Collectively reduce our greenhouse gas contributions by vehicles by x%

#5

Launch and promote your program

- How will you tell existing employees about the program? Can you educate employees about the program through existing training systems or communication pathways?
 - Use a variety of communication methods to reach all employees - tools such as brochures, videos, posters, emails, lunch & learn presentations, resource fairs, and employee intranet sites.
- Consider developing a brand for the program to engage employees
- Can you promote the program to potential/new employees through HR?
- Ask partners, such as local transit agencies, to be involved in tabling, providing presentations, or supplying marketing materials, if applicable.

#6

Set a timeline to evaluate and revisit goals

- Conduct an employee transportation survey to obtain feedback on what's [not] working and/or to track program metrics
- Consider a small employee focus group or advisory committee
- Refine the program based on feedback and changing needs
- Close the feedback loop with employees and let them know how you are doing on achieving your goals
- Consider sharing about the program's impact on social media

Commute Mode Alternatives

For many commuters, climbing in their own car to commute to and from work is second nature. Keeping in mind your ideas from Step 2 (Understand employees' desires & needs), review each commute mode and its benefits for the company, employees, and the community.

COMMUTE MODES BY BENEFIT

	Reduce congestion by decreasing the # of cars on the road	Save on costs like gas, vehicle wear and tear, & parking	Reduce stress by either sharing driving duties, or not driving at all	Build community with co-workers, neighbors, & like-minded commuters	Get exercise to improve physical and mental health	Reduce emissions by driving alone less often
Carpool	●	●	●	●		●
Vanpool	●	●	●	●		●
Transit	●	●	●	●	●	●
Walk or Bike	●	●	●	●	●	●
Telework	●	●	●			●

Next, consider the following components of an employee transportation program. Which items would be embraced by employees, fit within your project scope, and help to achieve goals for the company (i.e. increased productivity)? Find more detail on each component in the following pages.

COMMUTE MODE BY COMPONENT OF AN EMPLOYEE TRANSPORTATION PROGRAM

	Emergency Ride Home	Employer-subsisted transit pass	Bike infrastructure	Preferential parking	Parking cash-out	Commuter Pre-Tax Benefit Program	Telework policy
Carpool	●			●	●	●	
Vanpool	●			●	●	●	
Transit	●	●	●		●	●	
Walk or Bike	●		●		●		
Telework							●

Emergency Ride Home

Description: A free or subsidized ride in the case of emergencies provided by the employer for employees who arrive at work using an alternative mode.

Resources & Details: Companies can set their own Emergency Ride Home (ERH) guidelines, including the number of rides available per employee. Typical uses for an emergency ride are family emergency, unexpected overtime, or illness of the carpool/vanpool driver leaving rider without a way to get home.

Wisconsin employers who are enrolled in the Emergency Ride Reimbursement Program are eligible for partial ride reimbursement. For more information on how to qualify, see Appendix C, Emergency Ride Home Resources.

Employer Subsidized Transit Pass

Description: Subsidize all or part of employee's transit pass. Look for a pass specifically designed for commuters. The benefits of partnering with a transit agency may include a reduced pass price, advertising on the agency website for participating employees, and tax incentives.

Resources & Details: Contact your local transit agency for information.

Bike Infrastructure

Description: On-site bike infrastructure includes items such as secure parking, shower facilities, lockers, and bike tools. These facilities incentivize bike commuting and reduce vehicle parking.

Resources & Details:

- If your area has a **bike share program**, consider promoting the use of these bikes or subsidizing a membership.
- If your employee transportation program also promotes the use of transit, find out if busses are equipped with bike racks.
- Find resources on education, promotional events, evaluating your business, and setting up bike infrastructure on [Bicycling at Your Workplace](#) a resource by Wisconsin Bike Fed.

Parking

Preferred Parking

Description: Dedicate parking spots for carpoolers/vanpoolers in a premium location. This strategy has built-in marketing value since premium spots are often located near the front door.

