



**National Capital Region
Transportation Planning Board
COMMUTER CONNECTIONS PROGRAM**

**Employer Satisfaction Survey
2019
Final Report**

Prepared for:

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ABSTRACT

Commuter Connections Employer Services Satisfaction Survey Report

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ABOUT COMMUTER CONNECTIONS

Commuter Connections, a program of the National Capital Region Transportation Planning Board at the Metropolitan Washington Council of Governments (COG), promotes bicycling to work, ridesharing, and other alternatives to drive alone commuting, provides ridematching for carpools and vanpools, incentive programs for alternative commuting, and offers the free Guaranteed Ride Home program. Commuter Connections is funded by the District of Columbia, Maryland, Virginia and U.S. Department of Transportation.

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SECTION 1 INTRODUCTION

Overview and Survey Objectives

This report presents results of an employer satisfaction survey of a random sample of employers that participate in the Employer Outreach program administered by the Commuter Connections Program of the National Capital Region Transportation Planning Board (TPB) at the Metropolitan Washington Council of Governments (COG).

The primary purpose of conducting this survey was to collect data to document the attitudes, opinions and satisfaction of employers toward the products and services provided by Commuter Connections and local member organizations that are part of the Commuter Connections employer and commuter assistance network in the Washington, DC metropolitan region. The survey described in this report has been conducted on previous occasions and the questionnaire was updated for this study.

Survey Methodology Summary

Sample Frame and Sample Selection – The survey described in this report was conducted with employers whose organizations were included in Commuter Connections’ regional Employer Outreach ACT! Customer Relationship Management database. Commuter Connections maintains this contact management database with monthly updates by local jurisdictions for employers located in their jurisdictions. The main criteria for the survey respondents’ selection was the employers’ basic contact with local sales jurisdictions and the availability within the database of contact and employer size data about the employer. Employers that met these criteria were included in the sample frame.

LDA Consulting and CICV Research, Inc., the hired subcontractors for the project, received a total of 4,522 sample points from the database. After cleaning the sample points, 677 sample points were removed due to duplicates, no longer with the company, not aware of the program, wrong number, non-English respondent, or number not in service, leaving 3,844 starting sample points.

Questionnaire Design – To continue comparison with the previous surveys, the 2019 questionnaire was based on the 2014 questionnaire. Some existing questions were changed to allow for respondent feedback on new commute programs and services. The draft questionnaire was reviewed by the Commuter Connections TDM Evaluation Group. The questionnaire was prepared in written/paper form and was programmed for both internet application and telephone administration using a CATI system.

Survey Administration – In past years, paper format surveys were mailed to the selected employers with mail or fax-back options for survey submittal. Response rates for this survey method averaged about 10 to 15%. To improve the response rate, the 2009 and 2014 surveys employed a combination method of administration, as described below:

- Email distribution with link to internet submittal website
- Postal mail distribution of a postcard with information for the survey link
- Telephone administration

The letter included a link to the survey website. A total of 3,430 e-mail alert letters were sent out by COG on February 1, 2019. The letter informed potential respondents of the survey and requested their participation. COG

staff sent reminder e-mail alerts to each of these employers on February 1st, February 8th, February 15th with the response deadline of March 15th and a final reminder on April 1, 2019 with the deadline set for April 8th.

In the final stage of data collection, employers that had not responded to the e-mail were then contacted by CIC Research Inc. There were 3,844 employers selected for the telephone survey. The telephone survey attempted to contact these employers to complete a survey with them via the phone. If the contact person listed in the database was no longer involved in the commuter program, CIC Research Inc. interviewers attempted to identify and make contact with person who assumed responsibility for the program.

At the conclusion of the survey administration period, a total of 105 interviews were completed by telephone, 199 surveys were completed by email. Appendix B presents the dialing disposition for the telephone sample frame. Of the original 4,522 sample points, 678 represented invalid contact information (number not in service, wrong number, no longer with the company, not aware of Commuter Connections programs/services, or other language), leaving 3,844 sample points with valid contact information. The total response rate for both the web completions and the telephone interviews was 7.9%.

Level of Confidence for Analysis

The level of confidence for analysis of the data with a population of 3,844 is equal to 95% + 5.4 %. Note that some questions were answered by smaller numbers of respondents. The confidence level for these questions will be lower for these questions. To encourage responses, Commuter Connections offered each respondent who completed the survey a chance to win a free gift (there were several gifts eventually given, with five employers as winners), which was a \$100 Amazon gift card. More than three-quarters (79%) of respondents said they would like the opportunity to win the free gift card.

SECTION 2 SURVEY RESULTS

This section presents an overview of the survey findings. The findings shown in this section are presented for the frequencies of respondents. The numbers of respondents who answered each question are shown as (n=___).

The survey collected data in several primary topic areas. Results for these topics are presented below:

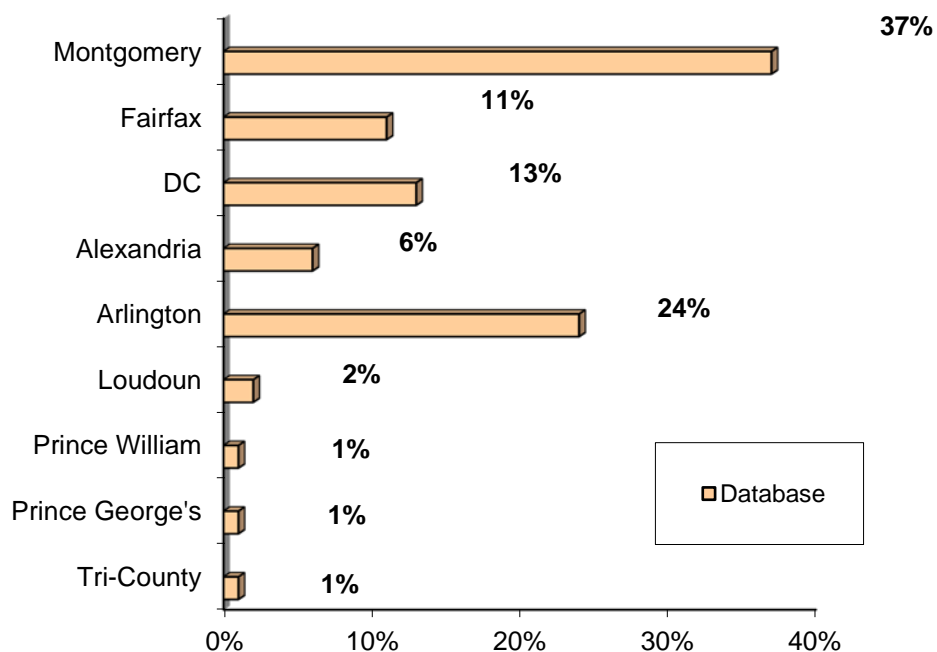
- Company background
- Worksite commute program services offered
- Awareness of and satisfaction with Commuter Connections representative
- Level and form of communication with Commuter Connections
- Use of and value of Commuter Connections employer assistance services
- Use of Commuter Connections employee survey
- Interest in Commuter Connections training opportunities

Company Background

Respondents were asked several questions to define various characteristics of their employer. These included: work location, company size, organization type and primary business activity, number of worksites in the Washington region, and the role or function of the respondent in his or her company. Responses to these questions are presented in Figures 1 through 7 below.

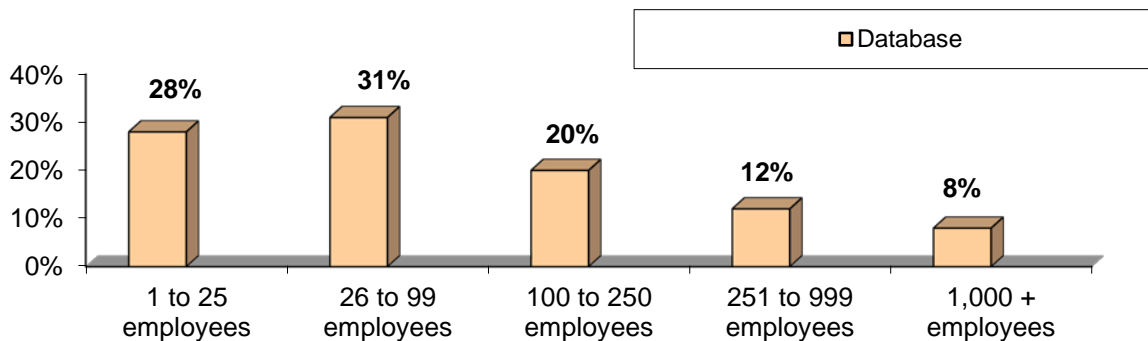
Work Location – Respondents were asked in what county or independent city their work location was sited. Figure 1 shows that 37% of the survey respondents were located in Montgomery County, MD, 13% were located in the District of Columbia, and 24% said their work location was in Arlington County, VA. Smaller percentages of respondents reported worksites in other jurisdictions.

