

## Shift your commute with Wellness!

This spring you can do something green, and earn Wellness credit at the same time! Shift your commute; sign the Clean Commute pledge, then telework, walk, bike, carpool, vanpool, or take public transportation 10 times in the 30 days after. Submit your trips and get credit!

### Program Basics

- There are 4 required steps to getting [Wellness credit](#) through this program:
  1. Sign the Pledge any time between February 1 and May 31, 2020.
  2. Commute (round trip) 10 times within the 30 days after you sign the pledge in a manner which is not driving alone.
  3. Take 5 photos of yourself commuting, or keep 5 receipts or tickets.
  4. Log your trips and submit your photos.
- If you're not sure how to commute without driving, contact us, we're happy to help! We can help you find the right route.
- Concerned about transportation costs? Not only can you get paid through Wellness for completing this program, but Shift has subsidies for you to use as well!
- Please note, employees who are already receiving the Transit Subsidy, Commute Cash, or a Go Pass are not eligible to earn Wellness credit through this program. Reasoning can be found at the end of this document.

## 1. Which commute is going to be right for you?

Step one is figuring out which way of getting to work is going to fit you best. Eligible options include teleworking, walking, biking, carpool, vanpool, or public transportation. You do not need to commute the same way each day. Try to pick something which is going to be flexible and work for you.

If you'd like some help in figuring out which commute will be easiest for you, please reach out to Shift at [commute@smcgov.org](mailto:commute@smcgov.org) or (650) 363 1933.

Here are some ideas:

Daily Commute Distance	Solution!	Why?
0 miles	Telework	We highly encourage all of you to talk to your supervisor about your department's telework policy. There is no greener, cheaper, or less stressful commute than staying home!
Less than 1 or 2 miles	Walk	If you are lucky enough to live within a mile of work, walking is a no brainer. It's great for your health, and most people can walk a mile in under 20 minutes.
Less than 4 or 5 miles	Bike	If you live under 5 miles from work, try biking! It's also great for your health and most people can easily cover over 3 miles in under 20 minutes.
5+ miles	Bus, Train, Ferry, Carpool, Vanpool	If you live further away from work there are still great options for you! Try plugging your start and end points into google maps and see if there is a transit route that would work well. You should also reach out to Shift to see if they can place you in a vanpool or carpool.

## 2. Can any of the Shift Subsidies help you cover your costs?

Shift will cover up to \$150 a month of your transit costs if you take the bus, train, or any other public transit to get to work, including vanpools, paratransit, and Lyft Line or Uber Pool, or will pay you almost \$500 a year if you telework, bike, walk, or carpool. Check out these benefits, as well as our others at [www.smcsustainability.org/shift](http://www.smcsustainability.org/shift), and of course, feel free to reach out to us if you have any questions on how they apply to you!

### 3. When you're ready, take the Pledge!

- Starting the day after your pledge is submitted, you will have 30 days to take and log your 10 trips. We recommend taking the pledge only after you've figured out your new commute.
- The last day to take the pledge is May 31, 2020.
- [You can take the pledge here.](#)

### 4. Commute!

- In the 30 days following your signing the pledge, you must take at least 10 round trip commutes to work in a way which is not driving alone.
- By "10 round trip commutes" we mean that you must go from home to work, and then from work to home, on the same day for it to count as 1 trip.
- For teleworking to apply you must telework for the full day.
- Please keep track of which dates you took which form of travel.

### 5. Take Photos

- Take 5 photos of yourself commuting to or from work, or keep 5 receipts or tickets.
- We will not share or distribute your photos in any way without your permission.
- If you are taking a photos, please try and get something in the background which will make it clear which mode of transportation you are taking.
- Have fun! We need to be able to see generally what you're doing but these do not need to be serious photos.

### 6. Log your Trips.

- Once you have completed all of your trips you can log them all at one time.
- Have all of your photos ready.
- An *example* of the trip log can be found here: <https://forms.gle/aXCxsHoucBNxtqkm8>
- The actual trip log can be found here: <https://forms.gle/zr7wYNGpaabUZn1k8>
- The link for the trip log will also be emailed to you after you complete the pledge.

That's it! Shift will review submitted trip logs every couple of weeks and up load them to the Wellness Portal. Please be patient while we work on reviewing these submissions. You will get an email notification when your information has been passed from Shift to Wellness.

Thank you,

Shift

Why are employees engaged in Shift not eligible for this program?

The Wellness Program works hard to encourage employees to take on *new behaviors* that will positively impact their health. While we do sincerely appreciate our current clean commuters, we are choosing to not incentive them for this program for that reason.