

# **Employee Commute Handbook**

Cambridge Public School District

# **CitySmart**



**FAST. FLEXIBLE. FUN.**

Tips for getting to work and beyond without getting behind the wheel.

# Commute Options for Cambridge Public School employees

Parking in Cambridge is limited, and there are many other commute options besides driving. You don't have to commit to one mode either – you can use any combination that works for you. You can even request a workshop to learn about commute planning and transportation benefits! Just contact Jennifer Lawrence at 617/349-4671, [jlawrence@cambridgema.gov](mailto:jlawrence@cambridgema.gov).

## Public Transit

Cambridge is well served by rapid transit, with the Red Line (Kendall/MIT, Central, Harvard, Porter, Alewife), the Green Line (Lechmere), and 33 bus routes. **Transferring from subway to bus is free**, making it even easier to take transit for your entire trip.



## Other Services

### EZRide Shuttle

[www.charlesrivertma.org/program\\_ezride.htm](http://www.charlesrivertma.org/program_ezride.htm)

All City employees are eligible to receive a free EZRide Shuttle pass. The shuttle runs during the morning, lunch, and afternoon commute hours on weekdays, and operates from North Station to Cambridgeport via Kendall Square. To get your sticker, contact the Community Development Department at extension 4671 or [transportation@cambridgema.gov](mailto:transportation@cambridgema.gov).

### Emergency Ride Home

<http://www.charlesrivertma.org/cambridge-erh/>

This is a great program to help make it easier to leave your car at home! The Emergency Ride Home (ERH) Program eliminates the uncertainty of using an alternative commute. Should an emergency change your travel plans, the ERH can ensure that you are not stranded at work. Once enrolled you will receive a voucher that can be used with a designated taxi company.

a week are eligible to register for the Emergency Ride Home program. For questions, contact [transportation@cambridgema.gov](mailto:transportation@cambridgema.gov).

## New Tools

Smartphones can give you real-time information so you know exactly when the next bus or train will arrive. No more standing at a bus stop wondering when the next bus will come! The T has more than 45 real-time tracking apps for smartphones, tablets, and computers. There's even a text option for plain ol' cell phones. Riding the bus just got easier! Download an app here: [mbta.com/rider\\_tools/apps](http://mbta.com/rider_tools/apps).

## Other Useful Tools

### MBTA Trip Planner

[mbta.com/rider\\_tools/trip\\_planner](http://mbta.com/rider_tools/trip_planner)

Enter your starting point and destination and optimize your trip by time, number of transfers, mode (bus or train), or walking distance at either end.

### Google Maps for Transit Info

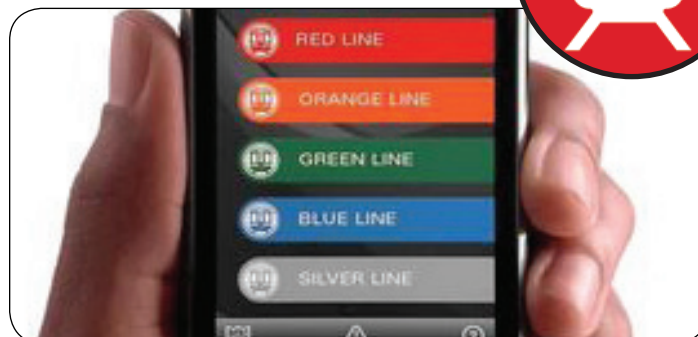
[google.com/transit](http://google.com/transit)

Find transit information and real-time information on some routes. Enter a start and finish point, click 'Get Directions', and away you go. Routes are displayed based on your departure time. You can also choose the date and time to leave or arrive by.

### T-Alerts

[mbta.com/rider\\_tools/t\\_alerts/](http://mbta.com/rider_tools/t_alerts/)

Choose up to three lines of service (e.g. Red Line subway, 68 bus & 83 bus) to receive alerts by email, text, or both. When there is a service delay or outage, a message is sent updating you.