Figure 1
Respondent Work Location – Survey Sample and Employer Database
 (Responses 291)



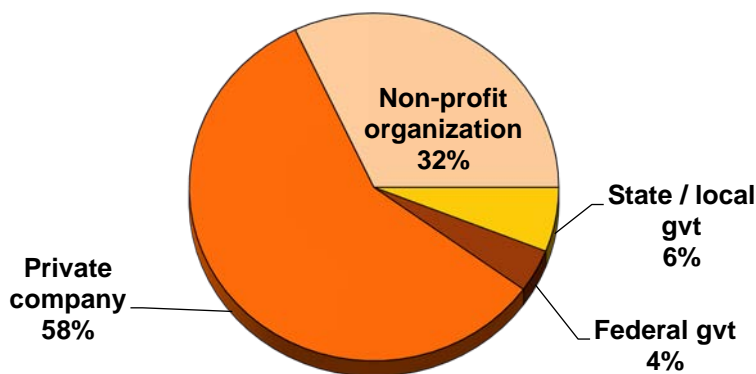
Employer Size –Figure 2 presents the distribution of company size for the sample of respondents and for all employers in the database. Almost 60% of the respondents said their company employed fewer than 100 employees in the Washington region; 28% said the firm employed between one and 25 employees and 31% employed between 26 and 99 employees. About a fifth had between 100 and 250 employees and 20% employed 251 or more employees.

Figure 2
Employer Size – Employees in All Worksites in Metropolitan Washington Region
 (Responses 287)



Employer Type – The overwhelming majority of respondents worked either for a private company (78%) or a non-profit organization or association (14%). Only eight percent worked for a government agency. The very small share of government employers reflects the focus of the Employer Outreach program on non-governmental employers.

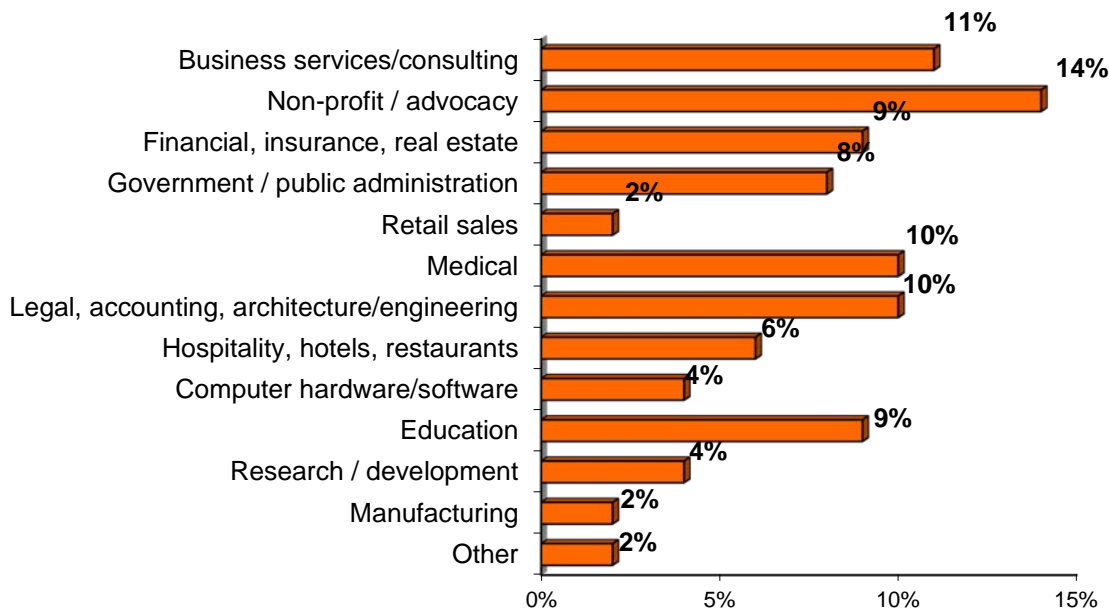
Figure 3
Response by Employer Type
 (n = 302)



Primary Business – Respondents were asked to describe the primary type of work conducted by the organization. As indicated by the results in Figure 4, many industries were represented. Four industries accounted for about half of the employers in the sample: non-profit or advocacy firms (14%); business services / consulting (11%); financial, insurance (9%), and government/public administration (8%); and legal/accounting, architecture/engineering (10%).

Figure 4
Primary Business

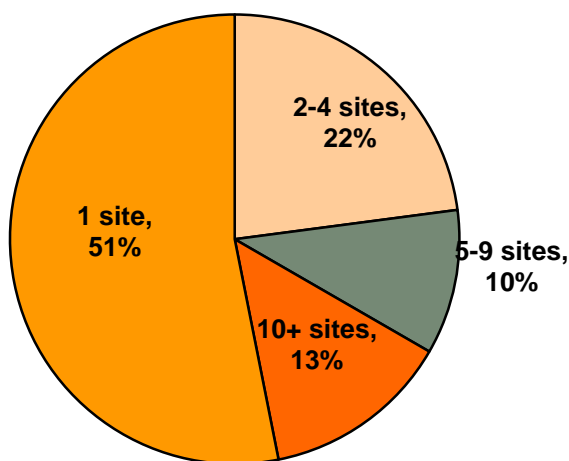
(n = 297)



Number of Worksites – Respondents were asked how many worksites their organizations maintained in the Washington DC metropolitan region. Over half (51%) said they had only one site in the region. Almost a quarter (22%) had between two and four sites. Only 23% had five or more sites.

Figure 5
Number of Worksites in the Washington Metropolitan Region

(n = 301)

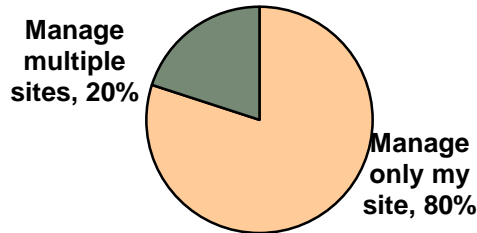


Number of Commute Programs Managed – Respondents that said they had more than one worksite in the Washington region were asked a follow-up question; “do you manage or administer commuter services only for the worksite where your office is located or for multiple worksites in the Washington metropolitan region?” Eighty percent said they managed the commuter program only for the site where they worked and the remaining one-fifth

said they managed commuter services for multiple sites. When these results were combined with those of the previous question about the number of worksites in the region, 81% of employers managed commuter services for just one site and 17% managed commuter services for more than one site. These results are presented in Figure 6.

Figure 6
Number of Worksites for Which Respondent Managed Commute Program

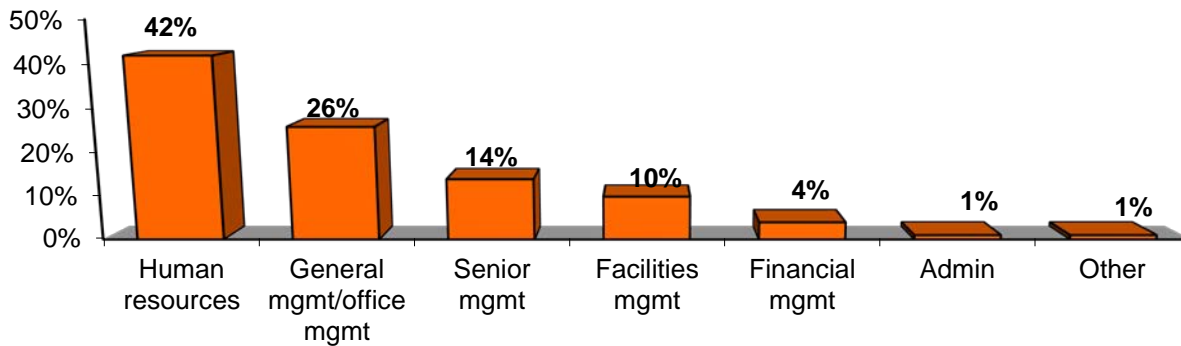
(n = 297)



Respondents’ Roles or Functions in the Organization – An important question in employer outreach is who at a company is the most likely representative to contact about commuter service assistance. The survey illustrated that respondents represent varied organizational roles, as shown in Figure 7.

