

# Planning Your Return to Commuting

## Quick Guide for Employee Transportation Coordinators

April 2021

LA traffic has already returned to its pre-COVID levels, so it's highly recommended that you consider your employees' commuting and parking needs as you prepare your Return to Office plans, whether it remains fully remote, fully in-person, or a hybrid model. Your planning efforts are important in proactively supporting your employees, managing your parking supply, and reducing traffic congestion!

### Getting Started

- Send your employees a quick survey ([here's an example](#)) to identify ways your worksite can support their return, since their commute options may have changed.
- Send out an email blast outlining your commuter benefits.
- Reach out to the [GoSaMo TMO](#) if you have any additional questions!

### Public Transit

- Concerned about COVID on transit? [Studies](#) have shown that public transit is low-risk for COVID transmission.
- Live near a train station or bus stop? Use Google Maps, [Transit](#), or [CityMapper](#) apps to find the nearest stop. (The Transit app also shows crowding!) You can also take your bike onto trains or by loading to the front of the bus.
- On a crowded bus or train? Share your feedback [here](#) with your transit agency!
- Learn how to pay your BBB fare without cash [here](#) and learn about the TAP mobile wallet [here](#). Local transit agencies are encouraging riders to make contactless fare payments with TAP or a mobile ticket to help protect customers and staff.

### Walk

Check with all employees that live within 1 mile of the office and see if a walk commute is possible. One mile is about a 20-minute walk, which is a great way to enjoy Santa Monica's sunny weather while saving money on gas.

### Bike

- Check with employees that live within 5 miles of the office and see if a bike commute is possible. One way to plan a bike commute is through Google Maps.
- Interested in trying out bike commuting? Check out the Bike Center's [Commuter Bike Loan program](#) and the TMO's [E-bike Buying Guide](#).

### Drive Alone

- Re-evaluate your parking lease and see if you can adjust the number of parking spaces – look out for words such as “unreserved” or “unbundled”, which means your parking supply is adjustable.
- If you have 50 or more employees: evaluate your commuter program's eligibility requirements for Parking Cash Out, especially if you're shifting to a hybrid office.

For more information, check out [santamonica.gov/gosamo](https://santamonica.gov/gosamo)