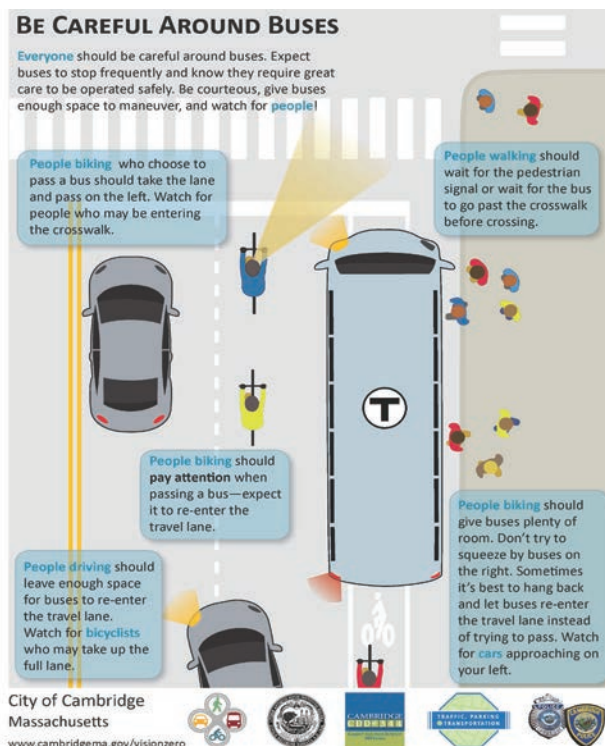


# Transit Benefits

The following city employees are eligible for the MBTA Pass Reimbursement Benefit of 65% of the cost of a pass:

- \* Up to \$40/month: All full and part time clerical, safety specialists, American Fed of State, County, and Municipal Employees, AFL-CIO, Council 93, and Local 1611.
- \* Up to \$60/month: All Cambridge Teacher's Association members, administration, full or part time (Units A-E), paraprofessionals, substitutes, and family resource liaisons.
- \* Up to \$120/month: Any non-union, permanent employees working 16 or more hours per week.

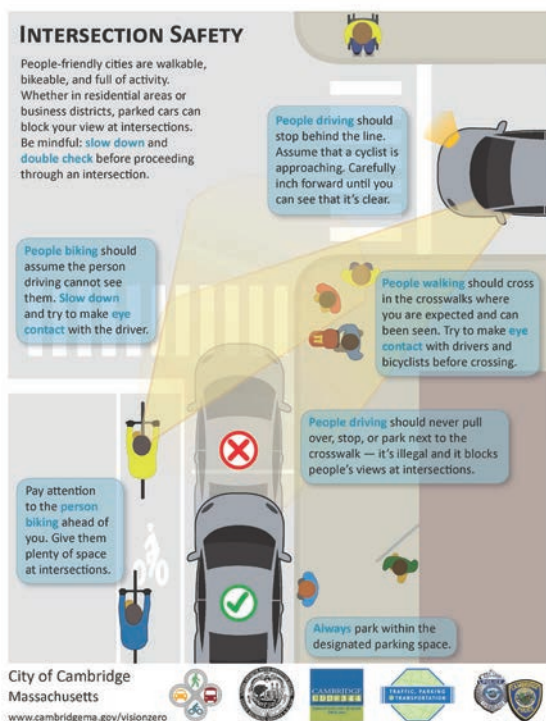
For MBTA pass reimbursement or payroll deduction, contact Jean Sullivan, Accounts Payable Coordinator at 617/349-6449, [jeansullivan@cpsd.us](mailto:jeansullivan@cpsd.us).



# Walk



Ever wonder how long it will take you to walk from here to there? The average person can comfortably walk a quarter-mile in 5 minutes. Studies have shown that people are most likely to stick to exercise when it is part of their daily lives. Walking to school is a great way to incorporate exercise into your regular routine.



## Walk Safely

Cambridge is a great city for walking. It is compact and flat, and has a mix of housing, stores, services, workplaces, and parks, putting many destinations within easy walking distance for most people. Virtually every street has sidewalks, and none has a speed limit of more than 30 miles per hour. It's no wonder that Prevention Magazine named Cambridge **"America's #1 City for Walking" in 2012**. The Boston-Cambridge-Quincy area is also the safest metropolitan area in the country for walking according to "Transportation for America 2011."