Figure 7
Organizational Role/Function of Respondent

(n = 302)



The most common functional roles were human resources, cited by about four in ten respondents and general management or office management, named by 26% of respondents. Fourteen percent said they were senior managers and 10% said their role was facilities management. Four percent named financial management or accounting and one percent said they were administrative employees.

Worksite Commuter Services Offered

A second broad section of the questionnaire queried respondents about commuter assistance services their firms offered to employees.

Respondents were given a list of 21 commuter assistance services in four broad categories:

- Financial incentives
- Information / support
- On-site facilities
- Work schedule options

For each of the 21 services, respondents were asked to check one of four situations:

- Service is available to employees now
- Service is not available but the employer might consider offering it to employees
- Service is not available and employer would not consider offering it to employees
- Service is not available and employer does not know if they would consider offering it

Figure 8 displays the results for each service.

Information and Support – The services that were most commonly available now fell primarily in the information and support category. Five in ten (59%) respondents said employees had access to general commute info, 53% said train schedules were available, and a 28% cited Guaranteed Ride Home. Over a fifth named Air Quality Action information (22%) and 20% indicated ridematching.

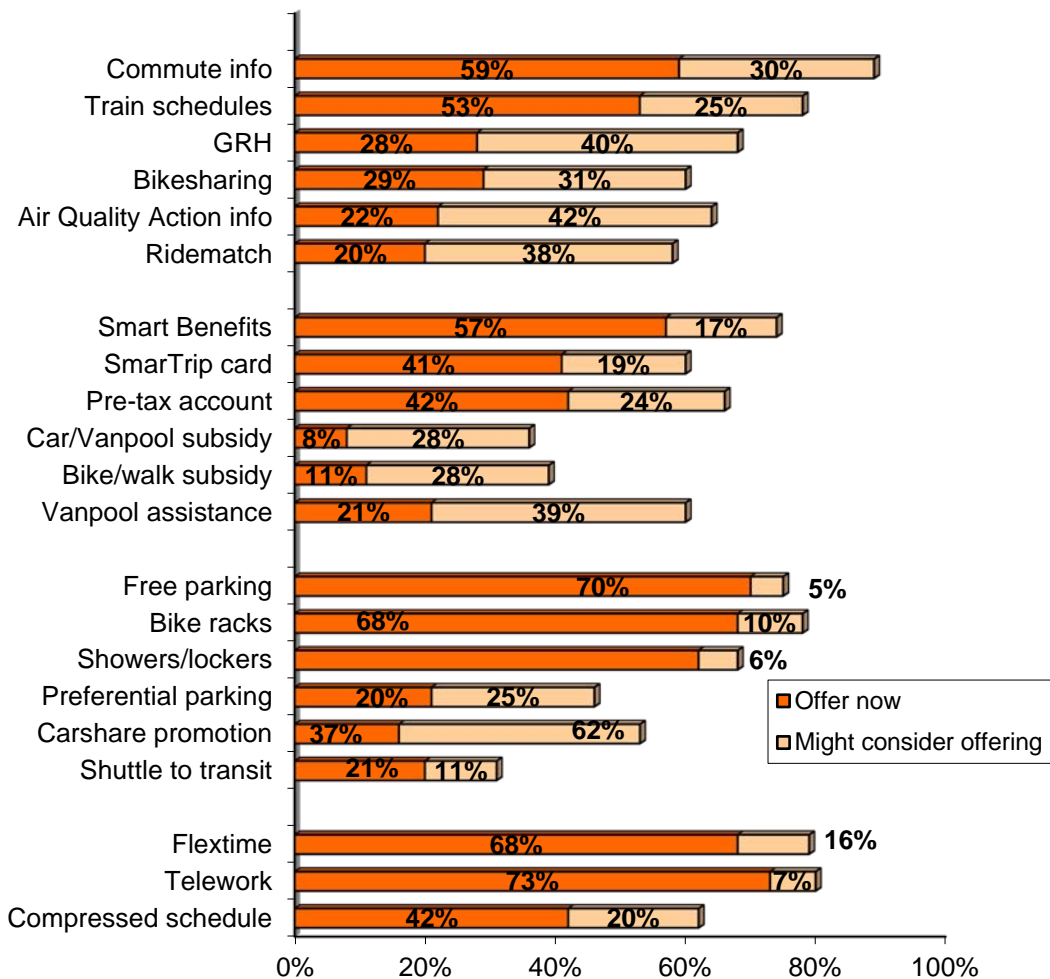
There also is substantial additional potential for these services. In almost all selections for information and support there was at least 20% interest in providing some type of service for their employees.

Financial Incentives – More than half of the employers (57%) said they currently offered SmartBenefits. Other services that were commonly available now were SmarTrip cards, offered by (42%) employers, and pre-tax accounts, offered by four in ten (41%). About 21% of respondents said carpool and vanpool subsidies were available to their employees now. Eleven percent said they currently offered bike or walk incentives and two percent said they provided assistance with vanpooling.

Nearly all of these services exhibited significant potential for greater application. An additional 17% said they might consider offering SmartBenefits service to employees, 19% said they would consider offering SmarTrip cards, 25% would consider allowing employees to set-aside a portion of their salary in a pre-tax transportation account, and 13% would consider providing a carpool/vanpool subsidy. Interest in a bike/walk incentive was relatively the same as with the last survey.

Figure 8
Worksite Commuter Services
Services Available to Employees Now and Services Employer Might Consider Offering

(n = 292 to 301)



Onsite Facilities – The next category of commuter services included facilities at the worksite, such as bike racks. The most common onsite facility was free parking, available at 70% of the worksites. This service is not typically counted as part of a commuter program but was included here to be inclusive of services that might influence employees’ travel choices.

Two other on-site facilities, bike racks and showers / personal lockers, were named by at least six in ten respondents. The remaining facilities on the list, preferential parking for carpools and vanpools, promotion of carsharing, and shuttle to transit stop or station, were available to at least 20% of respondents. Additional potential was modest for most of these services. But 37% of respondents said they might consider promoting carsharing and 25% said they might consider offering preferential parking.

Work Schedule Options – Finally, respondents were asked if they made any of three work schedule options available. Over half, (68%) said employees at their worksite were permitted some flexibility in their work start and stop times. More than seventy percent said employees at their location were permitted to telework and over a 40

percent said compressed work schedules were available. We note, however, that these schedules might not be made available to all employees at the location. So “availability” might actually be less than these figures suggest.

About 20% of respondents said they might consider implementing a compressed work schedule, but fewer than 9% of respondents said they would consider either flextime or telework.

