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!

Misson Statement
“The Maryland Department of Transportation is a customer-driven leader that delivers safe, sustainable, intelligent, and exceptional transportation solutions in order to connect our customers to life’s opportunities.”