Resources & Details: How will carpools or vanpools qualify or sign up for preferred parking?

Parking Cash-Out

Description: Offer employees the option to accept taxable cash income instead of a free or subsidized parking space at work.

Parking Charge

Description: Charge employees for parking their vehicle. Pricing may vary depending on the amount available at your worksite and whether parking spaces are bundled with your base rent cost.

Pre-Tax Commuter Benefit Program

Description: Set up a pre-tax commuter benefit program to allow employees to make pre-tax contributions to pay for approved transportation uses, such as transit passes or vanpool fees.

Resources & Details: For qualified transportation fringe benefits, see Section 132(f) of the Internal Revenue Code.

Telework Policy or Flexible Work Schedules

Description: For employees whose job function allows it, permit working home rather than coming to the worksite. Use flexible work schedules to allow employees to vary their hours from a typical 9am-5pm, five days per week schedule. Employees may they start earlier or later, and/or work longer hours, such as four ten-hour days each week.

Tools & Resources

Wisconsin RIDESHARE ride-matching service

Description: Wisconsin RIDESHARE is a free ride-matching service for the state of Wisconsin and the directly adjacent counties in Illinois, Iowa, and Minnesota. RIDESHARE is an interactive, web-based platform to match people with similar origin and destination locations. Users receive a match list and contact potential matches to set up a carpool or Bike Buddy commute partnership.

Resources:

- For more information or to sign up for an account, visit www.rideshare.wi.gov

Vanpool

Description: State of Wisconsin vanpools run from a variety of outlying areas to Madison. State and non-state employees enjoy low rates, comfortable vans, and the benefit of convenient pick-up and drop-off locations.

Resources:

- [Department of Administration Vanpool Program](#)

Park and Rides

Description: There are over 100 Park & Ride lots across Wisconsin that serve as a good place to meet up with a vanpool or carpool. Some lots are served by local or inter-city transit.

Resources:

- Find information about each lot on the [Wisconsin Department of Transportation website](#).

Promoting Employee Commute Programs

Once you have determined the initial components of your employee commute program, you are ready for the launch and promotion phase of your project. Use this checklist for ideas on a variety of communication tools to share information, promote your program through events and campaigns, and recognize or incentivize employees.

Sharing information

- Create a physical display board with handouts in the lobby or common space
- Advertise on monitors or in the company newsletter
- Create a one-stop information hub on a company intranet site
- Include employee commute program information in new hire orientations
- Enlist management to help share the news through a memo, video, or announcement at a meeting

Events & campaigns

- Tag on to a wellness or benefits fair to host a transportation table or presentation
- As the weather warms up, promote May is National Bike Month using [League of American Bicyclists information and materials](#)
- Have a friendly competition between divisions at your workplace or challenge nearby businesses to compete
- Work with partners (i.e. local transit agency or bike shop) to come to your worksite for a presentation, demonstration, or bike tune-up clinic
- Pick any month, week, or day to plan your own commute challenge

Recognition and Incentive Programs

- Spotlight commuters' stories in employee newsletter
- Raffle off prizes to eligible participants (i.e. commuters with a certain # of rides)
- Reward commuters for reaching specific milestones (i.e. \$a after b trips by mode, \$c after d trips by mode, etc.)
- Allow commuters to earn additional vacation hours (i.e. commute using a sustainable mode 3x per week and earn 1 extra vacation day per quarter)
- Allow bike commuters to earn \$ rewards for a local bike shop (i.e. commute by bike 3x per week for a month to earn \$5 credit at local bike shop)
- Apply for recognition with Best Workplaces for Commuters (bestworkplaces.org)

Appendix

- A. Sample Employee Survey
- B. Worksite Transportation Assessment
- C. About Emergency Ride Home
- D. Sample Emergency Ride Home Policy
- E. Form for Employer-WisDOT Emergency Ride Reimbursement Program
- F. Form for Employee-Employer Emergency Ride Reimbursement Program
- G. W-9 Taxpayer Identification Number (TIN) Verification

