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STATE EMPLOYEE SUBSIDY PROGRAM

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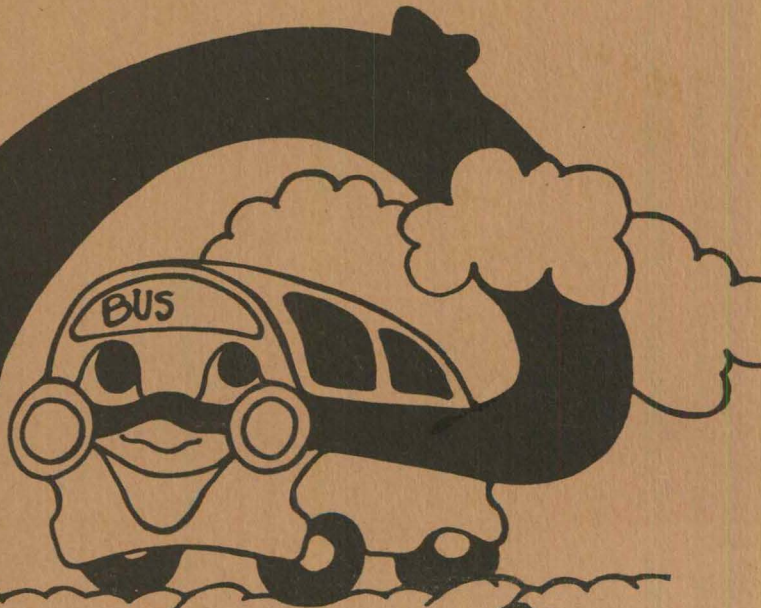
AM READY

4 A CHANGE



PREPARED BY
PUBLIC TRANSIT DIVISION
IOWA DEPARTMENT OF TRANSPORTATION
5268 N.W. SECOND AVE.
DES MOINES, IOWA 50313

APRIL 1, 1979



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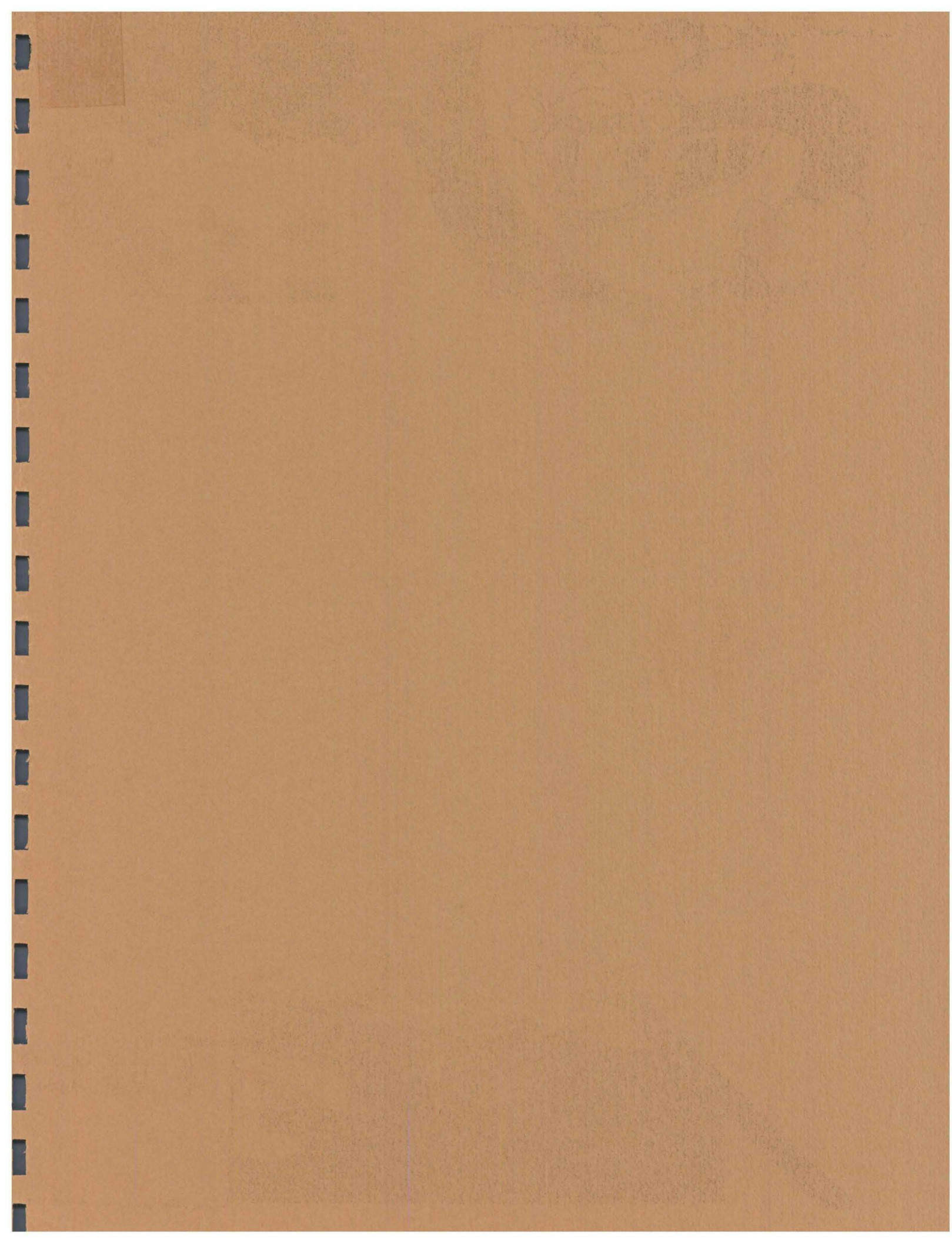


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I AM READY 4 A CHANGE
STATE EMPLOYEE SUBSIDY PROGRAM

HIGHLIGHTS

1,167 STATE EMPLOYEES PARTICIPATING AS
OF MARCH, 1979

525 OF THESE STATE EMPLOYEES PREVIOUSLY
DROVE ALONE (45%)

THEREFORE

525 STATE PARKING SPACES NO LONGER BEING
USED

525 PARKING SPACES = 183,750 TO 210,000
SQUARE FEET OF SPACE

THE UNIVERSITY OF CHICAGO
DEPARTMENT OF CHEMISTRY

PHYSICAL CHEMISTRY
LABORATORY

MEMORANDUM

TO: DIRECTOR, UNIVERSITY OF CHICAGO
FROM: [Name]

SUBJECT: [Topic]

DISCUSSION

[Main body of text]