Duration of Commute Service Involvement – Commuter Connections has administered the Employer Outreach program since 1997 and many of the employers surveyed have been long-time participants in both commuter services and the Commuter Connections program. Figure 9 shows results for two questions:

- Length of time the organization has offered commuter services to employees
- Length of time the organization has been involved in the Commuter Connections program

Figure 9
Duration of Commuter Service Program and Involvement with Commuter Connections
 (n = 260) (n = 191)

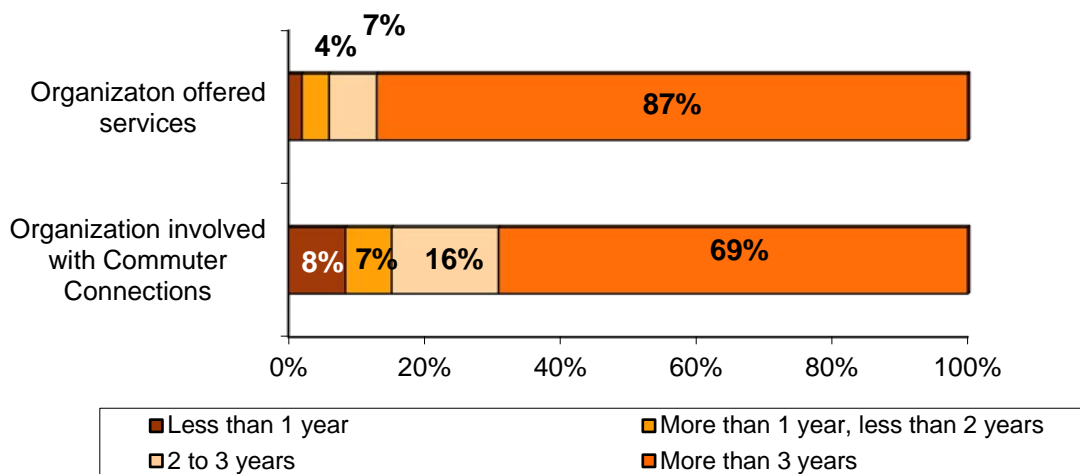


Figure 9 shows that respondents’ companies typically were long-time participants in both commute services and Commuter Connections Employer Outreach. As shown by the top bar, 87% of respondents’ companies had offered commute services three years or longer and 7% offered them for at least two years. Only two percent said they started offering commuter services within the past year.

Respondents also appeared to have a relatively long history with the Commuter Connections Employer Outreach network; 69% percent had been involved with Commuter Connections for three years or more and 16% had participated for at least 2 years.

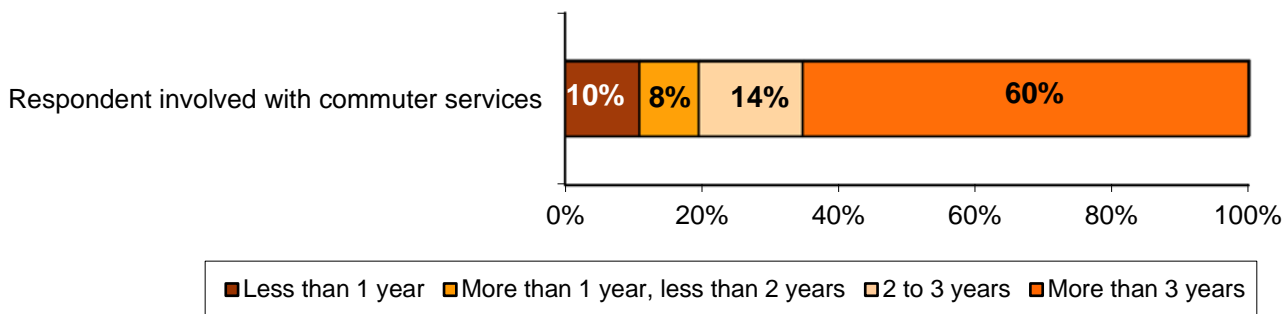
Awareness and Satisfaction with Commuter Connections’ Network Representative

The next section of the survey explored respondents’ awareness of and satisfaction with their Commuter Connections’ network representative. Because the Commuter Connections Employer Outreach program is administered jointly by Commuter Connections staff and by staff from local jurisdiction “network” partners, respondents whose contact is with the local representative could mistakenly believe they are not involved in Commuter Connections. For this reason, the survey presents a broad definition of “representative,” as follows: “a

representative from Commuter Connections or from a local member organization of the Commuter Connections network.”

Respondents’ Involvement with Worksite Commuter Services – As shown in Figure 10, more than seven in ten respondents said they had been involved in or responsible for managing or delivering commuter services at their worksite for at least two years. One in ten respondents said they were quite new to this responsibility, with less than one year of experience.

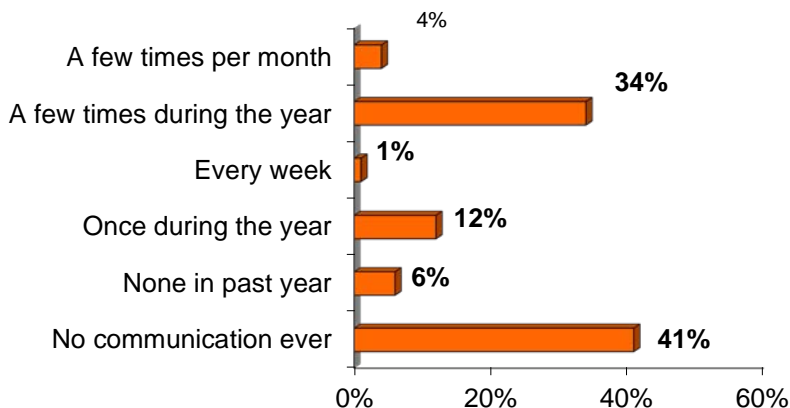
Figure 10
Duration of Respondents’ Involvement with Managing Worksite Commuter Services
 (n = 286)



Respondents’ Awareness of Commuter Connections Representative – Despite respondents’ relatively long association with commuter services, only 28% could name their Commuter Connections network representative. The remaining 72% said they did not know the name of their representative.

Level of Contact with Commuter Connections Representative – Over 50% of the respondents said they had some form of communication with their CC representative in the past year, including telephone, postal mail, email, or personal visit. A surprising number (41%) said they had never had any contact with their representative. These results are presented in Figure 11.

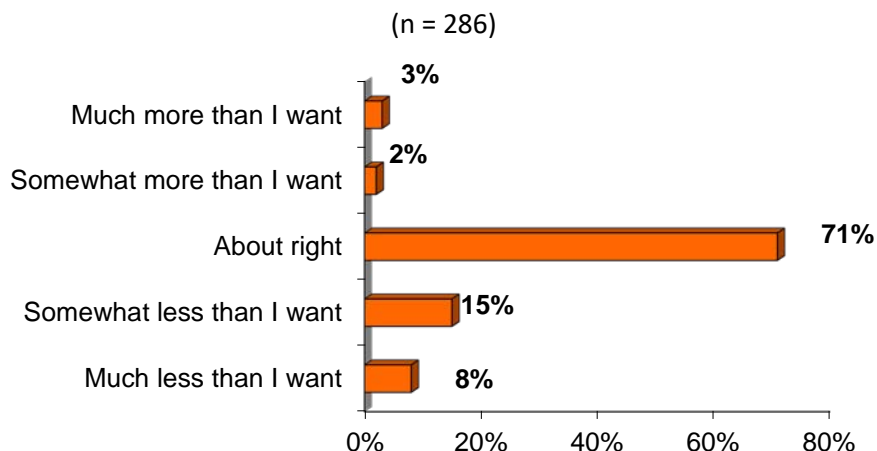
Figure 11
Number of Contacts with Commuter Connections Representative in Past Year
 (n = 295)



As presented in Figure 12, the large majority (71%) of respondents said they were satisfied with the level of contact that they had with their Commuter Connections network representative, rating it “about right”. About five percent

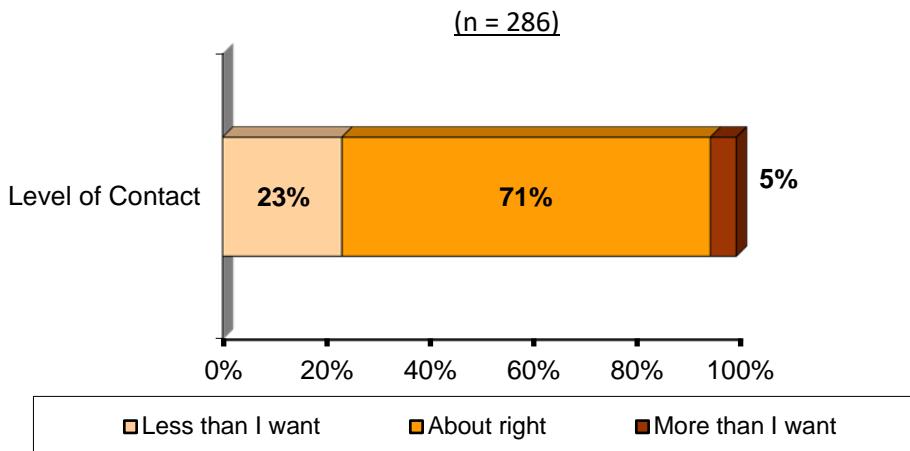
said the number of contacts was either somewhat or much more than they wanted. Twenty three percent said they wanted a higher level or greater frequency of contact.

