

## SUBMISSION TEMPLATE

# TRA-1 Alternative Transportation

1. Transportation Modes Survey		YES	NO
A	Has there been a Transportation Modes Survey conducted during the performance period?		
B	Was this survey delivered to all building occupants as well as transient occupants and visitors in the building?		

**Attachments:**

a. Attach a copy of the survey questionnaire and complete checklist below

Item	Document Title	Description

Please confirm that all items below are covered in the Transportation Modes Survey:	Y/N	Page Number
Scope		
Online survey		
Or		
Random Sampling		
Methodology		
Sample size calculations		
Survey questionnaire		
Survey results		

**Survey Results Template**

Transport Mode	Monday		Tuesday		Wednesday		Thursday		Friday		Total
	am	pm	am	pm	am	pm	am	pm	am	pm	
Single occupancy vehicle											
2 person carpool											
3 person carpool											
4 person carpool											
Walking											
Cycling											
Bus											
Minibus Taxi											
Train											
Dropped off/ collected by partner / neighbour											
Sick day											
Work from home day (telecommuting)											
Other											
<b>Total</b>											

2. Green Travel Plan		YES	NO
A	Is there a Green Travel Plan in operation for regular occupants of the building?		

**Attachments:**

a. Attach a copy of the Green Travel Plan and complete checklist below

Item	Document Title	Description

### Submission Checklist

#### Green Travel Programme

Alternative Transportation Programme		Included in Programme	Page number
Purpose			
Scope			
Goals and Programme Rules			
Performance Metrics			
<b>Procedures and Strategies</b>			
Transport Options		Choose at least 3	
	Fuel Efficient Vehicles/Hybrid Vehicles		
	Electric Vehicles		
	Cycling and Group Cycling		
	Walking and Group Walking		
	Car Pools/Van Pools		
	Car Share/Zip Cars		
	Minibus Taxis, Busses, BRT, Trains, Company Shuttles, other		
Responsibilities and Accountability			
Time Period			

3. Repeat Survey: Improvements on Baseline		YES	NO
A	Has there been a follow-up Transportation Modes Survey conducted?		
B	Has this survey shown at least a 10% reduction in single occupant car drivers?		

**Attachments:**a. Attach a copy of the **Repeat Survey Results**

Item	Document Title	Description

## Statement of Authenticity

I, \_\_\_\_\_, hereby declare that the values/information listed in this submission template are indeed the true values of the applicant building, and additionally, that evidence either proving or rationalising said values can be supplied within 14 days of notification by either GBCSA, or any GBCSA approved third party.

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_