STATE EMPLOYEE SUBSIDY PROGRAM

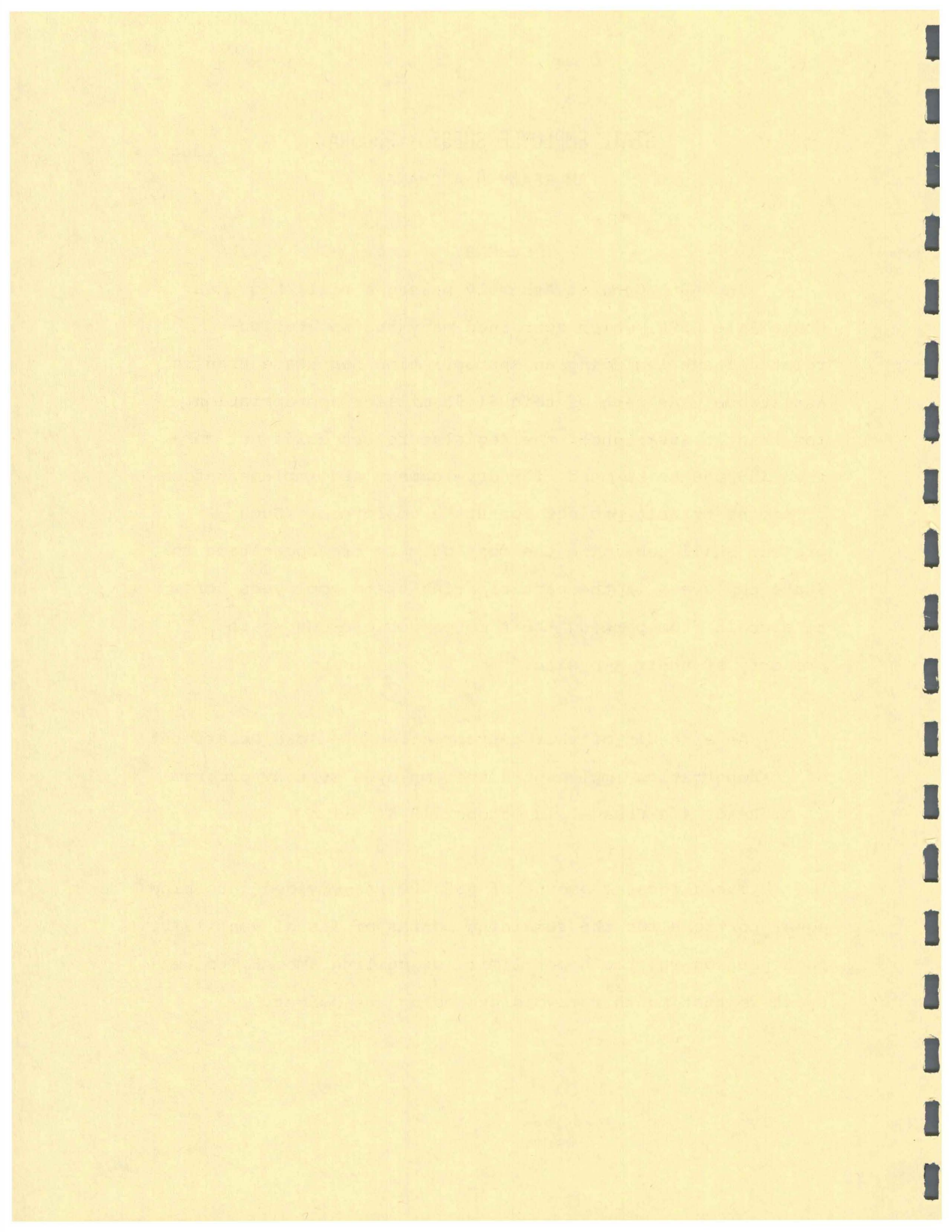
I AM READY 4 A CHANGE

SUMMARY

The 68th General Assembly passed a bill, known as House File 2290, which contained many transportation-related items including an appropriation for state transit assistance. As part of this \$1.95 million appropriation for transit assistance, the legislature set aside not more than \$65,000 to be used "for development and implementation of a mass transit project for state employees. Such project shall subsidize the cost of mass transportation for state employees if the participating state employees agree to abstain from parking their motor vehicles on state property at their job site."

As a result of this appropriation the Iowa Department of Transportation implemented the employee subsidy program (I Am Ready 4 A Change) in October 1978.

The allocated amount of \$65,000 was divided into nine equal portions for the remaining months of fiscal year 1979. Each portion was the upper limit, or ceiling amount, to be spent in that month to avoid exceeding the budget.



Any State employee purchasing a monthly bus pass for one of the 18 urban transit systems or intercity commuter services was eligible for the program.

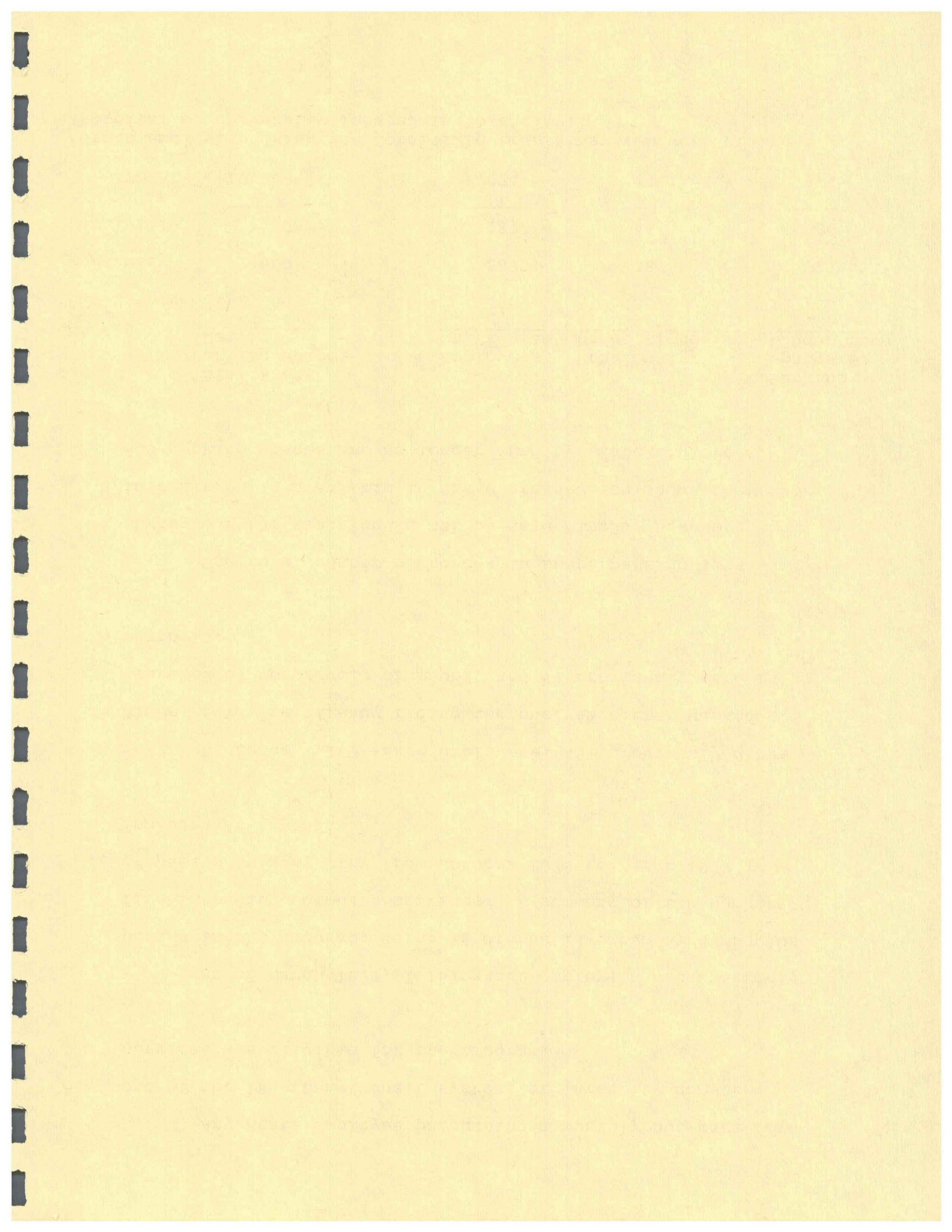
As of March 1979, 1,167 state employees were participating in the program, using 14 of the 18 urban systems plus five intercity commuter services. A summary of the number of passes sold by city from October 1978 to March 1979 is included as Appendix A.

