

# SAMPLE

## TRANSPORTATION MANAGEMENT PROGRAM ANNUAL REPORT

(Name of TMP Holder — TMP/SUP # )

Year

### A. Reporting Information

**Project Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**TMP SUP Number:** \_\_\_\_\_

**TMP Coordinator:** \_\_\_\_\_

**Reporting Year:** \_\_\_\_\_

### B. Project Description

(Name) is a xx-story, xxx-unit hi-rise apartment building located at (Address) in Alexandria. Completed in (Year) (Name) ("rents one and two bedroom apartments ranging in size from 730 SF to 1250 SF.")

### C. Parking Description

(Name) provides indoor and outdoor parking for its residents and guests to the building. The 237 available parking spaces include 183 in the 2-level garage and 54 surface parking spaces. Each apartment may rent one garage space for \$25/month. Additional garage spaces are available for \$70/month to residents with second vehicles.

### D. TMP Description

Currently, (Name) continues the same TMP related activities that began in 1994. (Name) proximity to Metro is a key feature in its print and Internet advertising as well as a key component of the management team's sales presentation to prospective residents. In addition, the management team provides collateral information to new residents which promotes metro rail use, carpooling, metro bus use, etc. as well as providing reference telephone numbers to call for additional information on ridesharing. (Name) also maintains an on-site display of material on transit services for the residents.

### E. TMP Transportation Account Semi-Annual Report Form

Attached.

### F. Results of Annual Survey

During the week of December 11 to 15, (year), the Annual Commuter Survey was distributed to all residents at (Name). Of the xxx surveys distributed, xxx were received. This was a xx% increase in the number of surveys received since the last report but still only represents xx% of the building. When preparing the (year) survey, a letter will be requested from the Office of

Transit Services, which will be attached to the survey. Below is the summary of the survey responses:

- **Number of people in household**

The majority of residents that responded to the survey are single households. 36% of the residents are from 2-person households.

- **Number of persons in household who work outside the home**

Except for two residents, all persons who answered the survey work outside of the home.

- **How do you usually (3-4 times a week) travel to work?**

xx% of the respondents to the survey indicated that they travel to work by using Metrorail. 15 respondents drive by themselves while five walk or use a bicycle and only two use the bus.

- **If you drive alone, which of the following reasons are applicable?**

Most residents drive alone because of irregular and unpredictable work hours. xx% indicated that they drove alone because public transportation was too inconvenient while x% said that using public transportation took too long. Other responses indicated that residents needed their cars for use during the day or for after work activities. One resident indicated that his work destination was close to (Name) but not near a metro station.

- **Do you presently receive a transit discount or benefit?**

The answer to this question indicated that xx% of respondents receive a discount while xx% do not receive any benefit from their employers.

- **On a scale of 1 to 5, for each commuter, indicate whether you would use public transit if the following were offered to you:**

Most residents who currently use public transportation did not answer the series of sub-questions related to this question. The following table gives the percentages for the 28 residents who did answer these questions.

1 = no  5 = yes	1	2	3	4	5
0% discount on transit fares	50 %	4 %	7 %	7 %	32 %
40% discount on transit fares	46 %	4 %	4 %	11 %	35 %
50% discount on transit fares	46 %	0 %	8 %	0 %	46 %
Able to purchase transit passes at community	54 %	0 %	11 %	11 %	25 %

- **Would you car/vanpool or use transit if you were guaranteed a ride home in an emergency no matter what time you had to leave work?**

Of the xx responses to the question, xx% indicated that they would car or vanpool while xx% would not car or vanpool.

- **Would you car/vanpool if you were guaranteed a convenient parking space?**

Of the xx responses to this question, 45% indicated that they would car or vanpool if they were offered a convenient parking space but this did not influence xx% of the respondents.

▪ **What is your usual work schedule?**

Xxxxxxxx percent (xx%) of the residents who responded to the survey indicated that they work between 9:00 am, and 6:00 p.m. Most other residents work some variation of time between 7:30 am, and 7:00 p.m. Only two respondents indicated that they start their workday later than 9:00 am, and three residents indicated that they work later than 6:00 p.m.

▪ **How many days in a typical week do you work?**

Xxxxxxxx percent (xx%) of the respondents work five days a week. Only xx% work more than five days a week and x% work less than xxx days (either x or x) a week.

▪ **Does your employer allow flextime, staggered hours, compressed workweek or telecommuting?**

The following table shows the number of residents who are offered the above listed work schedules from their employers:

<b>Flextime</b>	<b>Compressed work week</b>	<b>Telecommuting</b>	<b>Other</b>
<b>xx</b>	<b>x</b>	<b>x</b>	<b>x</b>

▪ **How long does it take you to get to work?**

The following table shows the numbers of people who have the indicated commuting time:

<b>Minutes</b>				
<b>0—15</b>	<b>16—30</b>	<b>31—45</b>	<b>46—60</b>	<b>Over an Hour</b>
x	x	x	x	x

▪ **If you drive to work, either alone or in a car/vanpool, do you pay for parking?**

Of those who drive alone, xx people do not pay for parking and two are responsible for paying for their parking.

▪ **If you do not pay for parking, why not?**

The majority of those who do not pay for parking indicated that there is no charge for parking (xx respondents). Xxxxxxxx surveys indicated that the employer paid for parking.

▪ **Are you aware there is an on-site Transportation Coordinator and a Transportation Management Program to help you with your commuting needs?**

The overwhelming response to this was "No". Only xx% of the residents at (Name) are aware that there is a Transportation Coordinator and Transportation Management Program.

▪ **Have you received any literature or been made aware of any of the benefits regarding the Transportation Management Program?**

Again, xx% of the residents at (Name) have not received any literature or been made aware of any of the benefits regarding the Transportation Management Program.

**G. *TMP Plan For Next Year***

The management team will work to increase the awareness in the community of the TMP and the Transportation Coordinator. (Name) management will continue to promote the proximity of the community to Metro and maintain advertising material for public transportation and transit services on-site as well as provide new residents with information. The management team will also work with the City of Alexandria to promote any additional activities.