Figure 12
Rating for Level of Contact with Commuter Connections Representative



Not surprisingly, respondents’ ratings on their satisfaction with the level of contact differed by how much contact they had with the representative. As illustrated in Figure 13, 88% of respondents who had at least one contact per month and 71% of those with at least one contact during the year said they thought the level of contact was “about right.” By contrast, 5% of respondents who had not had a contact in the past year said the level of contact was less than they wanted. But the fact that 71% of these respondents said having no contact was “about right” indicates that some respondents did not feel it necessary to hear from or see their representatives.

Figure 13
Rating for Level of Contact with Commuter Connections Representative

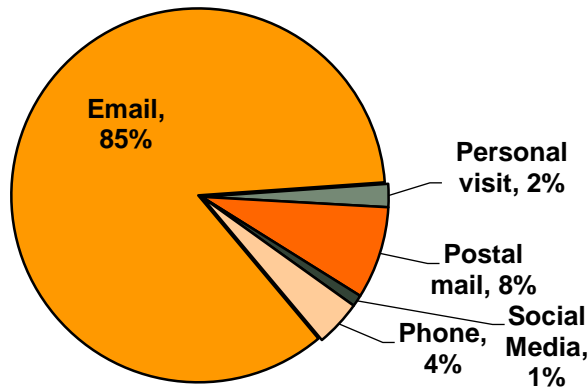


Preferred Form of Contact with Commuter Connections Representative – Respondents were asked the form of communication they would “most prefer” for contacts with their representative. Figure 14 portrays these results. Over 80 % of respondents said they would prefer email for communications with/from their Commuter Connections network representative. The remaining employers were divided between postal mail (8%), and phone (4%).

Figure 14

Preferred Form of Contact with Commuter Connections Representative

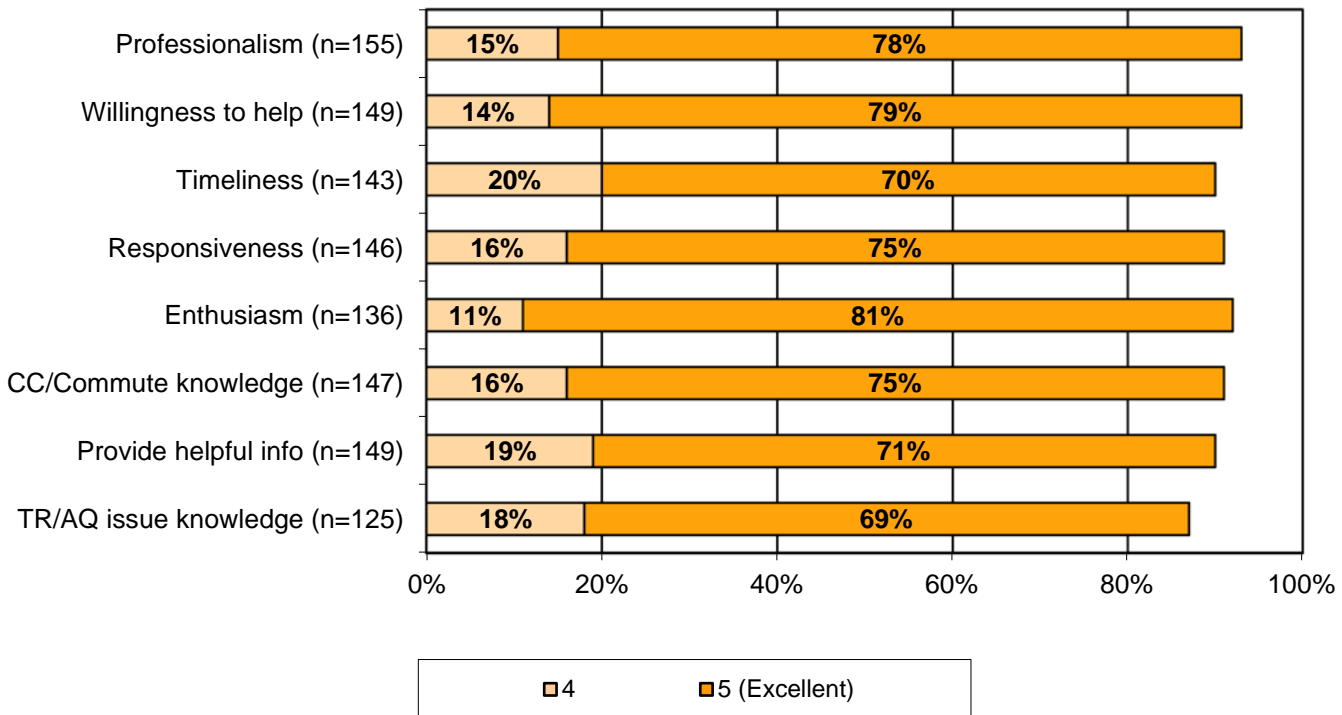
(n = 298)



Ratings for Customer Service Features – When asked to rate their Commuter Connections network representative on a variety of features, respondents gave uniformly high marks for all customer service features. At least eight in ten respondents rated their representative a 4 or 5 (excellent) on a 1 to 5 point scale for professionalism (93%), willingness to help (93%), timeliness of service delivery (90%), responsiveness to their requests/questions (91%), enthusiasm about commuter Connections and its products and programs (92%), knowledge of Commuter Connections and/or local ridesharing and transit products (93%), their ability to provide information that is helpful to the company and employees (90%), and their knowledge of local transportation and air quality issues (87%).

Figure 15

**Commuter Connections Representatives – Ratings on Customer Service Features
Percentage of Respondents Giving Ratings of 4 or 5 (Highest)**

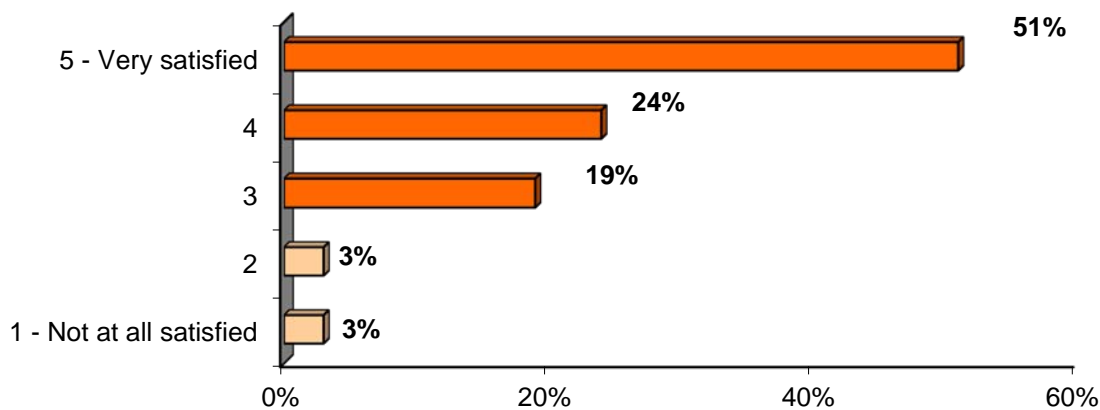


Use of and Satisfaction with Commuter Connections Services

Several questions on the survey explored respondents’ overall satisfaction with Commuter Connections and any issues or problems they had experienced. These results are summarized below.

Overall Satisfaction – As shown in Figure 16, at least seven in ten respondents said they were satisfied overall with the services they received from Commuter Connections; 51% gave an overall rating of “5” on a 5-point scale (very satisfied) and 24% gave a rating of “4.”