## How to be a Smart Pedestrian

### Be seen

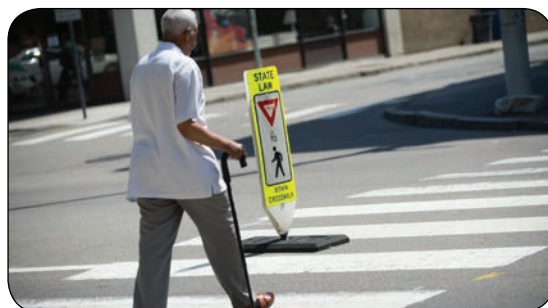
Stand clear of buses, hedges, parked cars, or other obstacles. Wear bright or light-colored clothes and reflective materials at night. Cross in a well-lit area at night.

### Be alert

Walk on the sidewalk. Don't assume vehicles will stop. Make eye contact with drivers. If a driver is on a phone, s/he might not be paying attention to the road. Look before you cross; don't rely solely on pedestrian signals.

### Be careful at crossings

Cross streets at intersections or marked crosswalks, if possible. Look left, right, left before crossing a street. Watch for turning vehicles; make sure drivers in all lanes see you and will stop for you. Don't wear headphones or talk/text on a phone while crossing.





# Laws

## Laws for Drivers and Bicyclists

- Yield to pedestrians entering or using a crosswalk in your path of travel.
- Do not block a crosswalk with your vehicle.
- Yield to pedestrians if your traffic signal is red and you are turning.
- Never pass another vehicle that has stopped or is slowing down for a pedestrian.

## Laws for Pedestrians

- Obey the 'Don't Walk' and 'Walk' signals.
- Use a crosswalk if one is available.
- At crosswalks with pedestrian signals and a push button, use it and wait for the 'Walk' signal.
- Signalized intersections without a push button will give you a 'Walk' signal automatically.



# Pedestrian Signals

The City's goal is to keep you safe while crossing the street and to minimize the time you have to wait to cross the street.

- Vehicles often have a green light when the 'Walk' signal is on. Watch for turning vehicles when you cross.
- Pedestrians get a head start at most intersections where vehicles and pedestrians move at the same time.
- The flashing 'Don't Walk' signal must last long enough for everyone who has started crossing to finish. In long crosswalks, this can last longer than the 'Walk' signal.



## Bike

Bicycling can be fast when you find a good route and have bike parking at the school. Oftentimes you can beat the car traffic!



## Bike Routes

Check the City's bike website at [cambridgema.gov/bikes](http://cambridgema.gov/bikes) to find bike lanes, protected bike lanes, and off-road paths through Cambridge. There is also a map of bike fix-it stations that have tools and air pumps for you to use if your bike needs a quick fix.

## Bike Parking

Always lock your bike, even if you're just leaving it for a minute. Sturdy U-shaped locks generally work best. Be sure to lock your frame and at least one wheel. Need more bicycle parking? Let us know! To request additional bike parking, please email [bikerack@cambridgema.gov](mailto:bikerack@cambridgema.gov).



## Hubway Bike Share

There are over 45 Hubway stations all around Cambridge!

