



U.S. Department of  
Transportation  
Office of the Secretary  
of Transportation

# ORDER

DOT 1750.1

3-21-95

**Subject: EMPLOYEE COMMUTER TRANSPORTATION PROGRAMS**

1. PURPOSE. This Order contains the policy and assigns responsibilities for the management of employee commuter transportation programs in the Department of Transportation (DOT).
2. CANCELLATIONS.
  - a. DOT 3560.1, DOT Transit Benefit Program, dated 12-23-91.
  - b. DOT 3560.2, DOT Field Implementation of the Transit Benefit Program, dated 2-4-92.
  - c. DOT N 1700.37, Parking of Propane Fueled Vehicles in DOT Headquarters Garages, dated 6-18-81.
  - d. DOT 1700.19D, DOT Employee Parking in Washington Headquarters Parking Facilities, dated 1-29-92.
3. REFERENCES.
  - a. Public Law 103-172, Federal Employees Clean Air Incentives Act, effective 1-1-94.
  - b. Public Law 102-486, Section 1911, Treatment of Employer-Provided Transportation Benefits, effective 12-31-92.
  - c. Federal Property Management Regulations, 41 Code of Federal Regulations 101-20.104-4.
  - d. Executive Order 12191 of February 1, 1980, Federal Facility Ridesharing Program.
  - e. DOT M 1750.1, Employee Commuter Transportation Programs Manual.
4. POLICY. It is DOT policy to support employee transportation programs which improve air quality and reduce traffic congestion. DOT encourages its employees to commute to work by other than single-occupant vehicles.
5. ADVISORY GROUP. This group promotes information sharing and consists of representatives from each operating administration (OA), the Bureau of Transportation Statistics (BTS), and the Office of the Secretary (OST). The group is chaired by a representative from the Office of the Assistant Secretary for Administration.

DISTRIBUTION: All Secretarial Offices  
All Operating Administrations  
Bureau of Transportation Statistics

Office of Administrative Services  
and Property Management



6. RESPONSIBILITIES.

a. The Office of Assistant Secretary for Administration shall:

- (1) issue departmental policy and provide oversight of employee transit benefit, parking, and ridesharing programs;
- (2) operate the employee transit benefit, parking, and ridesharing programs for the departmental headquarters buildings;
- (3) prepare all required consolidated reports for these programs; and
- (4) represent the Department with organizations within and outside the Federal Government for these programs.

b. OAs and BTS shall:

- (1) implement policies promulgated by the Office of the Assistant Secretary for Administration; and
- (2) prepare and submit all required reports.

6. REPORTS. Reporting requirements are described in DOT M 1750.1.

FOR THE SECRETARY OF TRANSPORTATION:



Melissa J. Spillenkothen  
Assistant Secretary for  
Administration



DOT M 1750.1

---

**EMPLOYEE COMMUTER  
TRANSPORTATION PROGRAMS  
MANUAL**

*Office of Administrative Services and Property Management  
Office of the Assistant Secretary for Administration  
Office of the Secretary*

---



FOREWORD

This Manual contains policy guidance and describes the components of the Department of Transportation (DOT) Employee Commuter Transportation Program. This program consists of employee transit benefits, parking, and ridesharing.



DOT M 1750.1

EMPLOYEE COMMUTER TRANSPORTATION PROGRAMS

TABLE OF CONTENTS

Chapter 1 - Transit Benefit Programs

Section 1-1	References.....	Page 1-1
Section 1-2	Policy.....	Page 1-1
Section 1-3	Responsibilities.....	Page 1-1
Section 1-4	Departmental Program.....	Page 1-2
Section 1-5	Reports.....	Page 1-3

Chapter 2 - Parking Management

Section 2-1	References.....	Page 2-1
Section 2-2	Policy.....	Page 2-1
Section 2-3	Responsibilities.....	Page 2-1
Section 2-4	Departmental Program.....	Page 2-2
Section 2-5	Reports.....	Page 2-3

Chapter 3 - Ridesharing

Section 3-1	Reference.....	Page 3-1
Section 3-2	Policy.....	Page 3-1
Section 3-3	Responsibilities .....	Page 3-1
Section 3-4	Departmental Program.....	Page 3-2
Section 3-5	Reports.....	Page 3-2



CHAPTER 1

TRANSIT BENEFIT PROGRAMS

1-1 REFERENCES.

- 1-1.1 DOT Order 2770.7A, Imprest Fund Manual, dated 8-11-83, establishes internal procedures and responsibilities for cash or its equivalent.
- 1-1.2 DOT Order 1750.1, Employee Commuter Transportation Programs, contains the policy and assigns responsibilities for the management of employee commuter transportation programs.
- 1-1.3 Internal Revenue Service (IRS) Notice 94-3, Qualified Transportation Fringes Under Section 132(f), 1994-3 I.R.B. 14, dated 1-18-94, addresses issues relating to transit passes.

1-2 POLICY.