Of those 1,167 state employees, 45% previously drove alone, 47% were already riding the bus, 4% either walked, traveled by motorcycle or moped, and 4% previously were in carpools.

The total number of spaces in state parking lots throughout the state could not be determined. However, information is available in three areas which shows that over 500 parking spaces are no longer used by state employees.

<u>City</u>	<u>Total State Parking Spaces (Est.)</u>	<u>Employees on Program</u>	<u>Previously Drove Alone (%)</u>	<u>Parking Spaces No Longer Used</u>
Des Moines	2,600	300	55	165
Iowa City	7,600	587	38	223
Coralville	0*	187	46	86
TOTAL	10,200	1,074	44 (Avg.)	474

*State employees using the Coralville transit system work at the hospital or university located in Iowa City.



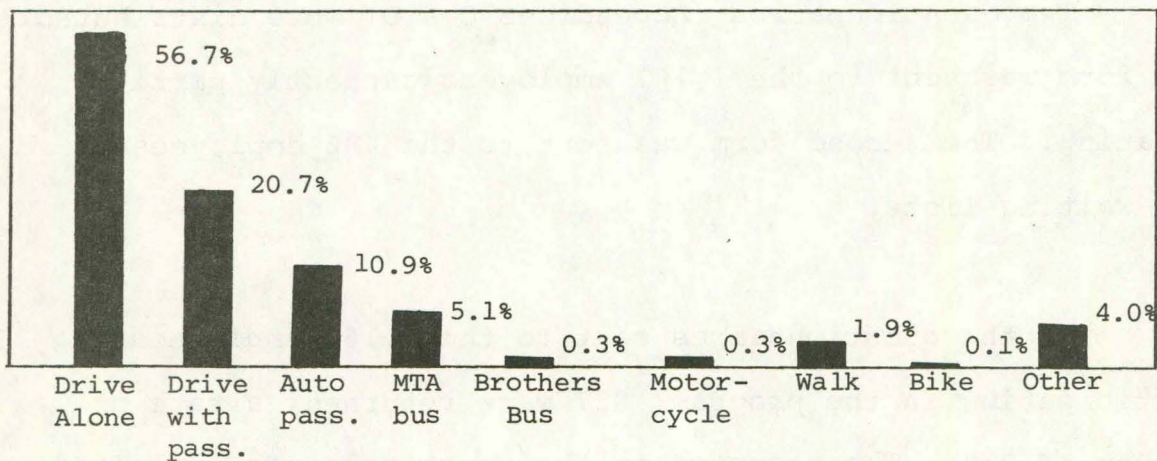
CHANGES IN EMPLOYEE TRAVEL HABITS

Before implementing the program, the Iowa Department of Transportation determined how many employees were riding the bus to work at the state capitol complex prior to implementation of the program. This area was chosen for survey work because it represented a chronic parking problem, and thus was part of the basis for the legislative action.

A survey (Appendix B) was conducted on September 19, 1978, so the increase in the number of state employees riding the bus after program implementation could be determined.

Questionnaires were returned by 2,655 employees, a rate of return of 68.7%. Figure 1 summarizes the responses.

Figure 1: State Employee Mode of Transportation - September 1978



AUTO 88.3%

TRANSIT 5.4%

Source: Iowa DOT, 1978

To determine employees' potential use of public transit, five questions were asked. The response was:

- . 57% answered "YES", they would try local transit service to the Capitol, if it came within three blocks of their home and priced at \$1.00 or less per day.
- . 34% answered "YES", they would try express bus service.
- . 23% answered "YES", they would try park-and-ride (drive part way, ride bus part way) service.
- . 32% answered "YES", they would try carpooling with 25% indicating that they are now in a carpool. (Average carpool = 2.57 persons)
- . 40% answered "YES", they would try carpooling if a priority (close-in) parking system were established for carpoolers in the Capitol area.

A post survey was conducted March 6, 1979, of the employees currently participating in the program and those employees on the waiting lists to determine the actual and potential changes in travel behavior.

Two questionnaires (Appendices C & D) were distributed. One form was sent to the 1,167 employees currently participating. The second form was sent to the 436 employees on the waiting lists.

Of the questionnaires sent to the 1,167 employees participating in the program, 827 were returned, a rate of return of 71%. The response to the questionnaires indicated:

45% participating employees stated they previously drove alone to work.

- 47% of participating employees stated they previously rode the bus.
- 4% of the employees participating previously carpoled.
- 4% of the employees participating previously walked, rode a bicycle, motorcycle, or moped or used some other form of transportation to get to work.

Of the 436 employees on the waiting list who received questionnaires, a total of 207 (47%) were returned. They indicated:

- 32% of employees on the waiting list are driving alone.
- 57% of employees on the waiting list are riding the bus.
- 3% of employees on the waiting list are carpooling.
- 8% of employees on the waiting list walk, ride a bicycle, motorcycle or moped or use some other form of transportation to get to work.

ANALYSIS OF EMPLOYEE TRAVEL HABITS

The following figures depict previous travel patterns of state employees participating in this program.