Appendix A: Sample Employee Survey

1. What days do you normally work? (Select all that apply)

- Sunday
- Monday
- Tuesday
- Wednesday
- Thursday
- Friday
- Saturday

2. What time do you normally arrive at work? _____

3. What time do you typically leave work? _____

4. Would you be willing or able to adjust your work schedule for commuting purpose?

- Yes, by 15 minutes
- Yes, by 30 minutes
- Yes, by 60 minutes or more
- No

Comments

5. Please tell us how you commuted to work for the past 7 days. If you used more than one mode, please select the mode you used for the longest distance of your trip. If you did not work, please indicate.

	Travel Mode
Sunday	_____
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	_____

6. In thinking about last week, did you use transportation options (bus, bike, walk, carpool, vanpool, telework) at least two days?

- No, and I have no intention to
- No, but I intend to
- Yes, but it was difficult for me
- Yes, and it was easy for me

7. Please indicate how likely you would be to try each of the following modes of transportation for part or all of your trip to work. *Please answer for each type of transportation. For modes you currently use, please mark "Do Now."*

Carpool	Unlikely	Neutral	Likely	Do Now
Vanpool	Unlikely	Neutral	Likely	Do Now
Bus	Unlikely	Neutral	Likely	Do Now
Bike	Unlikely	Neutral	Likely	Do Now
Walk	Unlikely	Neutral	Likely	Do Now
Telework	Unlikely	Neutral	Likely	Do Now

8. What would encourage you to use transportation options to get to work? (*Select all that apply*)

- Free or discounted transit pass
 - More frequent bus service to my work site
 - A closer bus stop to my home
 - Financial incentives or prize drawings
 - Flexible work hours to accommodate options
 - Customized information on **carpool, vanpool, transit** from my home to work site
 - Electric charging stations at work
 - Emergency Ride Home program
 - Shower/locker facilities
 - Covered bike parking
 - I already use commute alternatives to driving alone
 - Nothing will make me consider alternatives
 - Other (please specify)
-
- _____

9. If you currently drive alone to work, please indicate why (*Select all that apply*)

- I need a car during work hours for business reasons
- I need a car during work for personal reasons
- I need a car before/after work for personal errands or childcare/family responsibilities
- My work schedule is irregular
- I want my car in case of emergencies
- I've never considered anything besides driving alone
- I do not know anyone with whom to carpool or vanpool
- The bus trip takes too long compared to driving my car
- I'm too rushed in the morning to consider alternatives
- The bus travels too infrequently
- The bus stop is too far away from my home
- Carpooling and vanpooling require too much coordination
- I do not feel safe using the bus
- I am not familiar with bus schedules or fares
- Other (please specify)

10. Do you have any questions or comments?

Appendix B: Worksite Transportation Assessment

Use this inventory to help get a clear picture of what amenities and policies your workplace offers and how they might be improved.

Workplace Amenities

- Covered Bike Parking
- Employee Showers and Lockers
- Bike Repair Kit & Pump
- Preferential Carpool or Vanpool Parking
- Nearby Transit Stop
- Sidewalks Adjacent to Worksite
- Bike Lanes Adjacent to Worksite
- On-site or Nearby Carshare
- On-site or Nearby Bikeshare
- On-site or Nearby Amenities like Coffee or Food Cart
- Transportation Information Hub or Kiosk
- Electric Vehicle Charing Station

Programs and Benefits

- Commute Options Incentives
- Emergency Ride Home
- Group Bus Passes
- Employer-Supported Vanpools
- Employer-Supported Carshare Membership
- Employer-Supported Bikeshare Membership
- Commuter Tax Benefit
- Telework Policy
- Telework Equipment Provided
- Flexible Schedule Policy
- Carpool/Vanpool Matching Assistance
- Transportation Fair
- Health / Wellness Program
- Transportation Info for New Hires
- Free Bike Tune-Ups On-Site
- Paid Parking or Parking Cash-Out

Appendix C

About Emergency Ride Home



The fear of not being able to get home in the event of an emergency is a major reason why many employees are reluctant to travel to work in anything other than their own car. But Emergency Ride Home (ERH) programs can assuage these fears, providing peace of mind and reassuring commuters that, if needed, a ride home will be available.

