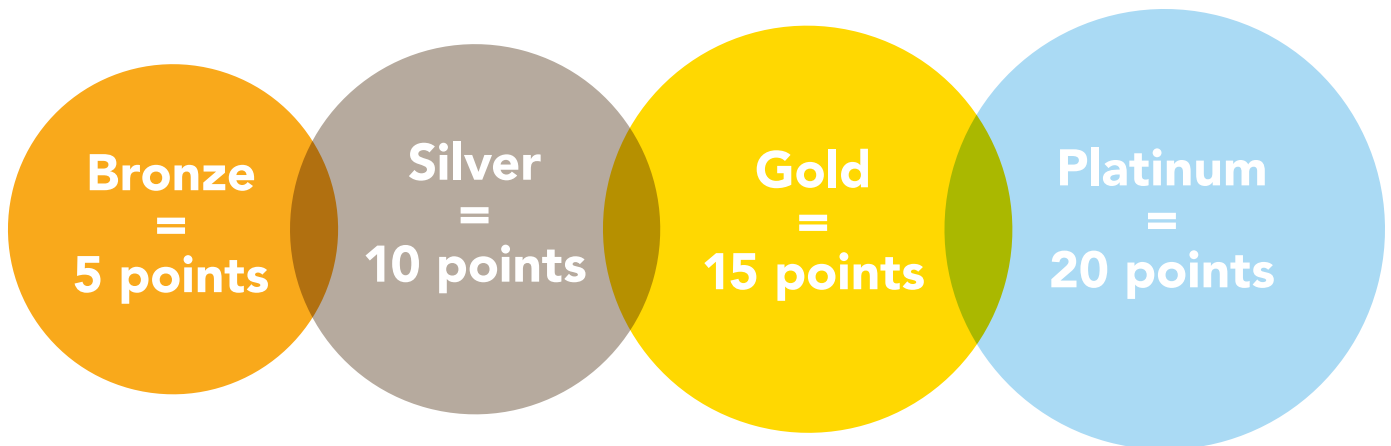


how to earn Diamond Awards points



The Diamond Awards program recognizes employers with commuter benefit programs that support employees who choose sustainable commutes. The Diamond Awards program is based on a points system.

Employers can earn valuable Diamond Awards points for workplace features and policies that support alternative commute choices, such as telecommuting, bike racks, dedicated carpool parking, subsidies or other incentive programs.

Points can also be earned by regularly encouraging sustainable commute choices by hosting events*, sending newsletters, or participating in iCommute promotions.

Employers can earn additional points by increasing the number of employees who choose alternative commutes.

Contact iCommute for more information about its employer assistance program and earning Diamond Award points.

**find out how many Diamond Awards points
your organization can earn!**



* Virtual and in-person events are eligible.

Commuter Program Attributes

Employers can earn up to 7 points for the policies and infrastructure they have that encourage alternative commuting.

Note: The points employers earn in this category will be reviewed by iCommute annually.

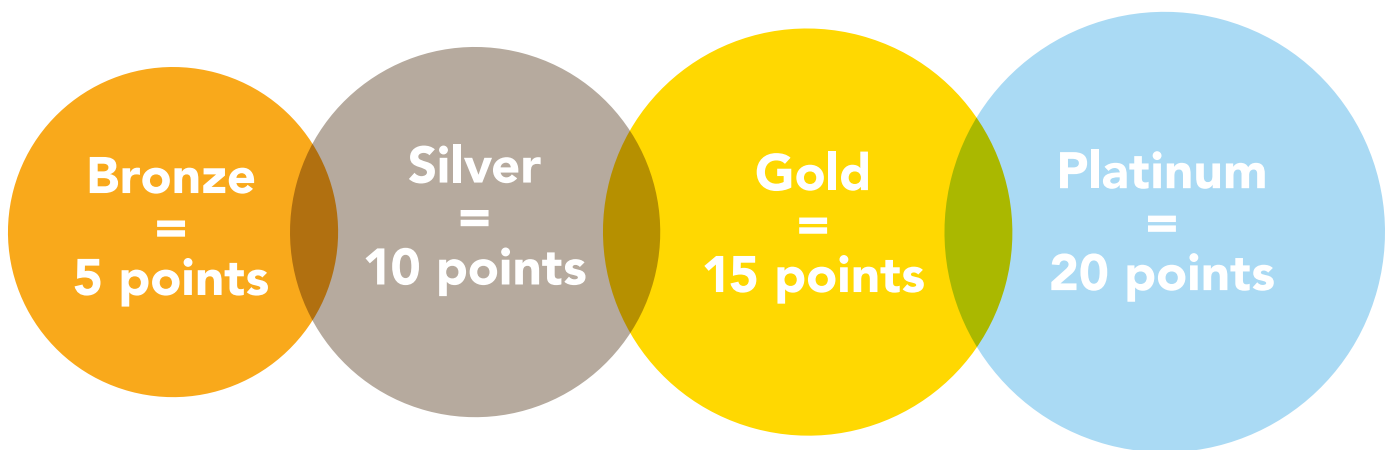
Commuter Program Attribute	Definition	Points earned
Formal commuter policy	Employer has a policy regarding employee commuter benefits.	1
Commuter tax benefits	Employer allows employees to pay for eligible transit and vanpool expenses through pre-tax payroll deductions. Employer provides reimbursement for bike commuting expenses.	1
Employer subsidy	Employer helps offset the cost of commuting for non-Single Occupancy Vehicle (SOV) modes by paying a partial or full subsidy to the employee. Employer offers the federal Transportation Incentive Program (TIP) (including military).	1
Parking management	Employer utilizes managed parking strategies such as special carpool or vanpool parking spaces, parking cash out, or charging for on site parking.	up to 3
Flexible work arrangement	Employer offers flexible work schedules which allow for teleworking, remote working, or compressed work schedules such as 9/80, 40/10 or 3/36.	up to 2
Designated Employee Transportation Coordinator (ETC)	Employer has a staff person whose job duties include marketing, managing, monitoring, and/or growing the on site Commuter Program.	1
Shared vehicle fleet	Employer has one or more cars available for staff use for business or personal reasons to support carless-commuters.	1
Shared bike fleet	Employer has one or more bikes available for staff use for business or personal reasons to support carless-commuters.	1
Showers/Changing rooms	Employer worksite has showers, changing rooms, and/or locker rooms to support biking and walking commuters.	1
Bike parking	Employer provides safe and secure bike parking (including lockers, racks, or a secured facility) on site or nearby the workplace.	1
EV infrastructure for employees	Employer provides EV charging infrastructure for staff use to promote use of zero-emissions commuting.	1
Shuttle service or on-demand rideshare services	Employer has a shuttle for employees to travel from transit or remote parking lots to the worksite. Employer has a contract with a ridesharing service provider to specifically address first-last mile solutions for employees, such as Uber for Business or Lyft for Work.	1
Commuter info in new hire packets	Employer includes information for new hires about company policies and resources which encourage alternative commute choices.	1
Transportation web page for employees	Employer uses its intranet site to provide resources and links to transportation alternatives, including iCommuteSD.com.	1
On site amenities to support carless commuters	Employees have access to amenities and resources to support carless commuters, e.g., ATM, childcare, eateries, gym facilities, dry cleaners, drugstore, etc.	1
Commuter Club for employees	Employer has a Commuter Club which incentivizes commuters for their alternative commuting choices, including Bike Clubs. The club may include internal contests and other gamification.	1