Figure 2: November 1978 Participants

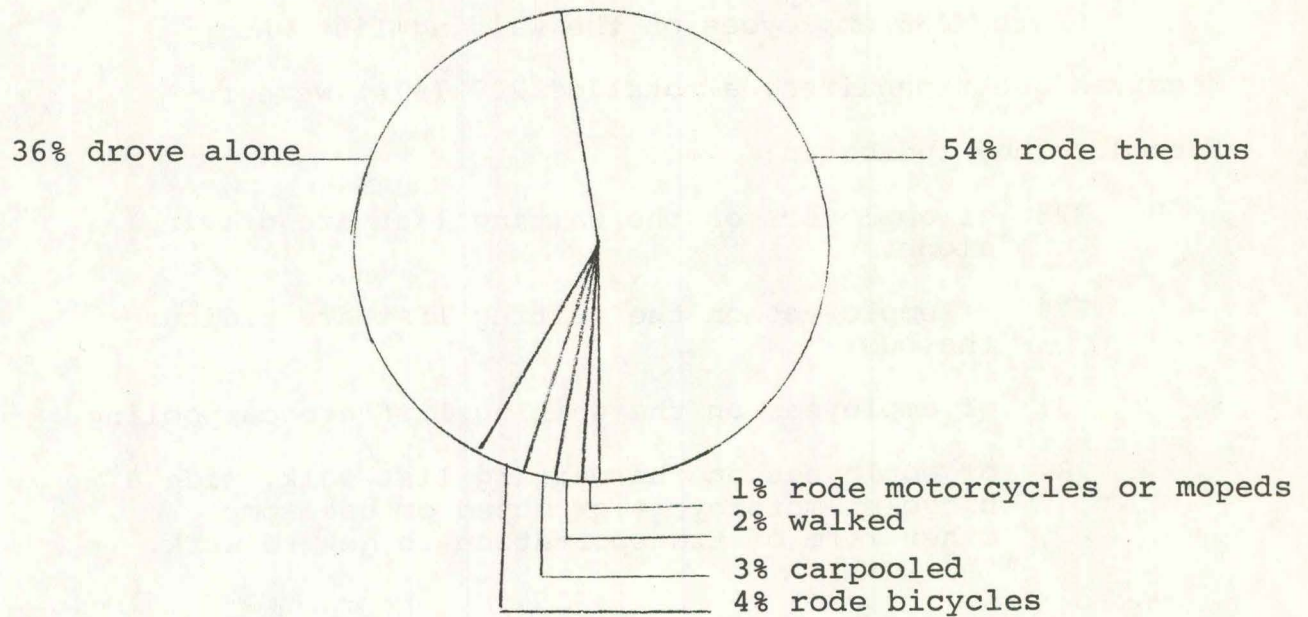
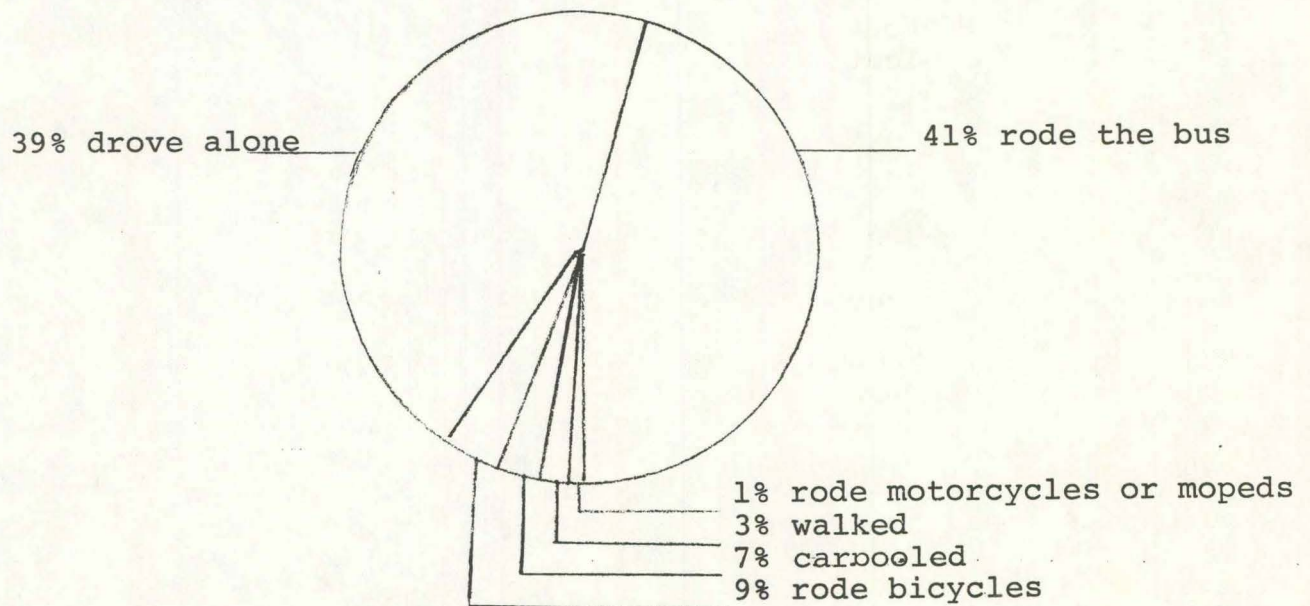


Figure 3: December 1978 Participants



PROGRAM ADMINISTRATION

Upon implementation in October, 1978 the procedures to administer the program were as follows:

- a) Dispatched check stuffers to all state employees.
- b) Received monthly applications with a check for 50% of the value of the monthly pass for whatever system the applicant wanted to use.
- c) Handled the applications on a first-come, first-served basis.
- d) Verified eligibility of the state employee.
- e) Dispatched monthly passes in self-addressed envelopes.
- f) Maintained records of the clients alphabetically by city.
- g) Deposited checks in bank.
- h) Prepared vouchers which were sent to transit systems for verification.

Using the "first-come, first-served" method, administrative costs were high because of the processing and verification time required (Appendix E). Passes were initially issued as employees' checks were received. In October, 250 requests were returned after the cut-off date. Only 215 requests were returned in November for the same reason.

To reduce administrative time and expense, the December application (Appendix F) enrolled each participant through June 30, 1979. Those who received passes for November had first priority; those who received passes for October, but not November, had second priority for the program; and any remaining openings in

the program were filled by employees who were: (1) permanent (permanent full-time, statutory-exempt full-time, permanent part-time, exempt part-time); (2) part-time, intermittent, emergency and temporary state employees.

Reminders are issued by the fifth of every month stating a check must be received no later than the 15th of that month to receive a pass for the following month. If a check is not received by the 15th of the month, the participant's name is removed from the active list of participants for the remainder of the program year and is replaced by a new applicant.

Because of these changes, the administrative costs dropped from \$2.85 per pass in October to 70 cents in December and to 59 cents in March.

PROGRAM STATUS

Following is the status of the program allocation which shows a balance of \$27,821 available for use through June, 1979.

Program Allocation	\$ 65,000	
Cash received & deposited from state employees for 50% of monthly bus pass costs	\$ 37,179	<hr/>
		\$ 102,179
Amount paid to transit systems (100% cost of bus passes sold)	\$ (74,358)	<hr/>
Program balance as of February 1979		\$ 27,821

Since the current allocation was used for only a nine month period, the annual amount paid to the transit systems at the present rate of users would be \$184,764. The cost to Iowa would be \$92,382 for an entire year. The cost to the employees would also be \$92,382.

As of March 1979, 436 employees are on the waiting list for the bus pass program. Assuming all employees on the current program would participate for 12 months and assuming that all employees now on the waiting list would participate for an entire year, the annual cost to the State of Iowa would be \$124,380 (Appendix G).