Also known as Guaranteed Ride Home programs, ERH programs are generally available to commuters who regularly vanpool, carpool, bike, walk or take public transit to work. Many commuters who routinely use these alternative modes of transportation would not do so if the ERH program did not exist.

An ERH Program is relatively inexpensive to implement and maintain and provide critical support to all types of commuters, including those transitioning into the workforce from public assistance.

Benefits to Businesses

- Having a mechanism in place to help employees who unexpectedly need to stay late at work, and have missed their ride home
- Cultivating an image as a company that cares about the health and well-being of its employees and the environment
- Having employees arrive at work less stressed and better able to concentrate without having to worry if an emergency arises
- Having more employees commute to work via vanpool or public transportation, and all the benefits that entails, including qualifying the company and employee for the Commuter Tax Benefit Program

How does it work?

An employer sets eligibility criterion, acceptable reasons for use, allowable destinations, service hours, payment method, and membership fees, as well as program policies and procedures. There is usually an annual limit on the number of times an individual can use an ERH service.

ERH FAQ

Q: Who is eligible for an Emergency Ride Home?

A: ERH programs require employees to commute by a mode other than by driving their car alone a minimum number of times per week to qualify. An employer may select criteria for their program such as frequency

Q: What are the transportation options of an emergency ride?

A: Transportation options may include fleet vehicles, taxi, ride-hailing service (i.e. Uber or Lyft), rental car, car-share (i.e. Zipcar), public transportation, or bike share.

Q: How does the employee pay for the ride?

A: There are generally two ways to set up payment / reimbursement in an Emergency Ride Home program. Either an employee pays for the ride and is reimbursed for all or part of their costs or the employer covers the cost through a voucher.

ERH integration with RIDESHARE

The Wisconsin RIDESHARE platform can help companies operate an ERH program through a portal that allows employees to request a ride, certify the nature of the emergency, and receive a “blank” voucher for reimbursement OR a pre-paid voucher (i.e. a coupon code to use with Lyft).

Signing up for partial reimbursement from WisDOT

WisDOT offers reimbursement at the federal mileage rate for employers who are signed up with an Emergency Ride Reimbursement Program (ERRP) agreement. The following forms are required:

- 1) ERRP Agreement (Form DT1977)
- 2) W-9 Request for Taxpayer Identification Number and Certification

Appendix D: Sample ERH Policy

PURPOSE

To encourage employees to carpool, use public transportation, bike or walk to work by providing assistance and reimbursement if an emergency or unexpected schedule change arises and requires that employee to utilize another mode of transportation to leave work.

POLICY

[Employer Name] will reimburse transportation costs for employees who use something other than a single occupancy vehicle to commute to work when an emergency or unexpected schedule change arises and requires them to travel home or to another destination using another mode of transportation.

ELIGIBILITY

Any [Employer Name] employee who carpools (two or more people in a vehicle), uses public transportation, walks or bikes to work and has a valid reason to request a ride is eligible.

Valid reasons to request a ride include:

- Employee illness or illness of employee's immediate family member requiring assistance
- Employee's carpool driver needs to leave work unexpectedly or has an unexpected schedule change such as working overtime*
- Employee is unexpectedly (not knowing before that morning) requested by their supervisor to work after normal hours.*
- When an employee's transportation breaks down and becomes unsafe (i.e. bicycle gear or tire breakdown; car tire flat; car doesn't start.)
- Employee has another personal emergency that requires employee to leave work at an unplanned time
- An extreme, unexpected weather event that makes walking or biking unsafe

Invalid reasons:

- Forgotten appointments, personal errands or schedules that require leaving at an unplanned time
- Emergencies involving family or friends outside the immediate family

PROGRAM DESIGN

Employees needing an emergency ride may use this service to transport themselves wherever the personal emergency is and then to a second location if necessary. For instance, the employee may need to respond to an emergency at a hospital, but may need to pick up a child at school first, the employee may have to respond to an emergency at a school before going home.