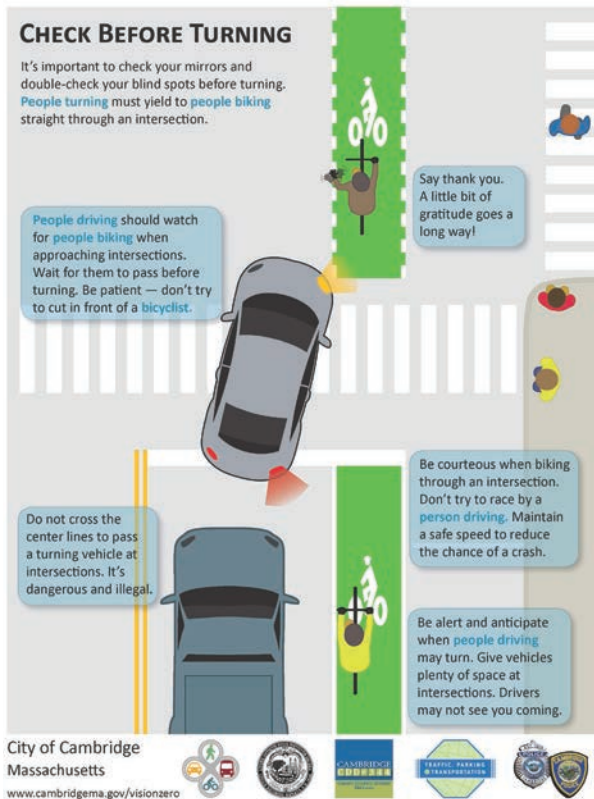


Hubway, the regional bike share system, serves Cambridge, Boston, Brookline, and Somerville. Bike sharing lets you rent a bike near home or work and pedal your way to your destination, leaving the bike at a station near your final stop. We are pleased to offer **discounted Hubway annual memberships** to employees working less than 16 hours a week and some City of Cambridge union employees for **\$60 annually**. **Non-union, permanent employees working 16+ hours a week and teacher, substitute, para, teamster and library union employees enjoy free membership!** This benefit allows you unlimited rides 30 minutes and under, year round. You can use this benefit to get to or from work, to mid-day meetings, or to run errands. If you are interested in membership, contact Jennifer Lawrence at 617/349-4671, [jlawrence@cambridgema.gov](mailto:jlawrence@cambridgema.gov).

For more information on Hubway, visit [cambridgema.gov/hubway](http://cambridgema.gov/hubway). Download the **Spotcycle app** for your smart phone to show you where bikes and empty docks are available.







## Bike Safely

### Ride with traffic

Some people think they're better off riding facing the traffic. This is a dangerous error! Wrong-way cycling is a cause of bicycle-car collisions. Pedestrians and drivers on cross-streets or pulling out of driveways won't be looking in your direction and thus won't see you. If drivers don't see you, they may hit you. If pedestrians don't see you, you may hit them. **The key to safe cycling is to be predictable and to be seen.**

### Use lights at night

**The law requires a white light in front** that is visible for at least 500 feet, pedal reflectors, and a rear red reflector visible for at least 600 feet, but the more lit you are the better. Blinking red lights, reflective pant straps, and other devices



are available at bike shops and City of Cambridge Transportation Fairs. Nearly half of all cycling deaths involve cyclists riding at night without lights, although only 3% of biking is done after dark. Be seen!

### Ride so you'll be visible

**Ride in a straight line** a car-door's-width (3-5 feet) from parked cars. You will be more visible and cars turning right will be less likely to cut you off. Ride in the middle of the lane when the road is too narrow for a car to pass you. Never pass a bus on the right - you could collide with a pedestrian or get squeezed against the curb.



### Wear a helmet

It's the law for children under sixteen; **it's smart for everyone**. Head injuries account for a majority of cycling deaths, and helmets can prevent most of them. Helmets should be worn over the forehead, not tilted back. The front edge should be above the eyebrow and you should be able to see the brim when you look up.

### Watch for cars turning and doors opening

It is OK for bicyclists to ride in the general travel lane, even when a bike lane is present. If there's an obstacle in the bike lane, slow down, signal, and make sure the driver behind sees you before you move into the general travel lane. Watch for car doors opening. Staying 3 feet from the door zone is a good rule to follow. Watch for cars turning right at intersections.

