

Information Distribution Plan

The following guidelines describe the minimum information distribution requirements:

1. **Worksite program summary information to affected employees:** To satisfy program summary information requirements and satisfy completion of program implementation, an employer must demonstrate that they have:



- a) At least once per year, distribute a document to all employees that summarizes the approved program elements in your CTR program. If employees have access to the intranet or e-mail, then the company can choose to distribute information electronically.

Intranet Usage: Employees must receive notice of what information can be found on the intranet and where on the intranet site the information is located. All information should be reviewed and updated every six months.

- b) Information about any new element to all employees as it is introduced.

2. **Provide information to employees at the time of hire:** New employees should receive a program brochure describing the program elements and policies and be encouraged to complete a ridematch request.

3. **Other information on alternatives to SOV commuting:** At least once a month, the employer must provide information on alternatives to drive alone commuting and/or program elements to employees. The following is a list of some of the information distribution tools:

- E-mail, voice mail message and intranet updates
- Postings on TVs or electronic reader boards
- Posting of flyers/posters with ETC contact information in prominent employee locations
- Transportation events such as “brown bag” topic lunches
- Campaigns or promotions such as Bike Month and Wheel Options
- CTR presentations at employee/manager meetings
- Publish articles in company newsletter or develop a program newsletter
- Distribute information with employee paychecks