Figure 16
Overall Satisfaction with Commuter Connections
 (n = 226)



About two in ten (19%) rated the service a “3.” Only six percent said they were unsatisfied with Commuter Connections’ services (rating of 1 or 2). When asked why they gave the ratings they did, respondents reported reasons pertaining to little or no contact with the program and/or its representatives. A small percentage of respondents reported neutral or negative reasons, as listed below.

Positive Reasons

- Representative is prompt, responsive, available 8%
- Representative is helpful, knowledgeable 5%
- Representative is pleasant, enthusiastic, professional 6%
- Representative keeps me informed, up to date 7%
- Generally good program, good service 8%
- Program offers useful information, informative service 42%
- Program offers information for employees, employees like it 4%

Neutral / Negative Reasons

- Have little contact with program / just get newsletter 17%
- No contact with representative 21%
- Service is okay or just adequate 6%
- Few employees can use alternative modes 3%

Most of the reasons focused on customer service features exhibited by the Commuter Connections network representative, such as being helpful, prompt, responsive, enthusiastic, and professional. Respondents also noted that the service was useful to their company or to their employees.

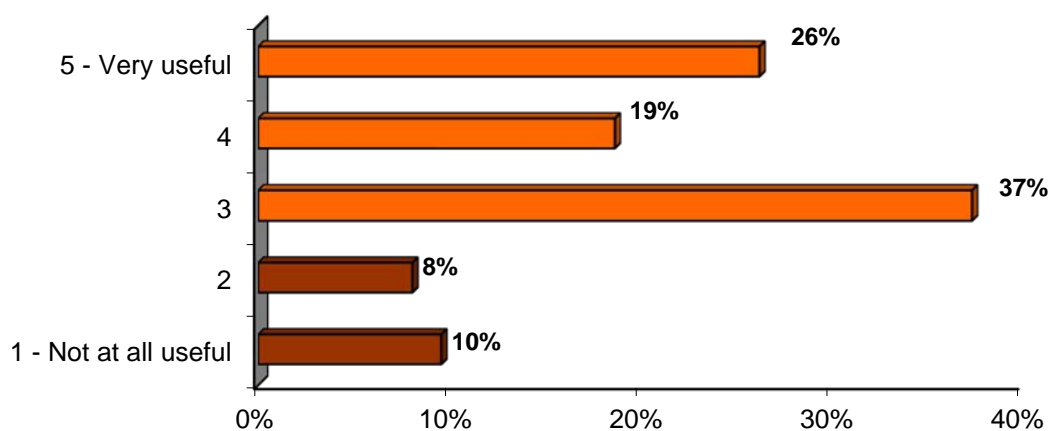
Likely to Recommend – A good amount of respondents also mentioned they were likely to recommend Commuter Connections services to another employer that needed assistance with commute services; 30% said they were very likely to recommend the service and 27% said they were somewhat likely to recommend. Only five percent said they were unlikely or very unlikely.

Desired Improvements – A few respondents cited specific suggestions for program improvements they believed would enhance Commuter Connections’ effectiveness in promoting commuter programs and in assisting organizations to develop commuter programs. These suggestions are summarized below:

- No suggestions 83%
- More communication with employers 4%
- Transit improvements 10%
- Conduct more marketing 3%
- Use email more for contacts 3%
- Offer more materials, tool kits 2%
- Provide commute subsidy enhancements 4%

Usefulness of Services – The survey also asked how useful Commuter Connections services had been to their companies in developing or implementing commuter services at their worksites. As indicated in Figure 17, over 72% of employers who used Commuter Connections’ services found them to be useful. Eighteen percent said they had not been useful.

Figure 17
Overall Usefulness of Commuter Connections Services
(n = 198)

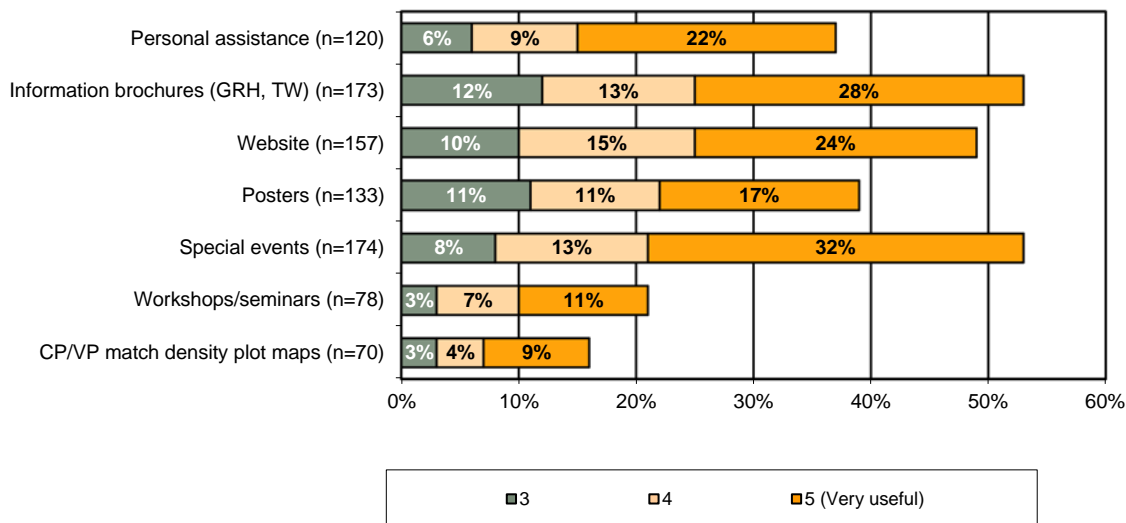


When asked what features about the services made them useful, respondents cited the following factors. Several focused on individual services provided by the program (materials, brochures) while others focused on the results the employer was able to achieve (saved money, keeps me informed).

- Good information 17%
- Employees can use or benefit from the information 11%
- Offered new ideas, tips, suggestions 8%
- Keeps me informed 7%
- Offers bus schedules 5%
- Saved us money 5%
- Offers information materials / brochures 3%
- Provides information on Smart Benefits 8%
- Provided assistance on pre-tax 9%
- Answered my questions 4%
- Offer information for employees, employees like it 5%

Use and Usefulness of Individual Services – Respondents were asked to indicate which of seven Commuter Connections services and how useful the services they had used had been to their worksite commuter program. Figure 18 portrays results on service usefulness.

Figure 18
Usefulness of Individual Commuter Connections Services



Three services had been used by at least 40% of the organizations: info brochures (53%), website (49%), and special events (53%).

Employee Commute Survey – One service offered by Commuter Connections is the employee travel survey that employers can use to identify how employees travel to work. Commuter Connections assists the employer by summarizing the survey data and assisting employers to interpret the data and apply the results to develop worksite commuter services.

About one in ten (8%) respondents said their organizations had used a Commuter Connections employee survey in the past year. Employers in Fairfax, Montgomery, Arlington, Frederick, and Prince William Counties were the respondents who stated they had conducted an employee commute survey. Over 25% related that they received a

copy of their statistical summary of the employee travel survey, and 30% mentioned that they used the survey as a means of implementing worksite commuting alternatives.

The percentage is in line with past years it is something to consider for improving employer participation in conducting an on-site survey for company clients.

Interest in Training Opportunities Sponsored by Commuter Connections

Finally, the survey asked respondents how interested they would be in workshops, seminars, or other training opportunities offered by Commuter Connections, by rating each topic on a scale of 1 to 5, with 1 meaning “not at all interested” and 5 meaning “very interested.” The percentages of respondents who gave ratings of 3, 4, or 5 are shown in Figure 19.

Around a third of employers expressed substantial interest (rating of 4 or 5) in training on: general information on commute program management (35%), information on Commuter Connections services that were available to employers and commuters (42%), legislative and tax issues related to travel and commuting (36%), and transit financial incentives (34%). About two in ten respondents said they had moderate interest (rating of 3) on each of these services.

A second tier of services garnered varying levels of support from respondents. These topics included telework (26%), Air Quality Action days (28%), Carsharing (20%), Bicycling/Bikesharing (33%), Monitoring/Evaluation (17%), Marketing (20%), Parking Management (16%), and Vanpool formation (21%). Another two in ten respondents reported moderate interest in these topics.

