Employee Trip Reduction Strategies
Employee Tracking Form
June 2008

Employee Name: _____   **Phone:** _____

Division: _____   **Email:** _____

How many miles do you travel to and from work? [Give a roundtrip estimate]   ☐

Please use the Commute Codes and Work Schedule Codes provided below. Return the completed form to your company Employee Information Coordinator at the end of each month.

Commute Codes: **B** = Bike/Walk   **D** = Drove alone   **MS**= Motorcycle or Scooter   **DW** = Didn't Work (due to SIC, VAC, travel for work, etc.)

MASS = Bus, Carpool, Vanpool   **T** = Telecommute (work from home)

Work Schedule Codes: **S** = Standard (e.g. 8-5 each day)   **Flex** = Flex Schedule other than 8-5 (e.g. 7-4)   **C =** Compressed Work Week (e.g. four 10-hr days)

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	15	16	17	18	19	20	21
Commute							
Work Schedule							
	22	23	24	25	26	27	28
Commute							
Work Schedule							

To & From Work Totals

Bike/Walk	0
Bus, Carpool, Vanpool	0
Drive Alone	0
Motorcycle/Scooter	0
Telecommute	0
Didn't Work	0

To & From Work Totals

Standard	0
Flex	0
Compressed	0