



Bay Area Commuter Benefits Program

NEW REQUIREMENT FOR EMPLOYERS • NEW REQUIREMENT FOR EMPLOYERS • NEW REQUIREMENT FOR EMPLOYERS

Employers with 50 or more full-time employees in the Bay Area are now required to offer commuter benefits to their employees.

WHO

Employers with **50** or more full-time employees in the Bay Area

Must offer employees one of the following four options:

WHAT

Pre-Tax Benefit



Employer-Provided Subsidy



Employer-Provided Transit



Alternative Commuter Benefit



WHEN



Employers subject to the Program must select and implement one of the four Commuter Benefit options by September 30, 2014.

WHY

The Commuter Benefits Program is mandatory for all employers in the Bay Area with 50 or more full-time employees, per Senate Bill 1339, codified in California Government Code section 65081.

The Program will help to reduce air pollution and traffic congestion by decreasing single-occupant vehicle commute trips to Bay Area worksites, while providing tax savings for employees and employers.

HOW

To get started, visit: **511.org**

Employer outreach staff are available to provide assistance and support to employers. Call 511 and say "Commuter Benefits" or visit 511.org to locate assistance.

The Bay Area Commuter Benefits Program is a partnership led by the Metropolitan Transportation Commission and the Bay Area Air Quality Management District.



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How the *Commuter Benefits Program* Works

The Bay Area Commuter Benefits Program requires employers with 50 or more full-time employees in the Bay Area to offer commuter benefits to their employees. Employers subject to the Program must select and implement their program by September 30, 2014.

STEP 1: Evaluate the four commuter benefit options and select one (or more) of the options to offer to your employees.

Option 1: Pre-Tax Benefit	Allow employees to exclude their transit or vanpooling expenses from taxable income, up to \$130 per month.
Option 2: Employer-Provided Subsidy	Provide a subsidy to reduce or cover employees' monthly transit or vanpool costs, up to \$75 per month.
Option 3: Employer-Provided Transit	Provide a free or low-cost transit service for employees, such as a bus, shuttle or vanpool service.
Option 4: Alternative Commuter Benefit	Provide an alternative commuter benefit that is as effective in reducing single-occupancy commute trips as Options 1, 2 or 3.

STEP 2: Designate a Commuter Benefits Coordinator. *For the purpose of the Program, this is simply the person who will complete the registration form and report to the Air District/MTC.*

STEP 3: Go to the Program webpage and register at 511.org.

STEP 4: Notify employees of the commuter benefit that your company will provide. Make the benefit available and let employees know how to take advantage of it.

STEP 5: Keep records to document implementation of your commuter benefits program and make the records available to the Air District and/or MTC upon request.

More information about the Commuter Benefits Program and employer requirements can be found in the "Employer Guide" at 511.org.



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