



Employer & Commuter Resources Getting There Together

The Key Bridge collapse has disrupted traffic and commuting patterns regionally, and the Maryland Department of Transportation (MDOT) is working to help everyone get where they need to go during this difficult time.

Below are free resources for employers and employees from Commuter Choice Maryland to find, use, and implement commuting options.

Employer Resources

Free Support and Customized Commute Programs

We help employers build a commute program that meets the specific needs of the organization based on location, employee schedules, and available commute options (many are eligible for substantial tax incentives!). We also assist with employee outreach.

Commuter Resources

Free Commute Programs and Services available at www.commuterconnections.org include:

- Free Guaranteed Ride Home (six free rides home per year).
- Free ridematching assistance to find carpools and vanpools.
- Park and Ride Lot maps.
- incenTrip app that rewards commuters for their trips to work.



Request materials or schedule a meeting to learn more about free resources from Commuter Choice Maryland.

We're In This Together!

We can all work together to reduce traffic congestion by teleworking, shifting our schedules, using transit, driving with colleagues or friends, biking, walking, or using scooters for commuting and non-work trips. The Commuter Choice Maryland team is here to help!

mdot.maryland.gov/KeyBridgeCommute



What is Commuter Choice Maryland?

Commuter Choice Maryland is the Maryland Department of Transportation's (MDOT) Travel Demand Management (TDM) Program. This program enables MDOT to address key goals, objectives, and strategies that will maximize traveler choices and deliver transportation solutions and services that can reduce congestion, conserve energy, protect the environment, and facilitate economic opportunity.

Visit the Commuter Choice Maryland website to learn more: commuterchoicemaryland.com

To learn more about Commuter Choice Maryland and the Maryland Commuter Tax Credit:

- **VISIT**
commuterchoicemaryland.com
- **CALL**
410-865-1100
Monday - Friday
from 8:00 a.m. - 4:30 p.m.
- **EMAIL**
commuterchoice@mdot.maryland.gov



MARYLAND COMMUTER TAX CREDIT



Mission Statement

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

Connecting commuters to transportation options



What is the Maryland Commuter Tax Credit?

A Maryland business or 501(c) 3 or 4 that provides any of the following commuter benefits for their employees: public or private transit, vanpool, carpool, guaranteed ride home, cash in lieu of parking, telework, active transportation, or multimodal last-mile connection may claim a maximum \$100 per individual employee per month tax credit in an amount equal to 50% of the cost of providing qualified commuter benefits to their employees.

Visit commuterchoicemaryland.com to review required documentation and obtain tax forms.

To qualify for this credit, all employer-funded commuter benefits through the Maryland Commuter Tax Credit must meet the purpose of transporting employees from their residence or designated meeting place (e.g., Park and Ride Lot) to or from their place of employment in Maryland AND all commutes must take place weekdays between 5 a.m. and 7 p.m.

Public or Private Mass Transit

Employers can subsidize the cost of transit for their employees on a publicly or privately owned mass transit system to or from a location in Maryland.

Vanpool

An employer-funded program that provides a vanpool for their employees meeting the following requirements: seating capacity of six individual adults with at least three employees being transported together (at least one-half of vehicle adult seating capacity).

Guaranteed Ride Home (GRH)

An employer-funded program that provides immediate transportation for an employee who participates in any of the commuter benefits options available with the Maryland Commuter Tax Credit who has to leave work early for illness or other verifiable emergency.



Cash in Lieu of Parking

An employer-funded program where an employer provides a cash allowance to an employee in an amount equal to the parking subsidy that the employer would otherwise pay or incur to provide the employee a parking space.

Telework

An employer-funded telework program where an employer provides a telework subsidy to an employee. The telework subsidy is the amount paid by an employer to an employee to cover prorated costs associated with teleworking such as internet costs, computer equipment costs, telephone costs, costs for software and supplies not provided by the employer but necessary for the employee to perform the employee's job, and membership costs for co-working spaces and telework centers.

