



SANDYFORD SMARTER TRAVEL

COMMUTER FRIENDLY WORKPLACE AWARD

SANDYFORD BUSINESS DISTRICT

Deadline for Submissions: **December 5th, 2013 at 4pm**

Winners Announced: **SBDA AGM**

Description

The Commuter Friendly Workplace Award recognises Sandyford Business District companies and organizations who 'walk the talk' by encouraging and supporting sustainable commuting options by employees. Exceptional commuter friendly workplace programmes promote walking, cycling, car sharing, trips by public transport and e-working through employee benefits, policies, promotional programmes and infrastructure facilities, thereby reducing Greenhouse Gas emissions associated with the work commute and help towards improving the health of employees.

Details

- The workplace must be located in the Sandyford Business District.
- All sections of the application need to be completed for consideration.
- Additional supporting materials (newspaper articles, employee newsletters, promotional materials, testimonials) are encouraged, to a maximum of 10 pages
- Photos can be provided representing workplace green commuting efforts.
- Evaluation of submissions is based in part on a point system, as indicated in the following pages. **Judges have the ability to award partial points where appropriate.**

For more information, contact Gerry Flaherty, Cycling Officer in Dún Laoghaire - Rathdown County Council at 01-204,7945 or by email gflaherty@dlrcoco.ie.

Submissions should be marked 'Commuter Friendly Workplace Award' and emailed to: gflaherty@dlrcoco.ie and fgill@dlrcoco.ie

***Thank you for your interest and
for making your workplace commuter friendly!***

COMMUTER FRIENDLY WORKPLACE AWARD - 2013 APPLICATION

Business/Organization Information

Company Name:

Address:

Contact Name:

Contact email:

Contact Telephone Number:

Total Number of Employees (part time / fulltime)

1. **Are you aware of Sandyford Smarter travel and its' aims?**

2. **What are the Sustainable Travel drivers in your organisation and have objectives and targets been set for travel in your organisation?** Please describe or attach reporting documents. *[10 points]*

3. **Does your organisation have a designated travel/travel plan co-ordinator or mobility manager to manage staff travel (part time or full time)?** Please provide details. E.g name, job title, contact email etc *[10 points]*

4. **Has an employee commuter travel survey been conducted among your staff?** If yes, please give details, E.g year, % response etc. *[10 points]*

5. **Has the travel to work mode share progress been tracked and monitored yearly in your organisation?** If yes, please give details of travel by various sustainable travel modes *[10 points]*

Please check the boxes that apply to your organisation's commuter options programme, and fill in the requested information where appropriate (or attach separate sheets). Where numbers are provided, please indicate if these are actual or estimated.

Promotion:

Q	Benefit	✓	Yes/no and brief description	Total possible pts
1	Employee travel / green committee /Bike users group established <i>Is there management representation?</i>			5
2	Green commuting travel plan and targets established <i>Please describe or attach</i>			5
3	Commuter information board available with information such as walking and cycling maps, bus timetables etc			5
4	Commuter intranet travel page available			5
5	Participated in NTA Pedometer Challenge or similar <i>No. employees participating</i>			5
6	Participated in NTA Cycle Challenge or similar <i>Number employees participating</i>			5
7	Hold regular lunchtime walks and cycles <i>Number employees participating</i>			5
8	In-house promotion of Leap Card, Cycle-to-Work scheme, tax saver tickets etc			5
9	Green commuting incentives offered (prizes, discounts, etc.) <i>Please describe</i>			5
10	Sustainable travel articles in employee newsletters, etc. <i>Please attach examples</i>			5
11	Other relevant promotional events or initiatives? <i>Please describe or attach</i>			10

Benefits:

Q	Benefit	✓	Description	Total possible pts
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1	Tax saver / Leapcard tickets offered to staff and promoted <i>No. employees participating</i>			5
2	Cycle to work scheme promoted and offered to staff <i>Number employees participating</i>			5
3	Cycle Share scheme available to staff and promoted <i>Number. employees participating</i>			5
5	Transportation allowance provided for commuter alternatives, ie. bike mileage <i>Please describe program</i>			5
5	Cash in lieu of employer-provided parking <i>Please describe program</i>			5
6	Other benefits encouraging green commuting? <i>Please describe</i>			10

Policies:

Q	Benefit	√	Description	Total possible pts
1	Mobility Policy in Place			10
2	Compressed workweek available			5
3	Flexible work hours available			5
4	e-working program in place <i>Please describe.</i>			5
5	Teleconference facilities available			5
6	Other relevant policies in place? <i>Please describe.</i>			10

Facilities:

Q	Benefit	√	Description	Total possible pts
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	Distance from Luas Stop Distance from Bus Stop <i>As appropriate for each workplace</i>			
1	Private Workplace bus service provided for staff			10
2	Preferential parking spots provided for car shares			5
3	Staff fleet bikes available <i>Number of bikes</i>			5
4	Secure bike parking available (secure room, bike cage, etc.) <i>Number cycle parking spaces</i>			5
5	Short-term outdoor bike parking available (bike rack) <i>Number cycle parking spaces</i>			5
6	Showers available for active commuters <i>Number in workplace(s)</i>			5
7	Change rooms and lockers available for active commuters <i>Number in workplace(s)</i>			5
8	Other relevant facilities available? <i>Please describe</i>			10

6. Please summarize the main reasons that your organisation should be awarded the most Commuter Friendly Workplace in the Sandyford Business District (max 100 words) [20 points]

Thank you for your application

The prizewinner will be announced at the next meeting

of the Sandyford Business District Association AGM