### Use hand signals

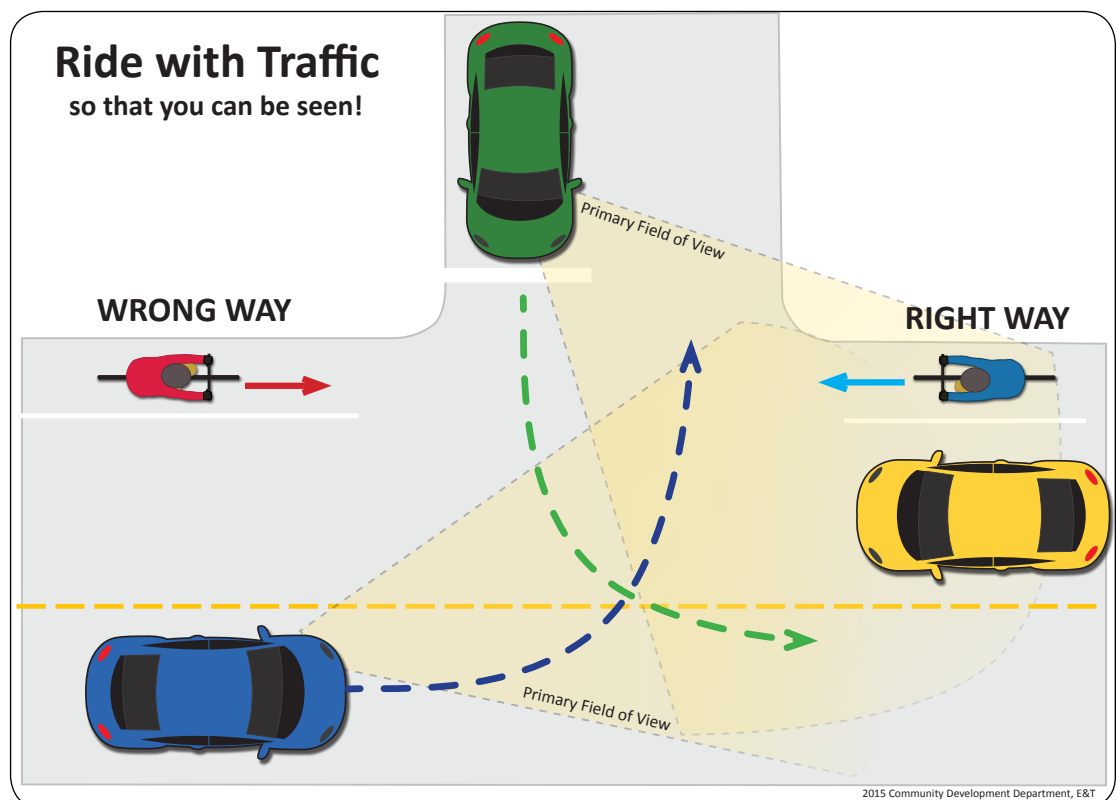
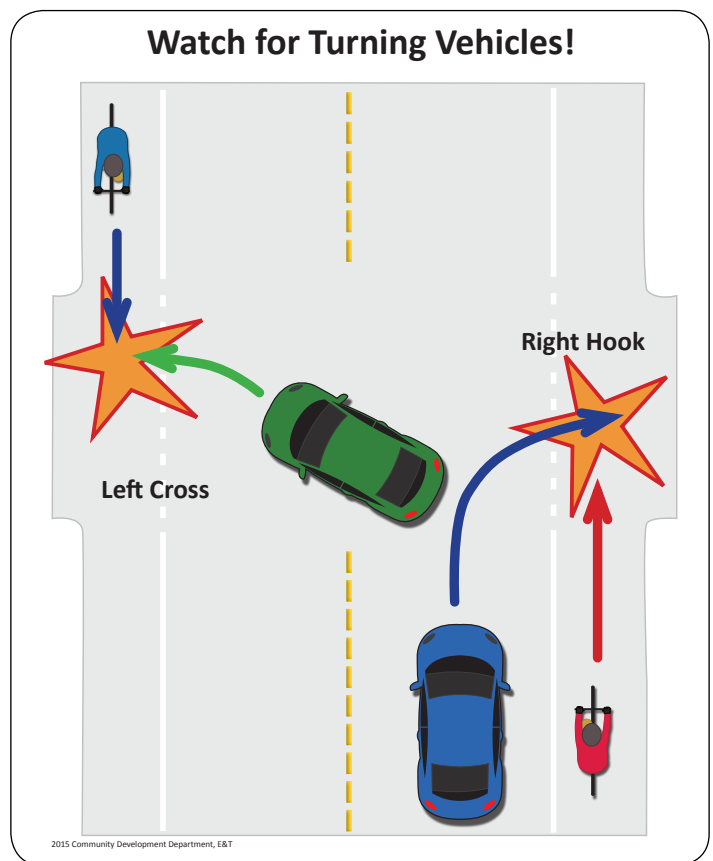
It's the law, and it helps drivers and pedestrians see where you are going.