Carpool

An employer-funded carpool program where an employer provides a carpool subsidy to their employees meeting the following requirements: **(1)** commute shared with two or more individuals for more than 80% of the trip, **(2)** costs covered including E-ZPass and/or toll fees, parking fees, or other costs associated with carpooling as appropriate, and **(3)** participating carpoolers are registered with the Commuter Connections Ridesharing Program. Reimbursement for maintaining or purchasing a vehicle used for carpooling is not an eligible expense.

Active Transportation

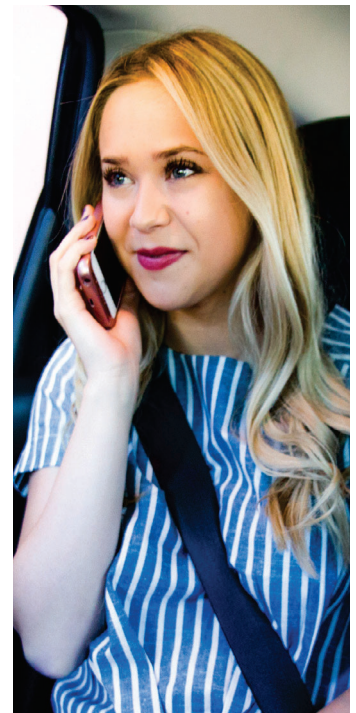
An employer-funded active transportation program where an employer provides an active transportation subsidy to their employees (includes bicycling on a bicycle with an electric component, operating a scooter with an electric component, and walking) meeting any of the following cost requirements: bicycle maintenance, shared bicycle membership, shared scooter membership, bicycling gear (limited to helmets, hydration packs, bottles with cages, spare tubes, patch kits, pumps, tire levers, cycling multitools, bike shoes, bike gloves, saddle bags, reflective accessories, and locks); and walking gear (limited to reflective accessories, walking or running shoes).

Multimodal Commuter Last Mile Connection

An employer-funded multimodal commuter program that provides subsidies, payments, or reimbursement to employees who participate in a commuter benefit option(s) with the Maryland Commuter Tax Credit and utilizes a ride hail service for a last mile connection meeting the following requirements: utilize a ride hail service for up to five miles of a multimodal commuter trip (transit, carpool, vanpool, and active transportation) to connect a commuter to work and/or a multimodal option.

How to bring your employees to work with a commute they'll love.

Introducing Commute with Enterprise. We'll help you turn getting to work into a perk. Our program gives your employees a flexible, reliable ride to work—while you get a powerful benefit to attract top talent as your company grows.



How we bring confidence to your commuter program:

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1 Make a plan.
Help establish goals:

 - Rider participation
 - Overall savings
 - Sustainability
- 

2 Take action.

 - Recruit riders and drivers
 - Set schedules and routes
 - Provide recent-model SUV or van
- 

3 Keep moving.

 - Onboard drivers and riders
 - Manage insurance
 - Coordinate maintenance
- 

4 Track progress.
Quarterly reports measure:

 - Rider participation & satisfaction
 - Sustainability progress
 - Opportunities for expansion

Better for your employees. Better for your business. Better for the planet.



Drive savings.

Help employees save on their commute! Take advantage of transit subsidies and tax incentives to help drive bigger savings.



Recruit and retain top talent.

Turn the promise of a flexible, dependable commute into a unique perk that can help your employees arrive rested and ready to take on their day.



Achieve sustainability goals.

Keep your company ahead of the sustainability curve. Last year, CWE helped companies across the country eliminate over 812,000,000 pounds of CO₂*.

Let's get started.

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484-880-2033

CommuteWithEnterprise.com

* Estimates based on 2022 Enterprise reporting and U.S EPA Calculator, and assuming participants previously drove alone.
[CommuteWithEnterprise.com/Showmethemath](https://www.commutewithenterprise.com/Showmethemath)





MTA CHARMPASS FARESHARE PROGRAM

▶ **New feature with CharmPass mobile app allows any business or organization to provide MTA fare products to their employees (includes Bus, Light Rail, Metro Subway, Commuter Bus, and MARC)**

- Pass products and pricing are unique to each organization and can be configured to meet your needs!
- All transactions are handled electronically, with no need for distribution or revenue collection.
- Participation in the program is free and can accommodate organizations of all sizes.
- Tickets are stored electronically and are available for immediate use when needed for travel.

