



Human Resources Commuter Services

Transportation Survey Tutorial



The County holds a mandatory annual transportation survey to meet federal and state requirements, including the Clean Air Act.

- Only takes five minutes
- Answer how you commuted to work last week



The County's Rideshare Program advocates a social responsibility to preserve the environment, decrease overall fuel consumption, improve air quality, and reduce traffic congestion.

Visit <https://www.sbcounty.gov/hr/etransportationsurvey/>

- Use any computer with an internet connection
- Log in with your Employee ID and **home** zip code
- If you have moved and did not update address in EMACS, use your old zip code



The screenshot shows the login interface for the e-Transportation Survey. At the top left is the San Bernardino County logo. To its right is the text 'Human Resources Department'. On the far right are four icons: a car, a bus, a bicycle, and a person walking. Below this header is the title 'e-Transportation Survey' in orange. The main content area features a 'Survey Login' box with two input fields: 'Employee ID:' and 'Home Zip Code:'. Below these fields is a 'Login' button. At the bottom of the page is a blue link labeled 'Survey Tutorial'.

- Complete all fields with a red asterisk
 - Several fields auto-populated with info pulled from EMACS
 - Remember to use EMACS self-service to update your contact information if you move
- Having trouble with the survey or can't complete it online?
 - Contact your Department's [Rideshare Advocate](#)



- Select the Mode of transportation that you used to commute **to** work
- If you used more than one mode, select the one that covered the **longest** distance
- If you **did not** report to work, select the appropriate day off
 - Even if you did not work, fill in your normal arrival time

Step 5: Survey Form* (complete all items)

Please indicate your scheduled arrival time even for days you are not scheduled to report (e.g. vac).

Day	Mode	Scheduled Arrival Time
Monday	<div style="border: 1px solid gray; padding: 2px;"><p>Please Select a Commute Mode</p><p>Please Select a Commute Mode</p><p>Zero Emission Vehicle</p><p>Bus</p><p>Rail / Plane</p><p>Walk</p><p>Bicycle</p><p>Telecommute (reduction of more than 50% of trip)</p><p>Noncommuting</p><p>Drive Alone</p><p>Motorcycle</p><p>Carpool: 2 Persons in Vehicle</p><p>3/36 workweek day off (2 days)</p><p>4/40 workweek day off (1 day)</p><p>9/80 workweek day off (1 day)</p><p>Vacation</p><p>Sick</p><p>Regular Day Off, Jury Duty, LOA, etc</p><p>Field Personnel / Sheriff*</p></div>	<input type="text"/> : <input type="text"/> <input type="text"/>
Tuesday		<input type="text"/> : <input type="text"/> <input type="text"/>
Wednesday		<input type="text"/> : <input type="text"/> <input type="text"/>
Thursday		<input type="text"/> : <input type="text"/> <input type="text"/>
Friday		<input type="text"/> : <input type="text"/> <input type="text"/>

Step 6: Request
Would you like to rec... program?

■ Zero Emission Vehicle (ZEV)

- Vehicles that use electricity only, such as a Tesla or Nissan Leaf. Plug-in Hybrid models (like a Chevy Volt) are okay if you can reach your worksite on a single electric charge. This does not include regular hybrids (Toyota Prius).
- Proof of ZEV commute is required when selecting this mode. ZEV commuters may be eligible for a one-time \$250 incentive from Commuter Services! See your Department's [Rideshare Advocate](#) for details.

■ Rail / Plane

- If you ride the Metrolink to work select this option

■ Telecommute

- Select this option if you worked from home **OR**
- Worked at a different location that reduced your normal commute by more than half

■ Noncommuting

- Select if you remained at your worksite for the entire day (24+ hours) **OR**
- Worked outside of Southern California for the entire day (e.g. attending a conference)

■ **Carpool (includes vanpool)**

- If you had someone else in your vehicle for more than 50% of the commute you qualify for this mode, including dropping kids off for school or car sharing services (Lyft, Uber)

■ **3/36, 4/40 or 9/80 day off**

- Select the corresponding option for each day off if you work a compressed (alternate/flex) schedule
- If you worked during weekend, you can use a combination of the compressed day(s) off plus “Regular Day Off”

3/36 (12 hr shifts) – max 2 days

4/40 (10 hr shifts) – max 1 day

9/80 (9 hr shifts) – max 1 day

■ **Vacation or Sick**

- If you came into work late that day (e.g. an appointment) and used vacation or sick leave to code your time, do not select this commute mode; instead select the appropriate transportation mode and enter in your actual arrival time

■ **Regular Day Off**

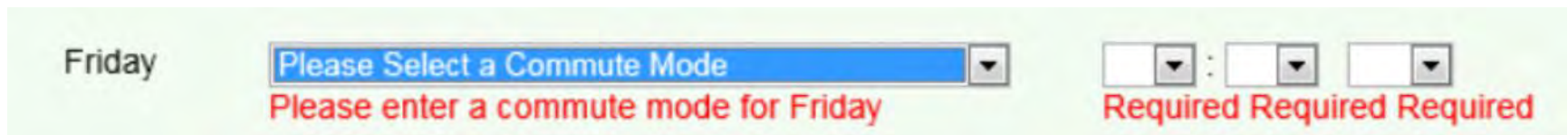
- If you are part-time, per-diem or not on a compressed schedule use this mode to report days off
- Also used to report days off for serving jury duty or leave of absence

■ Field Personnel / Sheriff

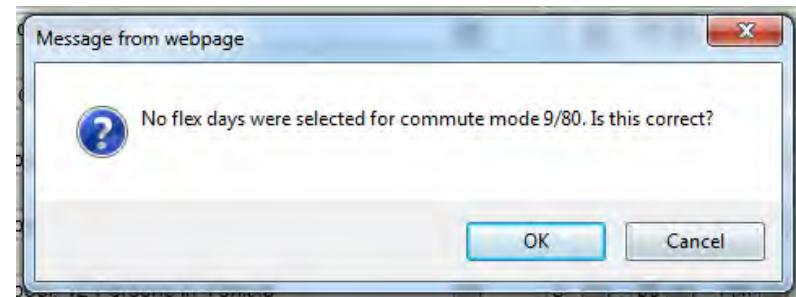
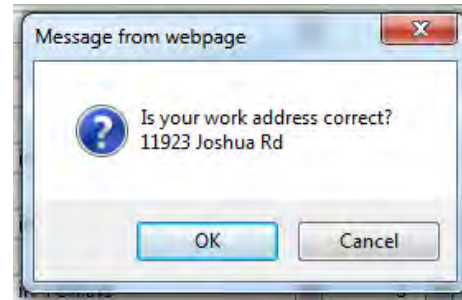
Only select this option if you meet one of the following:

- You are a certified law enforcement officer who performs field enforcement or investigative functions, **OR**
- You worked in the field 80% of the time and **DO NOT** report to a worksite to pick up a vehicle between 6-10 am.

- Submit the form
 - If you did not fill out all required sections, you will see red instructions



- Confirm work address
- Confirm if no flex days were selected for commute mode (if applicable)



- After successfully completing the survey, you will see the Thank You message

Thank You!

You have successfully submitted your Transportation Survey!

If you have any questions, please contact:

Human Resources - Commuter Services office at 387-9640.

- You will not be able to log back in to make changes
- Contact your Department's [Rideshare Advocate](#) if you need to make corrections

Please contact your Department's [Rideshare Advocate](#) if you have any questions about taking the survey.

You can learn more about the Rideshare Program at <https://hr.sbcounty.gov/commuter-services/>.

You can also reach out to the Human Resources Commuter Services team at HRCommuterServices@sbcounty.gov.