

Relocation Checklist for Employers



Follow the steps on this checklist to create a plan to aid your employees with managing the change in the commute associated with your organization's relocation.

STEP 1 Survey Employees

1. Understand existing commutes
 - a. What modes of transportation do your employees use to get to work?
 - b. What time do they arrive at work, and what time do they leave?
 - c. Why do they make the travel choices that they do?
2. Evaluate employee preparedness for the move
 - a. Do your employees know how they will get to the new location?
 - b. What concerns do they have about their new commute?
3. Solicit feedback on necessary resources to ease the transition
 - a. What will help employees get to work safely and easily?
 - b. How can you make the new work site more accessible to them?

STEP 2 Assess Employee Transportation Needs and Existing Resources

1. Analyze survey results
 - a. Understand the when, how, and why behind your employees' commute choices
 - b. Familiarize yourself with the issues your employees anticipate in their new commutes
 - c. Consider suggestions for improving safe easy access to the new worksite
2. Determine accessibility with a site visit
 - a. What transit routes (bus or rail) serve the new work site?
 - b. Is the site easily safely accessed by bike? Are there connecting bike facilities? Is bike storage available?
 - c. Can the site be easily reached on foot? Are sidewalks continuous and in good condition?
3. Assess current transportation programs and benefits and identify enhancements
 - a. Assess your organization's current transportation benefits and how they meet the needs of your workforce
 - b. Ensure your organization is participating in Federal Commuter Tax Benefit programs
 - c. Take advantage of the Maryland Commuter Tax Credit
 - d. Consider implementing telework or alternative work schedule programs for your employees, as well as incentives to encourage biking, walking, vanpooling, and carpooling

STEP 3 Implement and Advertise Employee Transportation Resources

1. Ensure your employees are aware of all their commute options
 - a. Host a transportation fair to help familiarize employees with their new commute options
 - b. Promote the new commuter benefits via email, posters, and lobby screens

How can I learn more?



Web CommuterChoiceMaryland.com
Phone 410-865-1100
Hours (M-F from 8:30 a.m. – 5:00 p.m.)
Email CommuterChoice@mdot.maryland.gov

Sign up with Commuter Choice Maryland to access assistance with your commuter benefits program and receive regular updates and information on employer and commuter transportation resources!



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