EMPLOYEE TRIP REDUCTION PROGRAM
(Carpooling Program)
SUMMARY OF INCENTIVES

As a member of the CCM carpooling program you qualify for any or all of the following:

- **Ride-Matching Services**
  - Offered by TransOptions or with assistance from the CCM Employee Trip Reduction Coordinator, Kelly Meola, ext. 5014.
  - Although this service is available, due to different work hours employees are usually more successful in finding a fellow employee they enjoy riding with on their own. Your trip together can begin anywhere along your route to work.

- **Guaranteed Ride Home**
  - Offered and paid for by TransOptions, carpoolers are guaranteed two rides home per year in case of emergency. To take advantage of this service employees must be registered with TransOptions which is easily done by going to: [http://www.transoptions.org/register-your-carpool-form](http://www.transoptions.org/register-your-carpool-form). If the occasion arises where you need to use this service contact TransOptions directly at 973-267-7600.

- **Preferred Parking**
  - Look for the signs in Parking Lots 5 and 8. Prime spaces have been assigned and each pair of carpooling employees will be given a permit to be used on the days they carpool. (Please note that carpool spaces may not be utilized on days you do not carpool to work and you must return your carpool permit when your name is removed from the active roster as per below statement.)

- **Quarterly Prize Drawings**
  - Carpooling employees earn one entry for every five days of participation in the program. (Participation is based upon carpooling into work only.) There is no minimum number of times you must carpool to stay in the program and Carpool Reports must be submitted bi-weekly to the Office of the Vice President for Business & Finance. If you do not carpool for an entire quarter your name will be removed from the active carpool roster. Gift card winnings are taxable income.

Enrollment in the program requires two or more permanent CCM employees who carpool to work together. Additional benefits include gas and possible car insurance savings. Employees should contact their automobile insurance carriers to inquire about possible discounts available for carpooling.

For more information or to join the Carpooling Program contact Kelly Meola, ext. 5014, or Christine Dimas, ext. 5012.