### Choose the best way to turn left

There are three possibilities:

- 1) Signal, move into the left lane, and turn left;
- 2) Ride straight to the far side of the intersection, then stop, reposition your bike, and ride straight across; or
- 3) Hop off of your bike and become a pedestrian!

**If you use the crosswalk, walk your bike.**





## Carpool



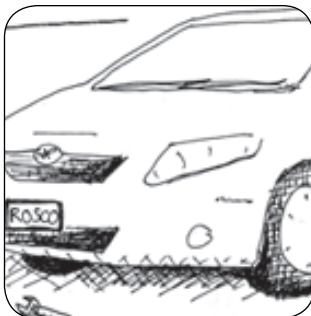
Besides splitting gas costs, more people sharing a ride means fewer cars on the road, so you'll get to school faster. Thanks to online outlets, it is now easier than ever to find somebody going your way.

## Save time and money

### Online resources

- MassRIDES - [www.commute.com](http://www.commute.com)
- eRideShare - [www.erideshare.com](http://www.erideshare.com)
- Zimride - [www.zimride.com](http://www.zimride.com)
- Ridester - [www.ridester.com](http://www.ridester.com)

Better yet, carpool with coworkers. We can create parking spaces especially for carpoolers. To request a carpool spot at your school email Jennifer Lawrence at [transportation@cambridgema.gov](mailto:transportation@cambridgema.gov) or call 617/349-4671.



## Be a Good Carpooler

### Carpool Etiquette and Tips

#### Do

- Give plenty of notice if you'll be away; notify others of sick days or emergencies.
- Call or text your fellow carpoolers if you're running late.
- Drive carefully. There's no excuse for speeding or drinking alcohol.
- Exchange emergency contact info.
- Keep your car well-serviced and clean.
- Use seatbelts-It's the law, and the driver could get a ticket if all are not buckled.
- Let the driver initiate conversation. Some drivers prefer to focus on the road rather than chat.
- Let music be the driver's choice. Drivers should keep the volume in check.

#### Don't

- Make a habit of being late.
- Ask your carpoolers to make extra stops to take care of personal errands.
- Talk about controversial topics like religion or politics unless you know your fellow carpoolers well.
- Have lengthy cell phone conversations while you're in the carpool.
- Eat or drink in the car.
- Block driveways and side streets while waiting for passengers.
- Stop in a bus zone, crosswalk or bike lane.



## Drive

There is limited parking in Cambridge. We may be able to create additional spaces for carpoolers. To request a carpool spot at your school email Jennifer Lawrence at [transportation@cambridgema.gov](mailto:transportation@cambridgema.gov) or call 617/349-4671.

There is parking available at the First Street Garage on Spring Street or at the Green Street Garage at 260 Green Street. The City employee rate is \$2 per exit or \$40 per month.

## Carshare

Carsharing gives a transportation option that complements the City's robust transit, bicycling, and walking networks. Carshare members get the benefit of a private car without the cost and responsibility of owning one. Many City departments offer Zipcar membership for business use if you ditch the car and use a sustainable mode instead. For more info, contact Jennifer Lawrence at 617/349-4671, [jlawrence@cambridgema.gov](mailto:jlawrence@cambridgema.gov).

## Transportation Fairs, Contests, and Workshops

The City of Cambridge hosts many fairs, workshops and contests to make sure that you have all you need to get around town without driving alone!

### Transportation Fair

Each year, the City hosts a Transportation Fair, bringing together representatives from such companies as Hubway, MassRides, the MBTA, Zipcar, MassBike, the Charles River Transportation Management Association (EZ Ride Shuttle), and many others. Prizes are given away to participants and fun is had by all!



### Bike Week

Bay State Bike Week typically takes place the second week of May, each year. This event is hosted by numerous agencies across the Commonwealth. In Cambridge, we host bicycle breakfasts, participate in a statewide contest, and celebrate at the Bike Bash in Kendall Square.

### Buses, and shuttles and bicycles - oh my!

Our regular email newsletter keeps you informed of updates to transportation benefits, current contests, and any upcoming events. Email [jlawrence@cambridgema.gov](mailto:jlawrence@cambridgema.gov) to join the list.