- 1-2.1 The Department promotes and endorses programs which encourage employees to commute to and/or from work by means other than single-occupant vehicles. To achieve this, financial incentives of up to the Federal tax-excludable amount or the actual commute cost, whichever is less, may be provided to employees who regularly commute via public transportation.
- 1-2.2 Cash reimbursements shall not be used if a voucher or a transit pass is readily available for direct distribution to employees.
- 1-2.3 Only DOT personnel who are not receiving a Federal parking benefit may participate in the transit benefit program. A Federal parking benefit provides an employee with vehicle parking at a cost lower than local prevailing commercial parking rates.
- 1-2.4 Fare media are to be used only for the commute to and/or from work. Giving or selling fare media to others, or purchasing fare media from another, is prohibited.

1-3 RESPONSIBILITIES.

- 1-3.1 The Office of Assistant Secretary for Administration shall:



- a. issue departmental policy and provide oversight of transit benefit programs;
- b. represent DOT with organizations within and outside the Federal Government on issues relating to transit benefit programs;
- c. evaluate operations of transit benefit programs, as required;
- d. approve all operating administrations (OA) and Bureau of Transportation Statistics (BTS) transit benefit model plans and any proposed changes to those plans;
- e. operate the transit benefit program for the departmental headquarters buildings; and
- f. prepare consolidated reports when required or requested.

1-3.2 OAs and BTS shall:

- a. implement departmental policies;
- b. prepare and submit required reports to the Administrative Services Policy Division, M-46;
- c. establish field programs and provide funding to support transit benefit programs; and
- d. designate a headquarters office to review proposed transit benefit programs in field locations and oversee operation of field programs.

1-4 DEPARTMENTAL PROGRAM. Listed below are the minimum components of an ideal transit benefit program.

- 1-4.1 Directive Implementation. Operations and procedures to implement this program shall be in accordance with this manual and all applicable laws, Executive Orders, regulations, and directives.
- 1-4.2 Organization and Staffing. Transit benefit program staff shall be trained in methods to protect against fraud, waste, abuse, mismanagement, misappropriation, or theft of fare media. There shall be a separation of duties to ensure a cross-check for validation and balancing of fare media.



- 1-4.3 Group and Committee Participation. Participation by transit benefit program staff in transit benefit groups and committees shall be encouraged as an opportunity to exchange information and ideas.
- 1-4.4 Model Plans. Model plans shall be developed by OAs and BTS and approved by OST. All field programs must follow the guidance of the approved model plan.
- 1-4.5 Accountability. All fare media shall be ordered, verified, stored, dispensed, balanced, and recorded in a manner that ensures protection against loss and maintains records of transactions.
- 1-4.6 Monitoring. All applicants shall be verified for eligibility. They must be DOT employees who do not receive Federal motor vehicle parking benefits, and they must agree to use public transportation for their regular daily commute. All participants shall present DOT ID cards and be recertified monthly to ensure they are still eligible and are receiving only one benefit per month.
- 1-4.7 Records and Reports. Records shall be maintained to ensure recording of and accounting for expenditures to facilitate preparation of reliable reports.

1-5 REPORTS.

- 1-5.1 The Administrative Services Policy Division (M-46) will prepare a consolidated report prior to 1/1/95, and at least every 2 years thereafter from data provided by the OAs and BTS. This report will contain a brief description of the program, the extent of participation, the costs, and an assessment of any environmental or other benefits realized as a result of the transit benefit program.
- 1-5.2 The designated headquarters office of each OA and BTS shall report field participation figures to M-46 by the last day of each month.



## CHAPTER 2

## PARKING MANAGEMENT

2-1 REFERENCES.

- 2-1.1 Federal Property Management Regulations (FPMR), 41 CFR 101-20.104-2, Allocation and Assignment of Employee Parking Spaces, sets the order of priority for employee parking in Federal facilities.
- 2-1.2 IRS Notice 94-3, Taxation of Fringe Benefits, contains provisions for the valuation and taxation of employer-provided parking.

2-2 POLICY.

- 2-2.1 Assignment of individual reserved spaces shall be minimized.
- 2-2.2 Priority for employee parking not required for official needs, people with disabilities, or executive personnel shall be for vanpools and carpools.
- 2-2.3 If space is available, areas shall be reserved for parking bicycles and motorcycles.
- 2-2.4 It is departmental policy to comply with applicable state and local air pollution control regulations under the Clean Air Act, as amended.
- 2-2.5 It is departmental policy to comply with IRS requirements for reporting taxable parking benefits.

2-3 RESPONSIBILITIES.

- 2-3.1 The Office of the Assistant Secretary for Administration shall:
- a. issue departmental policy and provide oversight of the parking program;
  - b. evaluate the operation of parking programs as required; and
  - c. operate the parking programs for the departmental headquarters buildings.



2-3.2 OAs and BTS shall:

- a. implement the departmental policies; and
- b. annually determine the fair market value of each field location parking space to identify any employees receiving parking valued above the annual IRS-determined tax-excludable limit. All affected employees shall be notified of taxable parking benefits. Also, the amounts to be included as income for purposes of Federal income tax shall be reported to the appropriate payroll offices for inclusion on the W-2s for that year.

