

**The OSB Sustainable Future Section**  
**2016 Sustainable Law Office Leadership Award: Transportation Challenge**

The Sustainable Future Section is pleased to announce that in 2016 it will recognize the Oregon law office that has the greatest increase in employees' alternative methods of transportation for their commutes relative to office size.

For example, a net increase of 200 trips for 100 employees ( $100 \times 30 \times 2 = 6000$  possible one-way trips in a month) would be a 3% increase ( $200/6000$ ).

In the past, the Award has highlighted offices that have adopted broad-based sustainability initiatives, as well as offices that have implemented innovative practices to increase sustainability. Recognizing that the use of conventional transportation can be one of the largest contributors to an office's overall carbon footprint, and that transportation is the second greatest source of greenhouse gas emissions after electricity generation, the 2016 award will encourage law office employees to use alternative methods of transportation.

The winner of the Award will be the law office that has the greatest increase in employees' use of alternative methods of transportation in the month of September 2016, as compared to the baseline month of June 2016.

**What you need to do now to qualify for the 2016 Award**

During the baseline month, participating offices should keep track of at least 75% of their employees' transportation commute method every weekday starting Wednesday, June 1, 2016 through Thursday, June 30, 2016. Each day, employees should record whether they drove alone to work, carpooled with at least one other person, used public transportation, used a park and ride, bicycled, walked, or telecommuted. For purposes of the Award, employees should only track their transportation use between their homes and primary office; additional trips during the day will not be considered. Each one-way trip by any alternative method should be calculated at a value of 1.

A suggested tracking form is found here:

Do not track trips that are outside of your regular commute.

Total the number of times all participating employees commute using each method during the baseline month on the attached baseline submission form and email to [OSBSustainableFuture@gmail.com](mailto:OSBSustainableFuture@gmail.com) by July 29, 2016.

After the baseline month, encourage employees who drive alone to work to carpool, use public transportation, park and ride, bicycle, walk, or telecommute. Participating offices may wish to consider providing educational programs and resources to employees regarding the impacts of transportation choices/methods or providing incentives to employees who use alternative methods of transportation.

Prior to September 2016, participating firms will receive another announcement reminding you to track your employees' commutes again during that month.

The Award will go to the office where there is the greatest percentage increase in using alternative transportation methods between June 2016 and September 2016.

Direct questions to [OSBSustainableFuture@gmail.com](mailto:OSBSustainableFuture@gmail.com).

**2016 Sustainable Future Section Transportation Challenge**

**Example of Employee Transportation Commute Tracking Form**

	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1					
Week 2					
Week 3					
Week 4					

For each trip record which one of the follow methods of transportation you used for your commute to and from work:

- Drove alone (“DR”)
- Carpooled with at least one other person (“C”)
- Took public transportation (“PT”)
- Park and ride (“PR”)
- Bicycled (“B”)
- Walked (“W”)
- Telecommuted (“T”)

Mark “1” for each trip, e.g. on Monday of week one, Marie rode her bike to work in the morning and then took the bus home in the evening so she would record a “B” and a “PT” in that box. On Tuesday morning of week one, a colleague picked Marie up at her home and they went to a meeting out of town, then back to the office, and Marie took the bus home, so Marie would record “PT” in that box. Marie telecommuted on Wednesday all day and so she would record a “2 T”. Marie road her bike to and from work on Thursday and so she would records a “2 B” for that day.

At the end of the month, record the total number of trips by alternative methods of transportation for the month: \_\_\_\_\_, and record the subtotals of the different methods of transportation for the month:

\_\_\_\_\_ Drove alone                      \_\_\_\_\_ Carpooled  
 \_\_\_\_\_ Public transportation    \_\_\_\_\_ Park and ride  
 \_\_\_\_\_ Bicycled                        \_\_\_\_\_ Walked  
 \_\_\_\_\_ Telecommuted

**2016 Sustainable Future Section Transportation Challenge**

**Baseline Submission Form**

Name of Law Office: \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_

Number of Employees Participating in the Transportation Challenge: \_\_\_\_\_

Record the total number of trips all participating employees took, transport one-way, using each of the following methods during the baseline month:

\_\_\_\_\_ Drove alone

\_\_\_\_\_ Carpooled

\_\_\_\_\_ Public transportation

\_\_\_\_\_ Park and Ride

\_\_\_\_\_ Bicycled

\_\_\_\_\_ Walked

\_\_\_\_\_ Telecommuted

\_\_\_\_\_  
Signature of Managing Partner

\_\_\_\_\_  
Name of Managing Partner

Firm contact person, phone, e-mail: \_\_\_\_\_