Telework Program Attributes

Employers can earn up to 3 points for policies, programs, and resources that encourage teleworking.

Note: The points employers earn in this category will be reviewed by iCommute annually

Telework Program Attribute	Definition	Points earned
Formal Telework Policy and Agreement	Employer has a formal written telework policy and agreement signed by the employee and their manager.	1
Telework Equipment Stipend	Employer provides a stipend or reimbursement model for equipment used at home by teleworkers.	1
Virtual Wellness Resources	Employer provides virtual resources to teleworkers that promote wellness such as but not limited to: virtual mental health resources, virtual exercise classes, virtual mindfulness seminars, etc.	1
Virtual Desk Reservation System	Employer provides a virtual desk reservation system for teleworkers who want to come into the office but do not have a permanent desk or office space	1
Virtual IT Support	Employer provides virtual IT Support to teleworkers in case of IT problems experienced at home	1
Additional Telework Support Measure	Employer provides an additional resource or support measure to teleworkers such as but not limited to: teleworking social events, flexible hours for teleworkers, etc.	1



Annual Commuter Activities

Diamond Awards points may be earned by holding events* and activities throughout the year to encourage the use of alternative transportation choices. Employers can earn a maximum of 5 points per year in this category.

Note: These points are earned from July 1 to June 30 and reset to zero (0) annually.

Commuter Activity	Definition	Points earned
Try Transit event* or trip planning assistance	Employer hosts a Try Transit event* and eligible employees are given a free 30-day Compass Card to try transit. This must be coordinated with an iCommute Account Executive. Employer hosts a Trip Planning activity to explore alternative commute choices.	1
Bike to Work Day participation	Employer hosts a Bike to Work Day pit stop or holds their own event* on Bike to Work Day for employees.	1
Rideshare Week participation	Employer registers for Rideshare and promotes Rideshare Week to employees.	1
Vanpool event*	Employer holds a vanpool event* for employees to provide information, facilitate vanpool formation, recognize vanpools, or otherwise encourage vanpool commutes. This must be coordinated with an iCommute Account Executive.	1
Host Transportation Fair/Wellness Fair	Employer hosts a Transportation Fair for employees that showcases sustainable transportation choices. Employer may also invite iCommute to the employer's Open Enrollment/Wellness Fair to promote iCommute programs and services.	1
Bike education services	Employer registers for an iCommute bike class, tune up, or group ride.	1
ZIP code/carpool matching	Employer holds an event* for employees to form carpools.	1
Employer forum/webinar attendance	Employer and/or employees attend an iCommute-hosted employer forum or webinar to learn more about an iCommute service.	up to 3
Employer-led sustainable transportation event*	Employer creates their own unique transportation event*, activity, or contest to educate their employees about sustainable transportation options.	1

* Virtual and in-person events are eligible.

Employee Commute Changes

Ultimately, the key to a successful commuter benefits program is employee participation. Diamond Awards points may be earned from shifts in employee transportation choices.

Note: Employers will be encouraged to re-survey every 24 months. After 24 months, mode share points expire.

Employee Commute Changes	Definition	Points earned
Commuter survey	Employer and iCommute team survey employees to determine how employees currently commute to work, their interest in alternative modes of transportation, and barriers and opportunities for changing travel behavior. First survey establishes a baseline from which the next survey will be compared.	1
Subsequent surveys	Achieving a lower Single Occupancy Vehicle (SOV) rate than the previous survey.	1 point per 1% drop, max 4 points
Any survey	Achieving an SOV rate of 80%.	2
Subsequent surveys	Achieving an SOV rate below 80%.	1 point for every 2 full percentage points below 80% – no limit