

Guide for Transportation Management Plan (TMP) Development

These guidelines are intended to help direct the development of the Transportation Management Plan. The Transportation Management Plan (TMP) is designed to decrease the amount of traffic generated by promoting policies resulting in the reduced use single occupancy vehicles, and support the Town's efforts to reduce carbon emissions while promoting wellness through use of transit, bicycle and pedestrian movement. The TMP must be submitted as part of the SUP approval process. The request of a TMP as part of an approved SUP is the responsibility of the property owner rather than the tenants.

Steps for TMP Implementation

1. **Appoint a Transportation Management Plan Champion** – should be by position, rather than specific person. Name and contact information needs to be sent to Len Cone before the business opens. TMP Champion responsibilities include:
 - a. Attendance of annual Go Chapel Hill TMP Conference
 - b. Conduct Employee and Business Surveys as called for by Town (usually bi-annually)
 - c. Regular employee communication regarding TMP information sent by Town
 - d. Attendance & Support of related TMP Trainings or Information
 - e. Coordinate TMP implementation with tenants or employees.
2. Discuss the TMP, annually, with all employees to encourage alternative transportation use.
3. Make available showers, lockers, bike parking, break areas (with microwave & fridge) etc. for those employees and/or patrons who choose to walk/bike/ride transit to work.
4. Offer other measures such as direct deposit of paychecks, and employee use of company mailroom facilities, bicycles and company car for work related use.
5. Make available for employees:
 - a. Go Passes for those using Go Triangle to get to & from work or transit reimbursement.
 - b. Offer a flexible work schedule to meet needs of bus schedule.
6. Provide funding for programs such as bicycles purchase for employee use.
7. Installation of bus shelters and similar amenities to enhance transit use.
8. Join air quality coalition, bike coalition and/or other related organizations.
 - a. [Emergency Ride Home Program - Employer Registration](#)
 - b. [Share the Ride NC Program](#)
 - c. [Best Workplaces for Commuters Program](#)
9. Have specially designated carpool/alternative fuel parking space/s near main facility entrance.
10. Make available bike racks (design according to Town specs) & Fix – It Station. Provide covered racks near main entrance, indoor wall mounted bike hooks. indoor racks and/or bike lockers.
11. Communications:
 - a. Send to all employees in building Go Chapel Hill Newsletters, Promotional Campaigns/Contests, Special Events, Announcements, etc.
 - b. Provide a communication board for posting information from the Town and Go Chapel Hill program related to using alternative transportation such as Carpooling (Rideshare NC) and Bicycling including Maps, Safety Guides, healthy living and other green tips, etc.
 - c. Communicate route, schedule, holiday and changes information regarding:
 - Chapel Hill Transit
 - Go Triangle
 - Go Raleigh
 - Go Durham

More info. - Town of Chapel Hill's Go Chapel Hill TDM Community Manager at 919-969-5065