It should be noted this amount does not include any new services that may be established or any new employees that may want to join the program.

MANAGEMENT ALTERNATIVES

None of the program's allocation of \$65,000 was used for administration. Those costs were absorbed by the Department of Transportation. Although administrative costs have decreased to 9% of total program costs (Appendix E), areas such as the manual process involved with issuing a single pass could be improved.

Below are three management alternatives for administering the program if it were to be continued:

1. CONTINUED MANUAL ADMINISTRATION

Cost Estimates:

1 Data entry operator (\$6.80/hr x 40 hr/wk x 2 months--initial sign up)	\$ 2,176
1 Data entry operator (\$6.80/hr x 30 hr/wk x 10 months--monthly maintenance)	8,160
Printing (passes and sign-up stuffers), postage and supplies	1,500
Graphics	50
Total Costs	<u>\$11,886</u>

Subsequent Annual Cost Estimate:

This management process would have no reduction in administration cost. It would remain the same--\$11,886.

2. COMPUTERIZED ADMINISTRATION

The Energy Policy Council has approached the Iowa DOT concerning FY 1980 funds to develop and implement computerized program administration if the program is continued. Following are the estimated costs for computerization:

Cost Estimates:

Program Design (writing and programming 6 to 8 months)	\$15,000
Computer time costs (7 months during pro- gramming; 7 x \$200)	1,400
(5 months after developed to plug input and get output; 5 x \$700)	<u>3,500</u>
Subtotal	\$19,900
* Data entry operator (\$6.80/hr x 40 hr/wk x 7 months)	\$ 8,190
Miscellaneous printing, postage and supplies	<u>1,500</u>
Subtotal	\$29,590
Continuation of manual program for 7 months	<u>\$ 7,806</u>
TOTAL	<u><u>\$37,396</u></u>

* During the first five months of the program no data would be entered--program would be designed and programmed during this time.

Subsequent Annual Cost Estimates:

After the initial programming the administration cost would be reduced:

Computer time (12 mos. x \$200)	\$ 2,400
1 Data entry operator (\$6.80/hr x 25 hr/wk x 12 months)	8,160
Miscellaneous printing, postage & supplies	1,000
Graphics	<u>50</u>
Total Administrative Costs	\$11,610

3. PAYROLL DEDUCTION

This system would involve a combination of the programs of the Comptroller's office, the Iowa DOT and the Board of Regents.

Cost Estimates:

Program design and redesign	\$ 9,600
Computer time costs	
4 mos. design/redesign x \$500	2,000
8 mos. input and output x \$1000	8,000
Manual check writing and computer maintenance lists	1,080
1 Data entry operator (\$6.80/hr x 40 hr/wk x 7 months)	8,190
Manual maintenance (\$6.80/hr x 30 hr/wk x 5 months)	4,080
Miscellaneous printing, postage and supplies	1,000
Graphics	<u>50</u>
Total	<u>\$34,000</u>

Because of the various sources that would provide the information used to update the employees' records, the manual maintenance costs would increase from the cost listed in Continued Manual Administration.

Subsequent Annual Costs:

After the initial reprogramming the administration cost would be reduced to:

Computer time costs (\$500 x 12 months)	\$ 6,000
1 Data entry operator (\$6.80/hr x 40 hr/wk x 12 months--manual maintenance costs)**	13,056
Manual check writing & computer lists	1,080
Printing, postage and supplies	1,500
Graphics	<u>50</u>
Total	<u>\$21,686</u>

** The time spent to control this program would be increased because of the five computer systems involved.

MANAGEMENT ALTERNATIVES

	<u>Advantages</u>	<u>Disadvantages</u>
1. Continued manual administration	A. Budgetary control on a monthly basis	A. Security of individual employee's payments B. Administrative costs higher C. Manual updating of employee information
2. Computerized administration	A. Computerized updating B. Data automatically figured--no manual errors C. Administration costs would be at the bare minimum D. Annual program costs less than other alternatives E. Budgetary control on a daily basis	A. Highest start-up cost
3. Payroll deduction	A. Security of individual employee's payments B. Automatic deposit of funds into correct program accounts	A. Five payroll systems would need revisions B. Difficulty with budgetary control C. High maintenance costs and start-up costs

CONCLUSION

Although changes in employee travel behavior have resulted in decreasing the demand for parking spaces by approximately 500, the Department of Transportation conducted another survey to determine vehicle usage by those employees not participating in the program.

A survey of sample capitol complex parking lots was made on March 23, 1979, by the Iowa Department of Transportation's Office of Transportation Inventory.

Listed below are the four parking lots which were included in the survey:

- Lot #1: a lot with the capacity of 270 parking spaces east of the Hoover Building.
- Lot #3: a lot with the capacity of 400 parking spaces just south of the Hoover Building.
- Lot #9: a lot with the capacity of 95 parking spaces around the Wallace Building.
- Lot #10: a lot with the capacity of 150 parking spaces directly behind the Job Service Building.

The results of this survey indicated that out of a total of 687 cars parking in these lots, 628 had only one occupant. Fifty cars had two occupants and nine cars had three or more occupants.

Of the cars parking in the lots surveyed:

552 (80%) of the cars observed had Polk County plates;

33 (5%) of the cars observed had Warren County plates; and

the remaining 102 cars were from 21 other counties, out-of-state, non-resident, or state vehicles.

Because of the rainy weather, it was also noted that approximately 5% of the total number of cars observed let their passengers out by the buildings and then proceeded to the parking lots. As many of these cars as possible were counted as having more than one occupant.

Another 5% of the cars coming into the capitol area dropped off occupants and proceeded on to a location outside the capitol complex.

This sampling indicates that the majority of state employees who park on state property drive alone.

STATE EMPLOYEE SUBSIDY PROGRAM PARTICIPATION BY CITY

Below is a summary of the number of passes sold for each city in the last six months plus the total amounts of money collected from the State employees and the total amount paid by the Public Transit Division to the transit systems.