FREQUENCY OF USE

An employee can avail themselves of this service no more than twelve times in a calendar year.

EMERGENCY RIDE OPTIONS

Use of the following transportation options are reimbursable through this program when an emergency ride is needed:

- Fleet vehicle (if available)
- Taxi or use of a ride-hailing service such as Uber or Lyft
- Rental car or use of a car-share service such as Zipcar
- Public transportation such as fixed-route bus, commuter express (e.g., Badger Bus), or train (e.g., Amtrak) services
- Bike-share service such as Bublr Bikes (Milwaukee area) or B-cycle (Madison)
- Other (as deemed acceptable by the employer)

REIMBURSEMENT RATES

[Employer Name] will reimburse employee transportation costs at a rate of \$.51 per mile or the cost of the emergency ride, whichever is less. Any incurred costs beyond this amount will not be reimbursed.

EMPLOYEE PROCEDURE

Employees who regularly or consistently carpool, use transit, walk, or bike to work shall register with Human Resources. Registration provides an aid to Human Resources of the possible number of employees requesting use of this policy. Those who infrequently use alternative transportation, however, will not be denied emergency transportation.

When an employee has an emergency, he or she will contact Human Resources personnel to arrange a ride. Human Resources will record individual's name, nature of emergency, what emergency transportation was offered, and work/home phone number. Information required should not detain employee from resolving the emergency situation they are in. Personal information about an individual or their emergency is to be kept confidential.

Within one week after emergency, Human Resources will route/e-mail a report form to employee for complete information. Information shall include evaluation information for program review.

[Employer Name] will provide reimbursement within [number] days after all information is submitted to Human Resources.

FRAUD

Any employee taking fraudulent advantage of the program will be denied further emergency transportation services and from taking part in this program.

EMERGENCY RIDE PROGRAM AGREEMENT

Wisconsin Department of Transportation
DT1977 5/2021

THIS AGREEMENT is made and entered into by the Wisconsin Department of Transportation, represented by the Division of Transportation System Development, Southeast Region, and the Employer or other entity identified below.

Form with fields for: (Employer or Other Entity), (Agreement Date), (Street Address), (County), (City, State, Zip Code), (Current Reimbursement Rate Per Mile)

The parties agree to the terms set forth in this Agreement.

The Emergency Ride Program is a partial reimbursement program to aid employers in encouraging their employees to commute to work by carpool, vanpool, transit, bicycle, or on foot. Only employers that have signed this Agreement are eligible to participate in this program.

DEFINITIONS:

Employer: Party named above in this Agreement, located at the primary address listed above. This Agreement does not extend to partnerships, subsidiaries, or other companies connected to the Employer by name or address(es).

Employee: An Employee is a person hired and paid by the named Employer in this Agreement.

Volunteer: A person who is a regular sanctioned volunteer at the Employer's address(es).

I. RESPONSIBILITIES OF THE PARTIES.

A. Employer's Responsibilities Employer will provide the following services:

Employer agrees to provide a guaranteed emergency ride, in a timely manner, to an employee or volunteer who arrives at the site of their employment by carpool, vanpool, transit, bicycle, or on foot, should that employee/volunteer need a ride as a result of an emergency that would prevent the employee from utilizing the transportation they used to arrive at work.

B. Department's Responsibilities. The Wisconsin Department of Transportation, Division of Transportation System Development, Southeast Region, is responsible for the following:

The Department shall reimburse the Employer for providing emergency rides from the work site to the employee's or volunteer's destination, in a timely manner, following the receipt of a completed voucher. The rate of reimbursement will be determined by the Department and will be reviewed according to conditions of review established by the Department.

