
 Albemarle County Public Schools		 Subject: Transportation Efficiency			
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1.0 PURPOSE

This Standard Operating Procedure (SOP) will serve as a guideline for implementing the more environmentally sound transportation practices. It will also lay out the various benefits that will be conferred on staff members for choosing environmentally conscious alternative transportation. The Albemarle County School District is committed to incorporating environmental considerations in school administration and staff transportation practices. This will be done by implementing an incentive program that rewards staff members for utilizing environmentally friendly transportation practices, including, but not limited to: carpooling (ride sharing), walking, bicycling, or taking public transportation. In turn, these actions will reduce the school districts burdens on the local and global environments, which ultimately protects public health and reduces the costs and liabilities attributed with the environmental quality of the region.

2.0 DEFINITIONS

RideShare: A program of the Thomas Jefferson Planning District Commission in cooperation with the Central Shenandoah Planning District Commission, working to reduce traffic congestion and increase mobility throughout Central Virginia and the Central Shenandoah Valley. RideShare offers free carpool and SchoolPool matching, vanpool coordination, and operates a Guaranteed Ride Home program to provide free rides home in an emergency. RideShare also works with employers to develop and implement traffic reduction and encourage participation in regional development and transportation plans.



3.0 PROCEDURES

A. RideShare Program – School Employees

Each year the Environmental Compliance Manager will create commuting maps for each school. If there are sufficient opportunities for carpooling based on the commuting maps, schools should connect with RideShare to offer alternative transportation options for employees.

B. SchoolPool Program – Parents

SchoolPool is administered by the RideShare program and creates links to other parents who are interested in sharing rides to and from the same school—on a daily basis, occasionally or in an emergency. Once a school has agreed to participate, parents receive a SchoolPool registration form to complete and return. The information is entered into the RideShare database where it is compared against information submitted by other parents at that school. Parents then receive through the mail a "match list" of other parents who live in the same neighborhood or within a convenient distance and who have similar schedules. The parents

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then contact each other and make mutually agreeable rideshare arrangements. Interested schools can enroll by contacting the Environmental Compliance Manager.

C. Incentive Program for Employees

This section applies to the incentive program for employees who engage in the alternative transportation practices outlined by RideShare and other activities.

- 1) A set number of priority parking spaces will be reserved for those staff members who carpool to work. These parking spaces will be clearly delineated from others in the staff parking lot and indicate that those spaces are designated for vehicles in which two or more individuals rode to work together.
- 2) Employees will be encouraged to register with www.nuride.com to track their green trips and receive rewards.

D. Fleet Vehicle Trips

Employees driving fleet vehicles shall make every effort to consolidate trips. Low priority items should be scheduled accordingly to minimize the number of trips needed. For long distance travel, the most efficient vehicle available in the fleet shall be used.