

How to use shuttles between SMART Rail and work:

What is it?

- Shuttles are offered every 15 minutes between [insert rail station name] and our work site in the morning peak hours (7:30-9:30 a.m.) and evening peak hours (4:00-6:00 p.m.). Outside of these hours – but between 6:00 a.m. and 10 p.m., shuttles run every 30 minutes.

What will it cost me?

- \$0

How do I use the shuttle?

Follow these steps:

1. Visit [insert website address] to see the shuttle schedule.
2. Arrive at the pick-up location in front of [insert building or address at work] or [insert location at rail station] five minutes before the scheduled departure on the schedule.
3. Display your work badge to the driver.
4. Enjoy the ride!

How can I learn more?

- Email us at: commutecoordinator@example.com.



A Shuttle Arriving at Redmond Station

How to use [INSERT PROGRAM NAME]

What is it?

- [Explain what the program is, why employees should use it, and any critical details about the program.]

What will it cost me?

- [Insert cost of program for the employee, include if one-time cost/monthly cost/per use cost.]

How do I use the shuttle?

1. [List all of the steps to using the program, including where/how to sign up, where to go if needed to use the program, how to access the program if needed, anything employees need to bring with them.]
- 2.

How can I learn more?

- [Include the best contact information for questions, such as a TDM coordinator's name and email address and/or phone number. Websites and FAQs also help.]

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