	OCTOBER			NOVEMBER			DECEMBER			JANUARY			FEBRUARY			MARCH		
	#	\$	\$	#	\$	\$	#	\$	\$	#	\$	\$	#	\$	\$	#	\$	\$
	Passes	Coll	Paid	Passes	Coll	Paid	Passes	Coll	Paid	Passes	Coll	Paid	Passes	Coll	Paid	Passes	Coll	Pd.
AMES	12	120	240	30	300	600	30	300	600	31	310	620	32	320	640	30	300	600
BETTENDORF	0			0			0			0			0			0		
BURLINGTON	2	10	20	0			2	10	20	2	10	20	1	5	10	1	5	10
CEDAR RAPIDS	8	48	96	6	36	72	9	54	108	9	54	108	9	54	108	10	60	120
CLINTON	1	6	12	1	6	12	1	6	12	1	6	12	1	6	12	1	6	12
CORALVILLE	120	720	1440	148	888	1776	189	1134	2268	172	1032	2064	190	1140	2280	187	1122	2244
COUNCIL BLUFFS	0			2	16	32	2	16	32	2	16	32	1	8	16	1	8	16
DAVENPORT	2	10	20	2	10	20	2	10	20	1	5	10	1	5	10	1	5	10
DES MOINES	298	2980	5960	298	2980	5960	309	3090	6180	302	3020	6040	308	3080	6160	300	3000	6000
DUBUQUE	3	24	48	1	8	16	3	24	48	2	16	32	2	16	32	2	16	32
FORT DODGE	0			0			0			0			0			0		
IOWA CITY	469	1876	3752	516	2064	4128	593	2372	4744	561	2244	4488	600	2400	4800	581	2324	4648
MARSHALLTOWN	0			2	10	20	1	5	10	1	5	10	1	5	10	0		
MASON CITY	0			0			0			0			0			0		
MUSCATINE	0			0			0			0			0			1	5	10
OTTUMWA	2	10	20	2	10	20	2	10	20	1	5	10	1	5	10	1	5	10
SIOUX CITY	10	70	140	11	77	154	12	84	168	12	84	168	12	84	168	13	91	182
WATERLOO	2	16	32	11	88	176	3	24	48	3	24	48	3	24	48	3	24	48
INDIANOLA	20	430	860	21	451.50	903	27	580.50	1161	26	559	1118	26	559	1118	26	559	1118
MARTENSDALE	2	46	92	3	69	138	4	92	184	4	92	184	3	69	138	2	46	92
NORWALK	2	35	70	1	17.50	35	1	17.50	35	1	17.50	35	1	17.50	35	1	17.50	35
CARLISLE	0			0			6	105	210	7	122.50	245	7	122.50	245	6	105	210
TOTALS	953	\$6,401	\$12,802	1,055	\$7,031	\$14,062	1,190	\$7,934	\$15,868	1,138	\$7,627	\$15,250	1,198	\$7,920	\$15,850	1,167	\$1,699	\$15,397

Note: 92% of total passes (1,167) sold as of March, 1979 were issued to state employees in three cities as follows:

187 passes sold in Coralville - 16%
 300 passes sold in Des Moines - 26%
 587 passes sold in Iowa City - 50%

 92%



STATE EMPLOYEE
TRANSPORTATION
SURVEY

Name _____

Employee Number _____
6 _____ 10

Home Address _____

(Please correct if information is in error.)

After completing this survey, please return it to your supervisor for transmittal to the Iowa Department of Transportation, DOT Motor Vehicle Information Center, Motor Vehicle Division, Ground Floor, Lucas Building by October 2, 1978

CAPITOL COMPLEX FORM

This survey is being conducted by the Iowa Department of Transportation in cooperation with the Department of General Services and the State Comptroller's Office to obtain certain information on the transportation patterns and preferences of state employees. Interest in alternative and improved transportation programs will also be evaluated. The data collected from this survey will provide useful information in planning improvements of transportation options open to state employees including such things as public transportation, park-and-ride services, carpooling, and vanpooling.

INSTRUCTIONS

Please fill out this questionnaire by putting an "X" in the box in front of the appropriate answer to each question. Mark only one answer to each question unless otherwise indicated.

1. IF TRANSIT SERVICE WERE AVAILABLE FOR YOUR WORK TRIP FOR LESS THAN \$1.00 PER WORKING DAY (cost may be higher for those who live outside urban area) AND RAN WITHIN THREE (3) BLOCKS OF YOUR HOUSE, WOULD YOU BE WILLING TO TRY IT?
 a. Yes
 b. No 27
2. IF TRANSIT SERVICE FOR YOUR WORK TRIP TOOK ON PASSENGERS ONLY AT SELECT BOARDING POINTS, SUCH AS SHOPPING CENTERS AND CERTAIN STREET CORNERS, WOULD YOU BE WILLING TO TRY IT?
 a. Yes
 b. No 28
3. IF PARK-AND-RIDE SERVICE (commuter drives partway and rides transit partway) WERE AVAILABLE FOR YOUR WORK TRIP, WOULD YOU BE WILLING TO TRY IT?
 a. Yes
 b. No 29
4. IF YOU COULD JOIN A CARPOOL THAT WOULD BE CONVENIENT FOR YOU, WOULD YOU BE WILLING TO TRY IT? (check one)
 a. Yes
 b. No 30
 c. Already in carpool (How many in your carpool? _____) 31
5. IF YOU ARE NOT IN A CARPOOL, WOULD YOU BE WILLING TO JOIN A CARPOOL CONVENIENT TO YOU, IF A PRIORITY (CLOSE-IN) PARKING SYSTEM WERE ESTABLISHED FOR CARPOOLERS IN THE CAPITOL AREA?
 a. Yes
 b. No 32

PLEASE CONTINUE ON NEXT PAGE

This survey is being conducted by the Iowa Department of Transportation to obtain information to help the Iowa Department of Transportation and the State Legislature determine if the bus pass program (I AM READY 4 A CHANGE) has been successful and if it should be continued.

I N S T R U C T I O N S

Appendix C

Please fill out this questionnaire by putting an "X" in the box in front of the appropriate answer to each question or inserting your own answer in the space provided.

1. Which system do you presently ride? _____
2. How long have you been a participant in this program? _____ months
3. How often do you ride the bus? _____ times per week
(Home to work and work to home = 2 times)
4. Before using this program, what type of transportation did you use to get to work?
 drive alone carpool bus bicycle walk
 motorcycle other
5. Do you think this program should be continued?
 no
 yes
Why?
6. Would you sign up to participate for a full year?
 no
 yes
7. Would you agree to payroll deduction for paying for your monthly pass?
 no
 yes
8. Would you carpool if this program was not available next fiscal year
(July 1, 1979, through June 30, 1980).
 no
 yes
If no, why?
9. How do you think the program could be improved?
10. Sex: female male
11. My age is: under 20 20 - 30 30 - 40 over 40

Name: (Optional) _____

Address: (Optional) _____

PLEASE FOLD THIS FORM SO THAT THE RETURN ADDRESS ON THE REVERSE SIDE IS VISIBLE,
STAPLE OR TAPE IT CLOSED AND MAIL BY MARCH 15, 1979.

This survey is being conducted by the Iowa Department of Transportation to obtain information to help the Iowa Department of Transportation and the State Legislature determine if the bus pass program (I AM READY 4 A CHANGE) has been successful and if it should be continued.

Appendix D

I N S T R U C T I O N S

Please fill out this questionnaire by putting an "X" in the box in front of the appropriate answer to each question or inserting your own answer in the space provided.

1. Which system are you interested in riding? _____

2. If the bus pass program (I AM READY 4 A CHANGE) is continued and expanded would you sign up for a full year?

- no
- yes

If no, why?

3. Would you agree to payroll deduction for paying for your monthly pass?

- no
- yes

4. What type of transportation do you have available to you at the present time?

- car bus carpool bicycle walk
- motorcycle other

5. How do you currently get to work?

- drive alone bus carpool bicycle walk
- motorcycle other

6. If you currently drive alone would you be willing to give up your parking place for a monthly bus pass?

- no
- yes

If no, why?