Why SmartBenefits® on your smartphone makes sense.

With CharmPass on your smartphone, you can have transit fare at your fingertips any time. And even if you lose your phone, your fare and benefit information is backed up by a secure server for easy replacement.

- No paper tickets to keep track of
- Use CharmPass to purchase your choice of ticket and pass options for MDOT MTA MARC Train, Commuter Bus, Local Bus, Light RailLink and Metro SubwayLink
- Eliminate the need to purchase fare in-person at a ticket vending machine
- Split payment between two credit cards, or a credit card, PayPal® and a SmartBenefits® account
- Purchase tickets at your convenience 24/7, then validate them directly from your smartphone before boarding

For step-by-step instructions,
visit mta.maryland.gov/SmartBenefits.

CharmPass with SmartBenefits® is intuitive and easy to use, but there's a first time for everything. You'll find instructional videos and FAQs at the link above, and we're always happy to help answer your questions at **MTAMobileTicketing@mta.maryland.gov** or by calling **1-833-242-7622**.



For more information, or to request this information in an alternate format or translated into another language, please contact the department listed below.

Para mayor información, o para solicitar esta información en un formato alternativo o traducido a otro idioma, por favor contacte el departamento enlistado abajo.

欲了解更多信息或欲索取另一种格式或译成其它语言的本文档，请联系下列部门。

Pour plus d'informations, ou pour obtenir ce information sous un format différent ou traduit dans une autre langue, veuillez contacter le département indiqué ci-dessous.

더 자세한 정보가 필요하시거나, 이 문서에 대한 다른 형식의 복사본 또는 다른 언어로 번역된 복사본이 필요하시면 아래 기재된 부서로 문의하시기 바랍니다.

Para sa higit na impormasyon, o para hilingin ang impormasyong ito na nasa panghaliling format o isinalin sa ibang wika, mangyaring kontakin ang departamento nakalista sa ibaba.

Для получения дополнительной информации или запросить эту информацию в альтернативном формате либо в переводе на другой язык, просьба связаться с указанным отделом.

MTA Transit Information Contact Center
410-539-5000 • 866-743-3682 • TTY 410-539-3497
Maryland Relay Users Dial 7-1-1



mta.maryland.gov
(410)539-5000



Get SmartBenefits® To Go with CharmPass!



MDOT MARYLAND DEPARTMENT OF TRANSPORTATION
MARYLAND TRANSIT ADMINISTRATION



SmartBenefits®

just got **smarter,**
with **CharmPass.**

SmartBenefits® offers discount options from your employer that make it easy and more affordable to take transit. Now you can conveniently and securely access those transit options right from your smartphone.

It's easy!

- 1 If you're new to the SmartBenefits® program, obtain and register your CharmCard® (MDOT MTA) or SmarTrip® (WMATA) card and provide its serial number to your employer.
- 2 Allocate your SmartBenefits® to MDOT MTA Mobile Ticketing through Your Transit Allocation account by the 21st of the month.
- 3 Download MDOT MTA's free CharmPass mobile transit fare app.
- 4 After you've selected the line you want to buy tickets for and pressed "Checkout," simply select "SmartBenefits" as your payment type.
- 5 Enter your SmartBenefits® account number.
- 6 Store the account information for future purchases so you don't have to enter it again.
- 7 Enjoy your SmartBenefits® funds being automatically available on the first day of each month.

Tap into convenience –
download CharmPass
right now.

- 1 **CREATE YOUR ACCOUNT** for quick and easy payment.
- 2 **SELECT FARE** by choosing the appropriate line, stations and fare type, then pressing "Checkout."
- 3 **PAY** by entering your credit card and/or your SmartBenefits® account number (which can be stored in the CharmPass app to make future purchases faster).
- 4 **ACTIVATE YOUR TICKET.** Prior to boarding, simply select "My Tickets" from the CharmPass menu, choose the ticket you want to use and tap "Use Ticket." Show this screen to the conductor or operator when asked to see your ticket.