

**Source:** Health Care Authority

Sample new employee message

**Subject:** Greetings and "About Commute Trip Reduction"

No doubt you've been very busy learning new duties and getting acclimated to the agency.

My name is XXX, HCA's Employee Transportation Coordinator – just wanted to take a moment to introduce myself and let you know about a few of the commute trip reduction services/benefits available to you.

Although most HCA staff continue to telework – perhaps that is your situation as well – one of my roles is to assist HCA employees with any transportation needs and to promote commute trip reduction. You likely received a "Commuting to Work Your Way" flyer (attached to this email) in your new employee packet. On that flyer, you'll find information about carpooling, vanpooling, local bus transit, as well as the HCA commute incentive.

There is also helpful information on the agency's Commuting to Work intranet (live linked) site if you'd like to explore there.

With HCA's Commute Incentive policy, you can earn \$2 a day for each day in which you use an alternative to driving alone to work. Here are links to the policy and procedure if you'd like to learn more.

If you need help or have any questions about any of these services, don't hesitate to reach out.

Best regards,