7. Sex: female male

8. My age is: under 20 20 - 30 30 - 40 over 40

Name: (Optional) _____

Address: (Optional) _____

PLEASE FOLD THIS FORM SO THAT THE RETURN ADDRESS ON THE REVERSE SIDE IS VISIBLE, STAPLE OR TAPE IT CLOSED AND MAIL BY MARCH 15, 1979.

SUMMARY OF ADMINISTRATIVE COSTS

	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>	<u>TOTALS/AVERAGES</u>	
Postage	\$ 550	\$ 350	\$ 80	\$ 119	\$ 127	\$ 124	\$ 1,350	\$ 225
Staff Time	1,450	1,630	1,140	650	652	549	6,071	1,012
Stationery	20	20	20	20	20	20	115	19
Printing costs (passes & stuffers)	300	300	160	0	0	0	760	--
Graphics	50	50	0	0	0	0	100	
TOTAL COSTS	\$ 2,720	\$ 2,350	\$ 1,400	\$ 789	\$ 799	\$ 688	\$ 8,746	\$ 1,458
Total Passes Issued	953	1,055	1,190	1,138	1,198	1,167	6,704/	1,117
Total amount collected from employees	\$ 6,401	7,031	7,934	7,627	7,920	7,699	\$44,612/	7,435
Total amount paid to transit systems	\$12,802	\$ 14,062	\$ 15,868	\$15,254	\$ 15,840	\$ 15,398	\$89,223	--
% of Administrative costs/program costs	36.7%	33.2%	18%	11%	10%	9%	---	20%
Administrative cost/ pass	\$ 2.85	\$ 2.22	\$ 1.17	\$.70	\$.67	\$.59	---	\$ 1.31
Average Value/pass	\$ 13.43	\$ 13.33	\$ 13.33	\$13.40	\$ 13.23	\$ 13.20	---	\$13.31

OCTOBER SIGN-UP

SAVE 50% OR MORE

State Government has made it possible for STATE EMPLOYEES to RIDE THE BUS to and from work for HALF PRICE. Why? Because it costs less to ride the bus than it does for the state to build parking lots, and you save the wear and tear on the family wheels (and your nerves).

HERE'S HOW YOU ENROLL

1. Check the box (one only) on the reverse side showing what bus system you will use to ride to and from work.
2. Write a check (no cash, please) for the amount shown for that bus system. Make the check payable to the Iowa Department of Transportation.
3. Address an envelope to yourself (No stamp--we'll pay the postage). We will use that envelope to mail your pass to you.
4. Mail your check, self-addressed envelope and this piece of paper (after you completed the reverse side) to: **I.M. READY 4 A CHANGE, Public Transit Division, Iowa DOT, Municipal Airport Office, Des Moines, Iowa 50319. (MAIL BEFORE MIDNIGHT, OCT. 24, 1978)**
5. Then, with your pass in hand, board the bus and show the pass to the driver. You don't need to worry about having the exact fare--in fact you don't need any fare!
6. There is a limited supply of passes available--they are sold on a first come, first served basis, so ORDER EARLY!
7. This program is open to permanent, part-time, intermittent, emergency and temporary state employees who agree not to use their cars to go to and from work.
8. The passes are good for unlimited use during the month for which they are issued.
9. Further information concerning the program will be distributed later.

If you have any questions or need additional information, contact the DOT's Public Transit Division, (515) 281-4265.

DECEMBER SIGN-UP

SAVE 50% OR MORE

State Government has made it possible for STATE EMPLOYEES to RIDE THE BUS to and from work for HALF PRICE because it costs less to ride the bus than it does for the state to build parking lots. And, you save the gas bills, wear and tear on your automobile!

THIS APPLICATION FOR YOUR DECEMBER PASS WILL ALSO ENROLL YOU IN THE PROGRAM FOR THE REST OF THE PROGRAM YEAR, WHICH RUNS THROUGH JUNE 30, 1979. Those who received passes for November will have first priority; those who received passes for October, but not November will have second priority for the program; and any remaining openings in the program will go to employees who are: (1) permanent (permanent full-time, statutory-exempt full-time, permanent part-time, exempt part-time); (2) part-time, intermittent, emergency and temporary state employees.

Reminders will be issued to you before the 5th of every month saying your check must be received no later than the 15th of that month to receive your pass for the following month. If your check is **not** received by the 15th of the month, your name will be removed from the active list of participants for the remainder of the program year and will be replaced by a new applicant.