### Walk/Ride Day

The City of Cambridge is a proud participant in the [Walk/Ride Day Corporate Challenge](#). On the last Friday of the month, April-October, we ask employees to try a sustainable commute mode and log that commute online. This is a great way to try out a new way of getting to work. We host monthly events at municipal buildings around town to thank you for participating. In 2014, we won in the Largest Employer category - free ice cream for all WRD participants!

### Bike Workshops

The City sponsors a series of free bicycle workshops for employees. These workshops teach a range of content, from urban cycling basics, to on-bike training, to maintenance basics, to information on using the Hubway system. Try one out and see how you like cycling to work.

### Lunchtime Walks

Get moving on your lunch break. These walks take place from 12-12:30 during the warm months. Schedule will be [sent through the email list](#).



# Top 5 Most Dangerous Things to Do on the Road



**Do not talk or text while driving.**

Put the phone down and focus on the road.



**Stop for people walking.**

Pedestrians are not bowling pins. Stop for them in crosswalks.



**Do not open door without looking.**

Watch to make sure you don't hit people on bikes when opening your car door.



**Watch carefully when turning right and left.**

Yield to people biking and walking before turning.



**Do not stop in the bike lane.**

The road is for everyone. Stay clear of the bike lane and don't double park.

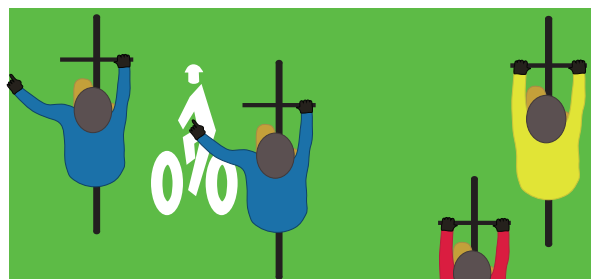


# BIKE BOX ETIQUETTE

Bike boxes are installed at intersections to give **people biking** a safe way to turn. When used correctly, bike boxes make intersections safer for **everyone**. Follow these guidelines when approaching a **red light** and avoid unnecessary frustration and confusion at the bike box.



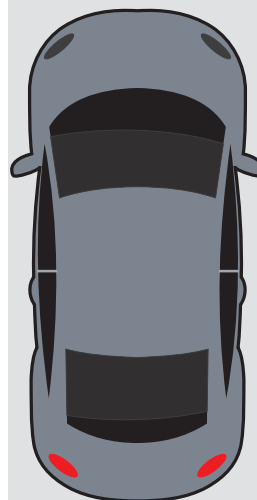
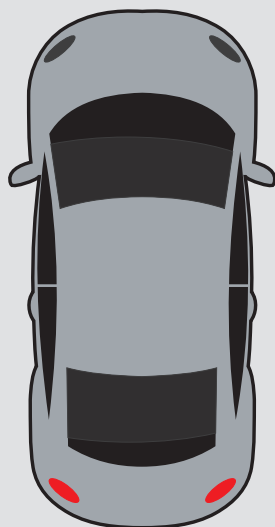
**People on bikes** turning left should move to the left side of the box. Signal and wait for the green light.



**People biking** should always stop behind the crosswalk to allow for **people walking** to cross.

**People biking** straight should fill in the queue in a staggered formation and wait for the green light.

**People driving** should stop behind the bike box (**even when it's empty**) and wait for the green light.



Shared paths are used by many different people in many different ways. Follow these guidelines of how to share the path and enjoy your trip!

Illustration of three children (green, red, blue) and a car (red, blue) on a road with a yellow dashed line.

Pass on the **left** and make your presence known. Check behind you before passing.

**Slow down**  
when passing  
and give a  
**warning.**

Keep your dog on a **leash**.

On your left!

Be aware of your surroundings when running with ear buds in. Check behind you before passing.

Kindly move off  
of the path to  
stop and talk.

Slower-moving people stay to the **right**. Use lights when it's dark.

Wear a light  
when it's dark.

**Cambridge Public School  
District  
June 2017**