

TRANSPORTATION INCENTIVE PROGRAM



What is TIP

- The **Transportation Incentive Program (TIP)** applies to Department of Defense (DOD) employees to help reduce their daily contribution to traffic congestion and air pollution, as well as expand their commuting alternatives. DOD members are eligible for a benefit up to \$230.00 per month.

PRIVATE TRANSPORTATION COSTS

- ▶ Fuel
- ▶ Vehicle maintenance
- ▶ Insurance
- ▶ Licensing
- ▶ Parking
- ▶ Other commuting methods



Cost Worksheet

- **Compare the actual cost of three different commuting modes.**
- Fill out the cost calculator form to find out your annual drive-alone commute cost. Compare it to the cost of carpooling and vanpooling. If your employer subsidizes commute options such as transit, carpooling or vanpooling, or if you receive free HOV parking, the costs of other modes may be even lower.

Find the cost calculator form here:

<http://www.rideshareonline.com/Commuters/calculator.html>

ELIGIBILITY REQUIREMENTS

- **ONCR** covers all DOD facilities and installations and all DOD employees located in 50 states as well as the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Who Qualifies

- All Navy and Marine Corps **military members** and **federal DOD civilian employees**, including Non-appropriated Fund (NAF) employees.
- **Part-time** federal employees and **interns**.

Methods of Transportation That Can Be Reimbursed

The following recognized mass transportation systems qualify for the benefit:

- Commuter Bus
- Commuter Train
- Subway/Light Rail
- Vanpool
- Ferry (foot passengers only)
 - Ferries are not approved as a means of shuttling Personally Owned Vehicles (POVs) from one point to another where the completion of the journey to an individual's duty station is completed in the POV

Not Authorized for TIP

- Carpools, POV's, motorcycles, bicyclists, airplanes, and/or walkers, solely utilizing any of these methods, DO NOT qualify for the benefit.

Island Transit Vanpool info:

- vanpool@islandtransit.org
- www.islandtransit.org
- 360-678-7771 x 3



Island Transit

Try self-ride matching at:

RideshareOnline.com

Powered by brilliant commuters. Like you.



Step 1

Find your group of 5-15 riders, and define your route and pick up/drop off locations and times.



Step 2

Choose your manager, drivers and bookkeeper. Then submit your forms.



Step 3

Take your drivers and bookkeeper orientation, pick up your van. You are now

set to go!



Step 1

Find your group of 5-15 riders and define your route and pick up/drop off locations and times.

- **Once you have** your pool together, your group decides on a route, pick-up points and schedule. Vanpooling is flexible so consider picking up riders at health clubs or even daycare centers -- places that fit everyone's needs.
- After your group establishes a route, you can figure out your daily mileage which sets the fare. (Check with your local public transit provider for exact fares.)
- Find out if your employer has a transportation incentive program (TIP)

Step 2

Choose your manager, drivers and bookkeeper. Submit forms.

- **Now you're ready** to choose a vanpool group manager. This person will be the point of contact between agency and group.
- Choose a primary and at least one back-up driver.
- The primary driver may ride free.
- To be a vanpool driver, you need:
 1. To be at least 21 years old with a current driver's license
 2. A good driving record for the past three years.
 3. And 5 years of driving experience.
- You'll also need a bookkeeper to collect fares. This person must have a good credit history. Anyone in the group, including the drivers, can be your bookkeeper.

Step 3

Take your driver's orientation, pick up your van.
You are now set to go!

- **Once your** commuter vanpool is approved, drivers and bookkeepers will attend an orientation class that ends with your primary driver taking the van home. It's that easy!

Web sites and contact info:

- <http://www.fmo.navy.mil/services/tip/tip.htm>
- contact number at NAS WI: 360-257-1439
- <http://www.rideshareonline.com/>
- www.islandtransit.org
- contact number at Island Transit: 360-678-7771 x3