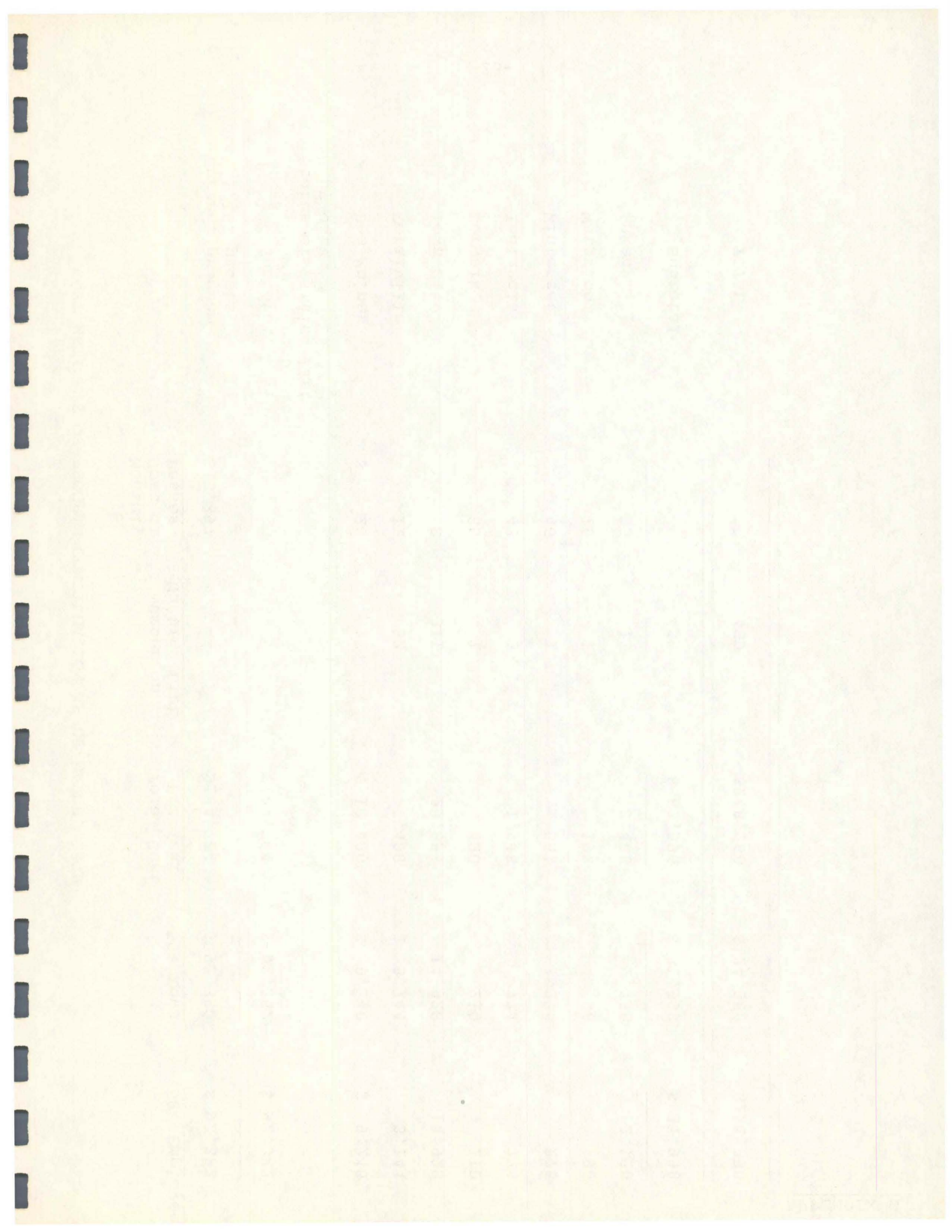
HERE'S HOW TO ENROLL

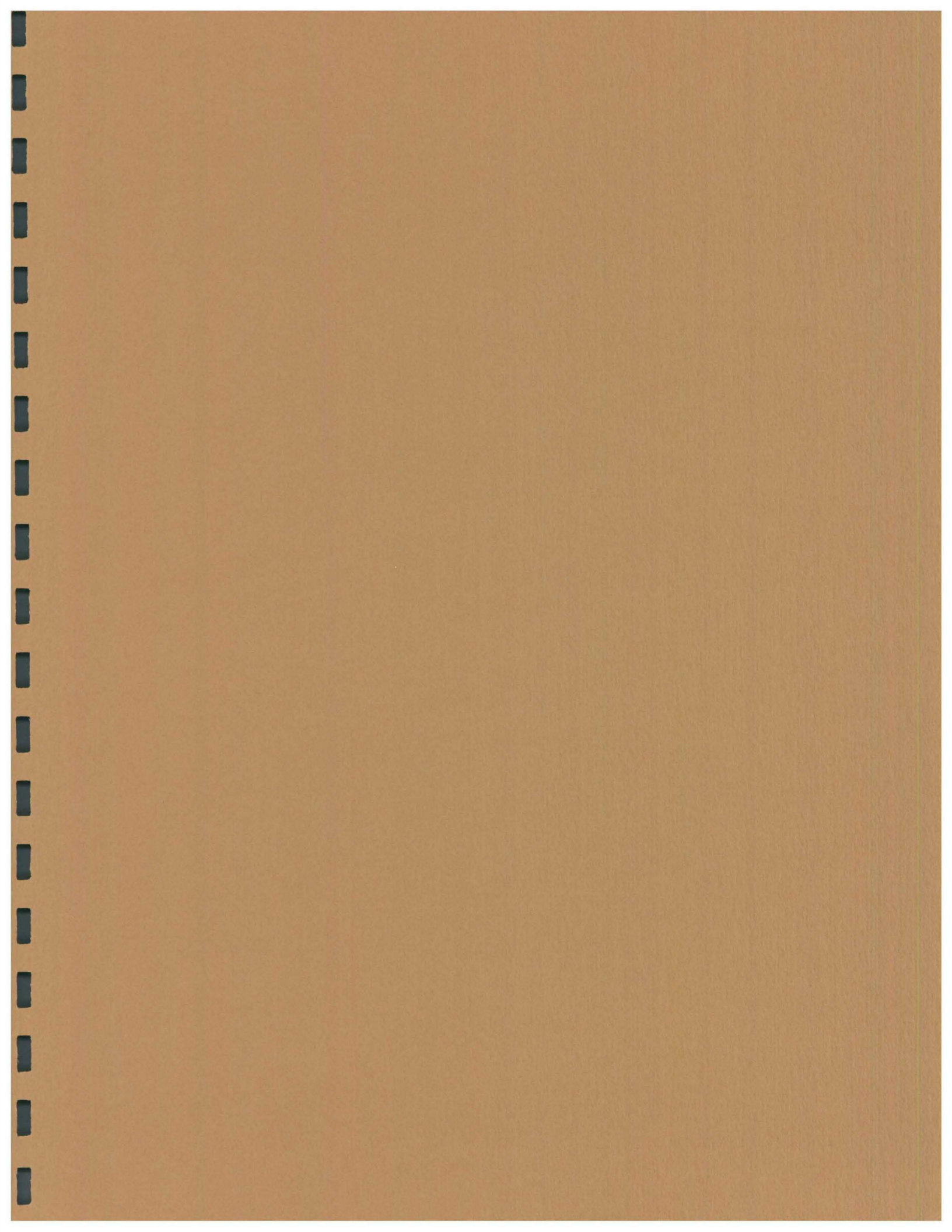
1. Check the box (one only) on the reverse side showing which bus system you will use to ride to and from work.
2. Write a check (no cash, please) for the amount shown for that bus system. Make the check payable to the Iowa Department of Transportation.
3. Enclose a stamped, self-addressed envelope (Des Moines state employees may use local mail envelope(s)).
3. Address a stamped envelope to yourself (Des Moines state employees may use local mail envelopes). We will use that envelope to mail your pass to you.
4. Mail your check, the self-addressed stamped envelope and this piece of paper (after you have completed the reverse side) to: **I. M. READY 4 A CHANGE, Public Transit Division, Iowa DOT, Municipal Airport Building, Des Moines, Iowa 50321 (MAIL BEFORE MIDNIGHT, NOV. 22, 1978).**
5. Then, with your pass in your hand, board the bus and show the pass to the driver. You don't need any fare!
6. The passes are good for unlimited use during the month for which they are issued.

If you have any questions or need additional information, contact the DOT's Public Transit Division, (515) 281-4296.

COST ESTIMATE OF PROGRAM CONTINUATION AS OF MARCH, 1979

	<u>Monthly Cost of Passes</u>	<u>Number on Waiting List</u>	<u>Total Cost Per Year</u>	<u>50% Iowa</u>	<u>50% Employee</u>
Current program 1,167 passes	\$15,397	--	\$184,764	\$ 92,382	\$ 92,382
Subtotal			\$184,764	\$ 92,382	\$ 92,382
Status of waiting list by city					
Des Moines	\$ 20	77	\$ 18,480	\$ 9,240	\$ 9,240
Coralville	12	52	7,488	3,744	3,744
Iowa City	8	311	29,856	14,928	14,928
Norwalk	35	1	420	210	210
Indianola	43	3	1,548	774	774
Winterset	46	1	552	276	276
Waterloo	16	1	192	96	96
Ankeny	35	13	5,460	2,730	2,730
Subtotal		459	\$ 63,996	\$ 31,998	\$ 31,998
TOTAL		459	\$248,760	\$124,380	\$124,380





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