Current rate of reimbursement at the time of this Agreement is identified above. Any change in rate of reimbursement will be by written notice by the Department.

II. GENERAL TERMS

A. Subletting of Assignment of Agreement. Employer will not sublet or assign all or part of the work under this agreement without prior written approval of the Department.

B. Employment. The Employer will not engage the services of any person or persons now employed by the State, including any department, commission or board thereof, without the written consent of the employer of such person or persons and of the Department.

C. Nondiscrimination in Employment. Chapter 16.765 of the Wisconsin Statutes requires the following provisions to be included in every contract executed by agencies of the State. The Employer agrees to the provisions as stated below:

In connection with the performance of work under this contract, this Employer agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.51.01 (5), sexual orientation or national origin. This provision shall include but not be limited to the following: employment, upgrading, demotion, or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay, or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, Employer further agrees to take affirmative action to ensure equal employment opportunities for persons with disabilities. Employer agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the "nondiscrimination clause".

D. Legal Relations.

- (1) Employer will at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of the contract and which in any manner affect the work or its conduct.
- (2) In carrying out the provisions of this Agreement or in exercising any power or authority granted to the Employer thereby, there will be no personal liability upon the Department, it being understood that in such matters the Department acts as an agent and representative of the State.
- (3) The Employer will indemnify and save the State of Wisconsin, the Department of Transportation, and its officers, agents, and employees from liability for all lawsuits, legal actions, or legal claims brought for any injuries or damages to any persons or property resulting from the Emergency Ride Reimbursement Program.

E. Review. Liaison with the Department will be the Rideshare Coordinator in the Division of Transportation System Development, Southeast Region, Waukesha, who will represent the Department's interest in coordinating this program.

F. Term of Agreement. The term of this contract is from the date of this Agreement until either party discontinues participation in the program.

G. Termination of Agreement. The Department may terminate this Agreement with the Employer at any time by delivering 30 days written notice to the Employer. The Department may immediately terminate the Employer from this program at any time with written notice, if the Department determines that the employer has submitted false or fraudulent claims for reimbursement. The Employer may terminate this agreement by delivering 30 days written notice to the Department.

H. Examination of Records. The Employer agrees that the Department's Division of Transportation System Development will have access to and the right to examine, audit, excerpt, and transcribe any directly pertinent books, documents, papers, files, and records of the Employer involving transactions relating to this Agreement. Such materials will be retained for three years by the Employer following completion of the contract.

I. Entire Contract. This Agreement and its attachments contain the entire agreement of the parties and supersede any and all prior agreements oral understandings between the parties.

J. Amendments. No term or provision of this Agreement nor any of its attachments may be changed, waived, or terminated orally, but only by an instrument in writing signed by all of the parties to this Agreement.

K. Survival of Terms. If any term, covenant, condition or provision of this Agreement, or its application to any party or circumstance, shall at any time or to any extent be held invalid or unenforceable, the remainder of this Agreement of the application of such term covenant, condition, or provision to parties or circumstances other than those which it is held invalid or unenforceable shall not be affected thereby, and each term covenant, condition, and provision of the Agreement shall be valid and be enforced to the fullest extent permitted by law.

(Employer Representative)

(Date: M, D, Y)

(WI Dept. of Transportation Representative)

(Date: M, D, Y)

(Title)

(Title)

(WIDOT Management)

Appendix G: W-9 Taxpayer Identification Number (TIN) Verification

Form **W-9**
 (Rev. December 2014)
 Department of the Treasury
 Internal Revenue Service

**Request for Taxpayer
 Identification Number and Certification**

**Give Form to the
 requester. Do not
 send to the IRS.**

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
	5 Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	6 City, state, and ZIP code	
	7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

or

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶	Date ▶

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.