

## 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.

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

CONTACT PERSON

EMPLOYER/ORGANIZATION

ADDRESS

PHONE

EMAIL

NUMBER OF EMPLOYEES

### RECOGNITION LEVEL (CHOOSE 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.

SIGNATURE

DATE



Hudson Transportation  
Management Association  
A Division of the Hudson County  
Improvement Authority

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The Hudson TMA is dedicated to  
promoting sustainable transportation in  
Hudson County by working with commuters,  
employers and municipalities.



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# New Jersey SMART WORKPLACES

*Recognizing NJ's Finest Companies*

## Nominations

Recognizing  
companies  
that provide  
excellent  
commuter  
services



Transportation Management Association Council of New Jersey

# New Jersey SMART WORKPLACES

Recognizing NJ's Finest Companies

## NOMINATIONS

The Transportation Management Association Council of New Jersey 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, official representatives may nominate their companies for the *bronze, silver, gold, or platinum* level recognition as described on the facing page. The completed form must be submitted to the local transportation management association (TMA) shown on the back panel.

### LEVEL 1: BRONZE

Employers must complete **FOUR** of the following activities. Please check all appropriate boxes:

- ☐ Establish and maintain a relationship with a local Transportation Management Association (TMA).
- ☐ Designate an on-site point of contact for employee commute inquiries.
- ☐ Place alternative commute information in new-hire packets.
- ☐ Encourage employees to register for TMA traffic alerts or 511NJ.org or disseminate traffic alerts to your employees.
- ☐ Provide access to a site-specific commuter information display.
- ☐ Regularly promote commute options and TMA incentives through regular memos, wpostings, email, or other employee communications.
- ☐ Encourage employees to register their alternate commute with a local TMA.
- ☐ Host at least one commuter information event at your worksite.
- ☐ Host at least one vanpool or carpool formation meeting at your worksite.
- ☐ Host at least one TMA Lunch and Learn presentation.
- ☐ Offer an informal flextime program.
- ☐ Offer an informal telecommuting program.
- ☐ Working with a TMA, conduct an employee commute survey.

### LEVEL 3: GOLD

Employers must achieve **FIVE Bronze Level activities** and **FIVE Silver Level activities**.

### LEVEL 4: PLATINUM

Employers must achieve **Gold** and implement a comprehensive site-specific alternative commute program such as:

- ☐ Telework or compressed work week program that reduces commute trips by 3%.
- ☐ A monthly employer subsidy toward transit passes.
- ☐ A monthly employer subsidy/benefit for employees who carpool or vanpool.
- ☐ Partnering with local gyms, YMCAs, or other groups to provide off-site showers.

### LEVEL 2: SILVER

Employers must achieve **Bronze** and complete **THREE** of the following activities. Please check all appropriate boxes:

- ☐ Host or sponsor TMA events/programs such as National Bike to Work Month, National Walk Month, Car Free Week, or Distracted Driving Awareness Week at the worksite.
- ☐ Provide financial or staff assistance for TMA-sponsored community events.
- ☐ Host two or more commuter information events at your worksite.
- ☐ Host two or more TMA Lunch and Learn presentations.
- ☐ Host two or more on-site vanpool/carpool formation meetings.
- ☐ Provide a designated outdoor bicycle parking area or an appropriate indoor area.
- ☐ Provide employees access to basic bike maintenance tools.
- ☐ Provide preferential parking for vanpoolers or carpoolers.
- ☐ Offer a formal flextime program.
- ☐ Offer a formal telecommuting program.
- ☐ Offer a formal compressed workweek policy.
- ☐ Provide pretax payroll deductions for commuting cost for employees (vanpool, transit and/or bicycle commuters).
- ☐ Provide Emergency Ride Home for employees who have exceeded the maximum number of TMA-provided rides.
- ☐ Sell transit passes on site.
- ☐ Provide on-site amenities such as food service, dry cleaner, ATM/bank, sundries or showers.
- ☐ Implement a teleconference policy.

To learn more about New Jersey Smart Workplaces, contact your local TMA or visit [tmacouncilnj.org](http://tmacouncilnj.org)