2-4 DEPARTMENTAL PROGRAM. Listed below are the minimum components of an ideal parking program:

- 2-4.1 Directive Implementation. Operations and procedures to implement this program shall be in accordance with applicable laws, regulations, Executive Orders, directives, and DOT Manual 1750.1. Rules of the parking facility shall be maintained in writing.
- 2-4.2 Organization and Staffing. Parking permit applications shall be verified periodically and permits shall be certified on a regular basis. Procedures for the assignment of spaces shall be maintained in writing. Security arrangements must be adequate to protect Government and private property. Only designated officials shall have the authority to authorize executive parking permits.
- 2-4.3 Allocation of Spaces. Parking spaces shall first be reserved for official needs. Priority for parking spaces not required for official needs, persons with disabilities, or executive parking shall be for vanpools and carpools.
- 2-4.4 Monitoring. Parking areas shall be regularly inspected for compliance with regulations, display of parking permits, and adequate security arrangements. Permits shall be recertified on a periodic basis.
- 2-4.5 Facilities. Where practical, parking shall be provided for bicycles and motorcycles, and showers and lockers shall be available for walkers, joggers, and bicyclists.



2-4.6 Records. Records shall be kept on all parking permits, violations, the fair market value of parking spaces, and employees who are provided parking valued over the IRS-determined tax-excludable amount.

2-5 REPORTS.

2-5.1 The fair market value of each parking space shall be determined annually. If the fair market value of a space exceeds the annual IRS-determined tax-excludable limit, the employee with access to the space must be notified of the dates covered for the annual reporting period and the amount of benefit to be reported on his/her W-2 for the reporting year.

2-5.2 The servicing payroll office shall be notified no later than October 31 each year of all employees' taxable parking benefits for that year. Any changes in taxable parking occurring in November and December shall be reported to the payroll office on a case-by-case basis. Notification shall include the time period covered, the employee's name and social security number, and the amount to be included as income for purposes of Federal income tax.



## CHAPTER 3

## RIDESHARING

3-1 REFERENCE. FPMR, 41 CFR Subpart 101-6.3, Ridesharing, sets forth policy and procedures governing promotion of methods to encourage employees to commute in other than single-occupant vehicles.

3-2 POLICY.

3-2.1 It is departmental policy to actively promote the use of ridesharing.

3-2.2 There shall be an Employee Transportation Coordinator (ETC) appointed at every DOT location with 100 or more full-time employees on one shift.

3-2.3 If possible, OAs and BTS shall use and promote existing state or local ridematching services. Where state or local services do not exist, systems that are designed to enhance opportunities for employees to share their commute shall be identified or established. These systems shall comply with Privacy Act requirements.

3-2.4 Effort shall be made by management to schedule arrival and departure times to facilitate ridesharing.

3-3 RESPONSIBILITIES.

3-3.1 The Office of the Assistant Secretary for Administration shall:

- a. appoint a departmental ETC to serve as a point of contact for the facility ETCs and to serve as a liaison with other organizations; and
- b. issue departmental policy and provide oversight of the ridesharing program.

3-3.2 OAs and BTS shall:

- a. implement departmental policies;
- b. prepare and submit required reports; and
- c. designate a facility ETC at each location with 100 or more full-time employees on one shift.



- 3-3.3 Facility ETCs shall promote ridesharing at their facility following the policy and procedures provided in the FPMR, 41 CFR Subpart 101-6.3, DOT Order 1750.1, Employee Commuter Transportation, and this Manual.
- 3-4 DEPARTMENTAL PROGRAM. Listed below are the minimum components of an ideal ridesharing program.
- 3-4.1 Organization and Staffing. An ETC shall be designated at each location, where required, to assist employees in joining or forming vanpools and carpools. The name, location, and telephone number of the ETC shall be publicized.
- 3-4.2 Ridematching. If state or local ridematching services are not available, an existing system shall be modified or a new system established to enhance opportunities for employees to share their commute.
- 3-4.3 Marketing. Ridesharing information shall be provided to all new employees; public transportation information and schedules shall be available; and ridesharing shall be advertised on bulletin boards, in newsletters, or by other available means.
- 3-4.4 Group and Committee Participation. The ETCs shall network with other Federal, state, and local agencies on ridesharing activities. ETCs shall also communicate employee transportation needs to local public transportation authorities and other transit organizations.
- 3-4.5 Records. Records shall be maintained to ensure preparation of reliable reports on facility ridesharing efforts.
- 3-5 REPORT. A consolidated report on OST, OAs, and BTS ridesharing efforts is due to the General Services Administration on June 1 of each year. The Administrative Services Policy Division (M-46) will prepare and submit this report using data that is provided by the OAs and BTS. The report will contain information on activities that promote ridesharing and any notable achievements or barriers encountered in ridesharing efforts.