Figure 19
Interest in Commuter Connections Training Opportunities



APPENDICES

Appendix A – Survey Questionnaire

Appendix B – Survey Disposition

Appendix A

MWCOG 2019 Employer Outreach Satisfaction Survey Internet Version – v3 FINAL – 1-13-19

INTRODUCTION

Commuter Connections is conducting this survey about satisfaction with services provided by Commuter Connections and local member organizations that are part of the Commuter Connections network, to help employers implement employee transportation programs. All information you provide will be confidential.

Commuter Connections is offering a drawing for five \$100 Amazon gift cards for participants who complete the survey. If you would like to be entered into the drawing, please provide your name and email address at the end of the survey, so we can send you the card if you are one of the winners.

INFORMATION ABOUT YOUR ORGANIZATION

- 1 Which of the following best describes your organization type?
- 1 State or local government agency
 - 2 Federal government agency
 - 3 Non-profit organization or association
 - 4 Private company
 - 9 Other (please describe) _____
 - 999 Left blank
- 2 Which of the following best describes the kind of work conducted by your organization?
- 1 Government/public administration
 - 2 Non-profit advocacy, trade association
 - 3 Computer hardware/software
 - 4 Construction
 - 5 Business or personnel services, professional consulting
 - 6 Legal, accounting, architecture, engineering
 - 7 Medical/health services
 - 8 Hospitality, restaurant, or hotel
 - 9 Education
 - 10 Manufacturing
 - 11 Wholesale trade, warehousing
 - 12 Retail trade
 - 13 Banking, finance, insurance, or real estate
 - 14 Research and development
 - 15 Public utilities, telecommunications, water, electricity
 - 16 Transportation/delivery
 - 19 Other (please describe) _____
 - 999 Left blank
- 2a How many worksites does your organization have in the Washington metropolitan region? _____
999 Left blank (**ASK Q2b**)

IF Q2a = 1, SKIP TO Q3

IF Q2a > 1 OR Q2a = 999, ASK Q2b

- 2b Do you manage or administer commuter services only for the worksite where your office is located or for multiple worksites in the Washington metropolitan region?
- 1 Only for the worksite where my office is located

- 2 For multiple worksites in the Washington region (please specify the number of worksites) _____
999 Left blank
- 3 Approximately how many people are employed at the worksite or worksites for which you administer or manage commuter services? _____
999 Left blank
- 4 Which of the following best describes your role or function in your organization?
 - 1 Human resources
 - 2 Facilities management
 - 3 General management, office management
 - 4 Financial management, accounting
 - 5 Information technology (IT)
 - 6 Senior management (e.g., managing partner, owner, CEO)
 - 9 Other (please describe) _____

COMMUTE ASSISTANCE SERVICES AVAILABLE TO YOUR EMPLOYEES

5 Following is a list of transportation information services or benefits that you or another organization might make available to employees at your worksite to help with their travel to work. In the first column, check all the services or benefits that are available to your employees. For those that are not available now, check the second, third, or fourth column to indicate if you might consider offering it, would not consider offering it, or don't know if you would consider offering it.

Commuter Information and Support Service or Benefit	Available now	Not available, <u>might</u> consider	Not available, <u>would not</u> consider	Not available, don't know if would consider
1 Transit schedules				
2 Information on types of transportation employees could use to reach your worksite				
3 Guaranteed Ride Home for employees who don't drive alone to work and have a personal emergency during the work day				
4 Reserved or preferential parking for carpools or vanpools				
5 Assistance finding carpool/vanpool partners (ridematching)				
6 Information distribution on Air Quality Action Days				
7 Promotion/organization or provision of carsharing				
8 Promotion/organization or provision of bikesharing				
Financial Incentives Services or Benefits	Available now	Might consider	Would not consider	Don't know if would consider
9 Free parking for all or some employees				
10 SmartBenefits or other financial benefit for employees who ride trains, buses, or vanpools to work				
11 Cash incentive (eg. 'Pool Rewards, Flextime Rewards, incenTrip) or other financial benefit for employees who carpool or vanpool to work				

12 Pre-tax account employees can use to pay transportation costs ("Commuter Choice")				
13 SmarTrip cards for easy electronic payment on Metrorail, Metrobus or Metro parking				
14 Financial incentives for employees who bicycle or walk to and from work				
On-site Facilities and Work Schedules	Available now	Might consider	Would not consider	Don't know if would consider
15 Bicycle lockers or racks				
16 On-site shower and/or locker facilities				
17 Employee shuttle service to/from bus stops or train stations				
18 Company-owned or leased vehicles for vanpooling				
19 Work schedules that permit employees to choose their work arrival and departure times (flex-time, flex schedule)				
20 Compressed workweek, in which employees work a full-time schedule in fewer than five days per week				
21 Allowing some or all employees to work at home at least occasionally (telework)				

5a Do you offer any other commute assistance services not listed above?

- 1 No other services
- 9 Other (please describe) _____
- 999 Left blank

6 How long has your organization offered information or other services to help employees get to work?

- 1 Less than 1 year
- 2 More than 1 year, but less than 2 years
- 3 to 3 years
- 4 More than 3 years
- 9 Don't know
- 999 Left blank

6a How long have you been involved with or responsible for managing or delivering these services at your worksite?

- 1 Less than 1 year
- 2 More than 1 year, but less than 2 years
- 3 2 to 3 years
- 4 More than 3 years
- 9 Don't know
- 999 Left blank

YOUR COMMUTER CONNECTIONS REPRESENTATIVE AND SERVICES

7 When did your organization first have contact with a representative from Commuter Connections or from a local member organization of the Commuter Connections network or begin to participate in Commuter Connections programs?

- 1 Within the past year
- 2 More than 1 year ago, but less than 2 years ago

- 3 2 to 3 years ago
- 4 More than 3 years ago
- 9 Don't know
- 999 Left blank

8 What is the name of your Commuter Connections representative or your Commuter Connections network representative?

999 Left blank

9 In the past year, how often did you communicate with, hear from, or contact this representative?

- 1 Not at all (SKIP TO Q10)
- 2 No communication with my representative since service started (SKIP TO Q10)
- 3 Every week, most weeks
- 4 A few times per month
- 5 A few times during the year
- 6 Once during the year
- 999 Left blank

9a How many times did the representative contact you in person?

999 Left blank

10 How would you rate the level of contact you've received in the past year?

- 1 Much more than I want
- 2 Somewhat more than I want
- 3 About right
- 4 Somewhat less than I want
- 5 Much less than I want
- 999 Left blank

11 What form of communication would you most prefer for communication with your Commuter Connections network representative? (Please check only one answer)

- 1 Postal mail
- 2 Email
- 3 Personal phone calls
- 4 Personal visits
- 5 Social media (Twitter, Facebook, Instagram, LinkedIn, etc)
- 9 Other (please describe) _____
- 999 Left blank

12 Please rate this representative on each of the following service characteristics. Please use a scale of 1 to 5 for your answer, where "1" means "poor" and "5" means "excellent."

Representative Service Characteristic	Poor 1	2	3	4	Excellent 5	Don't know 9
1 Knowledge of Commuter Connections and/or local ridesharing and transit products/services	1	2	3	4	5	9
2 Knowledge of local transportation and air quality issues	1	2	3	4	5	9
3 Ability to provide information that is helpful your organization or your employees	1	2	3	4	5	9
4 Willingness to help	1	2	3	4	5	9

5	Professionalism	1	2	3	4	5	9
6	Responsiveness to your requests/questions	1	2	3	4	5	9
7	Timeliness of service	1	2	3	4	5	9
8	Enthusiasm about Commuter Connections or local commuter/rideshare products, services, and programs	1	2	3	4	5	9

13 How satisfied have you been overall with the services you have received from Commuter Connections?

- 1 1 – Not at all satisfied
- 2 2
- 3 3
- 4 4
- 5 5 – Very satisfied
- 9 Not sure
- 999 Left blank

13a For what reasons do you give Commuter Connections’ services this rating?

