

# Bay Area Commuter Benefits



The Bay Area Commuter Benefits program was approved and became effective on March 25, 2014, on a pilot basis through December 2016. The program is focused on expanding employer participation in commuter options that in turn will decrease traffic congestion and reduce emissions and pollutants.

## Who must comply

Any private, public or non-profit entity with 50 or more full-time (who normally work at least 30 hours per week) employees at all worksites in the nine-county San Francisco Bay Area which includes: Alameda, Contra Costa, Marin, Napa, San Francisco, San Mateo, Santa Clara, Solano and Sonoma.



Employers must provide one or more commuter option to all employees who work 20 or more hours a week by September 30, 2014. Employers can offer these options:

- 1. Pretax benefit** to cover transit or vanpooling up to \$130 per month. This option is beneficial for employers and employees as it reduces payroll and income taxes.
- 2. Subsidy provided** by the employer to reduce the employees' transit or vanpool expense up to \$75 per month.
- 3. Free or low cost transportation** provided by employer that includes bus, shuttle or vanpool.
- 4. Alternative commuter benefit** that is effective in reducing vehicle emissions and sole vehicle occupancy.

## The program also requires employers to:

- Designate a commuter benefits coordinator
- Submit an online registration form to the Air District/MTC and update information annually
- Make a commuter benefit option available and notify employees
- Maintain records to document implementation of the commuter benefit

Employers that already offer commuter benefits that meet one or more of the program options simply need to register in order to comply with the program.

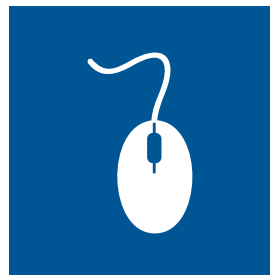
## Employers should follow these steps to comply with the program:



Choose the option to offer your employees



Appoint a program coordinator that will complete the form and report to authorities



Register online and provide updates as needed



Notify your workforce of which benefit is available



Maintain records of your benefit option, its implementation and employee notification

If your company would like to offer a commuter benefit to your employees, but don't want the administrative tasks that go along with it, contact us at **800.300.3838!**