

## HOW TO NOMINATE

To nominate a company for NJ Smart Workplaces recognition, an official representative of the organization must complete this application and indicate the applicable activities in the categories listed inside.

Mail the completed brochure to the local transportation management association (TMA) shown on the back panel.

**Yes! We want to be recognized for the strides our organization is making towards alleviating traffic congestion and improving air quality in New Jersey by helping commuters.**

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Contact Person

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Employer/Organization

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Address

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Phone

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E-mail

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Number of Employees

**Recognition Level (circle one)**

**BRONZE SILVER GOLD PLATINUM**

**I have reviewed the commuter activities that are checked and confirm that we meet the criteria for the recognition level chosen.**

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Signature

Date

## Platinum Level, continued

### Platinum Level Benefits:

Check at least one box below:

- Provide at least \$30 per month towards a transit pass (or the full cost of a pass if it is less than \$30) to each employee who commutes using transit.
- Provide at least \$30 per month towards the vanpool cost (or the full cost if it is less than \$30) to each employee who commutes in a vanpool.
- Offer a telework or compressed work week program that reduces commute trips by at least 6 percent.
- Provide at least \$30 per month to each employee who chooses to receive cash in lieu of a parking space.
- Subsidize shuttle operations or provide an employer sponsored shuttle.

Funded by the  
**U.S. Department of Transportation,  
Federal Highway Administration.**



**A new recognition for  
companies that provide  
excellent commuter services**



## NOMINATIONS



New Jersey  
Department of Transportation  
[www.njdot.nj.gov](http://www.njdot.nj.gov)



## Nominations

The New Jersey Department of Transportation seeks nominations to honor companies for their outstanding achievements in implementing programs that provide and promote commuting alternatives for their employees, thus reducing traffic congestion and improving air quality.

Under the NJ Smart Workplaces program, an official representative of the organization may nominate their workplace for the bronze, silver, gold or platinum recognition level as described on the facing page. The completed form must be submitted to the local transportation management association (TMA) shown on the back panel.

**NJ Smart Workplaces** was developed by the New Jersey Department of Transportation and the state's TMAs. To learn more about the program, contact your local TMA or visit [www.njcommuter.com](http://www.njcommuter.com).



### Bronze Level

**To be designated a Bronze Level NJ Smart Workplace, an employer must perform any FOUR of the following activities in the workplace. Please check all appropriate boxes:**

- Participate with a local transportation management association (TMA).
- Host commuter events at your worksite.
- Designate an on site point of contact for employee commute inquiries.
- Place alternative commute information in new-hire packets.
- Regularly promote commute options at the worksite via memos, postings, e-mail, Intranet or other employee communication.
- Offer an informal flextime program.
- Offer an informal telework program.
- Host a commuter information rack or provide transit schedules.
- Disseminate traffic alerts to employees.

### Silver Level

**To be designated a Silver Level NJ Smart Workplace, an employer must perform any FOUR of the Bronze Level activities and any THREE of the following practices in the workplace. Please check all appropriate boxes:**

- Host on-site vanpool or carpool formation meetings.
- Provide a commuting subsidy to employees.
- Sell transit passes on site.
- Provide pretax payroll deductions for commuting (vanpool, transit) costs for employees.
- Install bike racks or other storage for bicycles.
- Provide showers and/or lockers for bicyclists or walkers.
- Provide preferential parking for vanpoolers or carpoolers.
- Offer a formal flextime program.
- Offer a formal telework program.
- Offer a formal compressed workweek policy.
- Offer an Emergency Ride Home Program. This may be offered through the local TMA.
- Offer on-site amenities such as food service, dry cleaner, ATM/bank, sundries.
- Provide a site specific innovative service or program to improve employee commutation and reduce traffic congestion.

### Gold Level

**To be designated a NJ Smart Workplace at the Gold Level, an employer must perform FIVE activities at the Bronze Level and FIVE at the Silver Level.**

### Platinum Level

**To be designated a NJ Smart Workplace at the Platinum Level, an employer must perform a minimum of SEVEN activities at the Bronze Level, a minimum of FIVE activities at the Silver Level, and offer at least ONE of the Platinum Level Benefits listed on the back panel.**