999 Left blank

14 How useful have Commuter Connections’ services been to your organization in developing and/or implementing commuter programs or services for your employees? Please use a scale of 1 to 5, where “1” means not at all useful and “5” means “very useful.

- 1 1 – Not at all useful (**SKIP TO Q15**)
- 2 2
- 3 3
- 4 4
- 5 5 – Very useful
- 8 Have not used any Commuter Connections services (**SKIP TO Q15**)
- 999 Left blank

14a In what ways have the services been useful to your organization?

999 Left blank

15 Please indicate how useful each of the following Commuter Connections services has been to your organization. Please use a scale of 1 to 5 for your answer, where “1” means “not at all useful” and “5” means “very useful.” For any services that you have not used, please check “have not used.”

Commuter Connections Services	Not at all useful 1	2	3	4	Very useful 5	Have not used 8	Don’t know 9
1 Information brochures for programs such as Guaranteed Ride Home, Bicycling, and Telework	1	2	3	4	5	8	9
2 Plotted carpool/vanpool matching maps	1	2	3	4	5	8	9
3 Posters	1	2	3	4	5	8	9
4 Website	1	2	3	4	5	8	9
5 Workshops or seminars such as Live Near Your Work or Bicycling	1	2	3	4	5	8	9
6 Personal assistance from representative	1	2	3	4	5	8	9
7 Special events such as Bike to Work Day, Car Free Day or Employer Recognition Awards	1	2	3	4	5	8	9

8	Promotional information on incentive programs (e.g., 'Pool Rewards, Flextime Rewards, incenTrip)	1	2	3	4	5	8	9
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16 Have you used the Commuter Connections employee Commute Survey or another commute survey during the past year?

- 1 Yes, Commuter Connections employee Commute Survey
- 2 Yes, another commute survey (SKIP TO Q17)
- 3 No (SKIP TO Q17)
- 9 Don't know (SKIP TO Q17)
- 999 Left blank

16a Did your representative give you a copy of the statistical summary of your survey?

- 1 Yes
- 2 No
- 3 Was not a Commuter Connections survey
- 999 Left blank

16b Did your representative use your survey statistics to create an employee commute program or to promote ridesharing in general?

- 1 Yes
- 2 No
- 3 Was not a Commuter Connections survey
- 999 Left blank

16c Please write in any additional comments you have about the survey or the statistics.

17 How interested would you be in attending any of the following free training programs or workshops? Please use a scale of 1 to 5, where "1" means "not at all interested" and "5" means "very interested."

Training / Workshop Topics	Not at all interested 1	2	3	4	Very interested 5	Don't know 9
1 General information on employee transportation benefits, commute program management	1	2	3	4	5	9
2 Information on Commuter Connections services	1	2	3	4	5	9
3 Guaranteed Ride Home	1	2	3	4	5	9
4 Legislative / tax issues related to travel/commute	1	2	3	4	5	9
5 Transit/ridesharing/flextime financial incentives	1	2	3	4	5	9
6 Vanpool formation	1	2	3	4	5	9
7 Marketing	1	2	3	4	5	9
8 Monitoring and evaluation	1	2	3	4	5	9
9 Parking management	1	2	3	4	5	9
10 Telework/telecommuting	1	2	3	4	5	9

11 Air Quality Action Days	1	2	3	4	5	9
12 NA	1	2	3	4	5	9
13 Carsharing	1	2	3	4	5	9
14 Bicycling/bikesharing/dockless bikes/e-scooters	1	2	3	4	5	9
15 Other _____	1	2	3	4	5	9

18 How likely are you to recommend Commuter Connections’ services to other organizations?

- 1 Very unlikely
- 2 Somewhat unlikely
- 3 Neither unlikely nor likely
- 4 somewhat likely
- 5 Very likely
- 999 Left blank

19 Do you have any suggestions for improving Commuter Connections’ commuter programs or assisting organizations such as yours in developing commuter programs?

20 What is the zip code of your worksite? _____

- 88888 Don’t know
- 99999 Left blank

21 Commuter Connections is offering a drawing for five \$100 Amazon gift cards. If you would like to participate in the drawing for one of these gift cards, please provide your name and email address. Please be assured that we will not sell or use your information for anything other than entering you in the drawing. Would you like to participate in the drawing?

- 1 Yes, I would like to participate in the drawing **(ASK Q22)**
- 2 No, I do not want to participate in the drawing **(SKIP TO END)**
- 89 Left blank **(SKIP TO END)**

22 Please provide your name and email address so we can contact you if you are one of the winners.

- First Name:
- Last Name:
- Email Address:

END

Thank you for taking the time to fill out our survey. Your input is very important to us!
Please click the forward arrow below to submit your responses.

AFTER SUBMIT, REDIRECT TO COMMUTER CONNECTIONS HOME PAGE.

APPENDIX B – SURVEY DISPOSITION

This appendix presents the results of the disposition of the original employer database sample and the response rate achieved for sample points with valid contact information. For each employer record, the database included up to three possible contact methods: email address, telephone number, and postal mail address. The survey researchers attempted to contact each employer by as many methods as were available for the employer listed.

Some contact information was found to be incorrect, either for the employer overall or for the specific contact person named. For example, some postal mail alert letters were returned by the US Postal Service with no forwarding address, some email addresses “bounced back” as not deliverable, and some phone numbers were found to be out of service, to ring to a different business, or to be incorrect for the contact person with no forwarding number available. These contact methods were deemed “undeliverable” and therefore, invalid. Employer contacts with no valid contact methods were removed from the sample base.

Additionally, some employer contacts had invalid telephone and email contacts, but the postal alert letter was not returned, suggesting the mail address was valid, at least for the employer. Because the survey was attempting to reach a specific contact person, these were not considered valid contacts, unless the employer contact completed the survey by accessing the survey website that was provided in the letter. A small number of employers fell into this category and were included in both the completes count and the base of valid sample points.

A total of 304 employers completed the survey. On a base of 3,844 valid sample points, the survey response rate was 7.9%. The calculation of response rate and disposition of sample points are shown below.

Response Rate Calculation

Usable Customer Base after Telephone Fieldwork	4,522
Sample Removed from Base as Undeliverable*	<u>-678</u>
Valid Customer Base	3,844
Total Completed Interviews	304
Total Response Rate	7.9%
Survey Confidence Level	95% ± 5.4%

<u>Sample Point Disposition</u>	<u>Number</u>
Total Customer Base	4,289
Duplicate records removed	- 44
Add Secondary Contacts (2 contacts for an employer)	<u>+277</u>
Initial Usable Customer Base	4,522
Internet Completes	<u>199</u>
Completed Interviews Prior to Telephone Survey	199
Remaining Sample Points Available for Telephone Survey	4,246
(Excluding 199 Internet completes and 77 sample points with no telephone number)	

<u>Telephone Dialing Results</u>	<u>Number</u>
Number of Sample Points Attempted to Contact	4,246
(All telephone sample points were called 4 or more times)	

Telephone Numbers Active But Not Connected	2,461
Answering machine (direct line and/or through reception)	1,506
Callback appointment (not completed)	9
No answer	864
Busy number	82

Telephone Numbers Disqualified/Dead	1,680
Refusals	317
Mid-term terminates	141
Respondent never available	112
Company policy against surveys	8
Referred to corporate headquarters	70
Prefer to do survey on-line	<u>14</u>
	662
Number not in service	521
Wrong number	138
No longer with the company	213
Not aware of CC programs/services	97
Fax/modem	21
Blocked Telephone Number	9
Not located in DC/MD/VA	3
Retired/not currently working	4
Other language	<u>12</u>
	1,018

Interviews Completed By Telephone	105
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Dialing Information:

Total Dialings:	16,018
Average Number of Dialings per Complete:	152.6
Average Number of Dialings per Sample Used:	3.8
Average Completion Rate:	0.3 hours/completed interview
Average Length of Interview:	23.5 minutes

* **Sample points** were removed from the base when there was no clear way to reach the contact named:

- 1) Address, phone, and email all were incorrect or missing
- 2) Address was "Assumed correct" (employer likely still at that address) or "Forwarded" BUT
 - a) Phone was "Incorrect" or "Unknown" or "No phone" AND
 - b) Email was "Incorrect" or "No email"