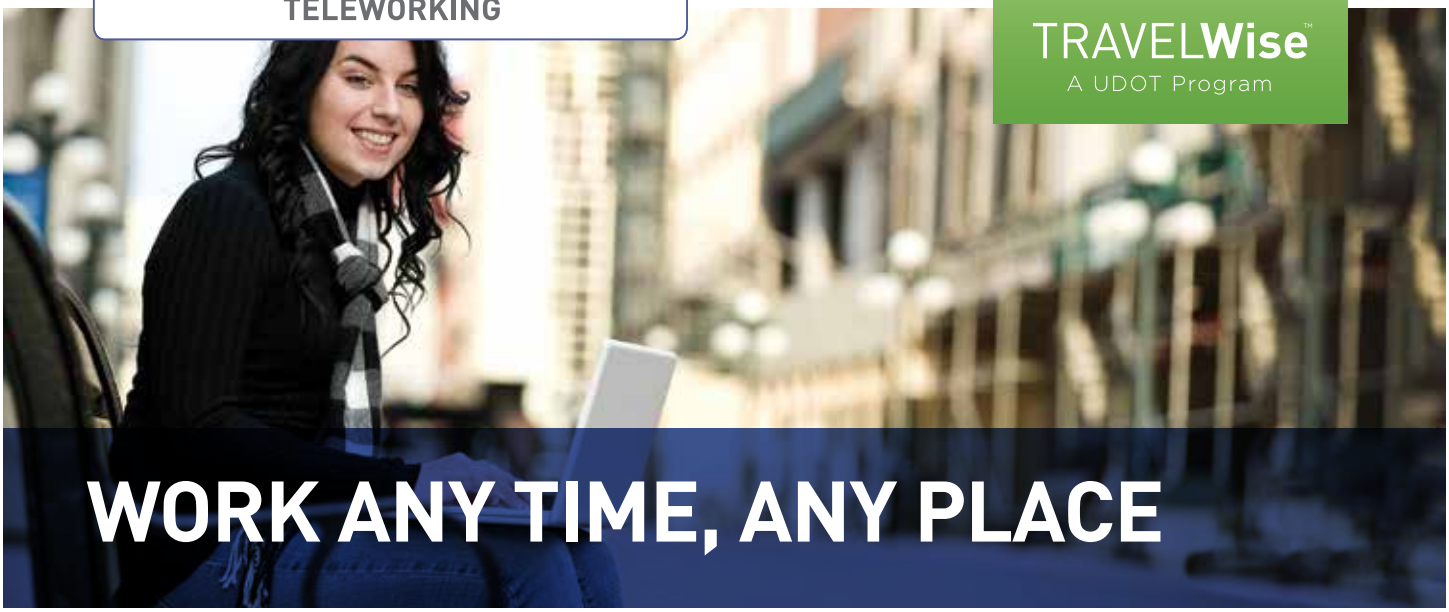
TRAVELWise™
A UDOT Program



WORK ANY TIME, ANY PLACE

Why deal with the inconvenience of driving to your office each day for work when you have the capacity to stay close to home—or stay at home? Thanks to modern technology, teleworking is possible from just about anywhere—at home, a telecenter, coffee shop, grocery store, on TRAX, at the airport or anywhere that has wireless Internet. Teleworking employees utilize email, the Internet, phones and other telecommunications technologies to complete work. With numerous benefits for employees, employers and the environment, teleworking is a growing alternative to the traditional eight-hour, five-day workweek.

CASE STUDY: UDOT REGION FOUR

The Utah Department of Transportation's Region Four, which covers 48,300 square miles in the southern half of the state, installed video conferencing equipment in facilities throughout the Region. In the 2011 fiscal year, Region Four eliminated over 200,000 miles of driving and saved more than $110,000 in transportation costs by holding teleconferences instead of driving to meetings. A carpool program saved an additional 50,000 miles and $30,000.

DID YOU KNOW?

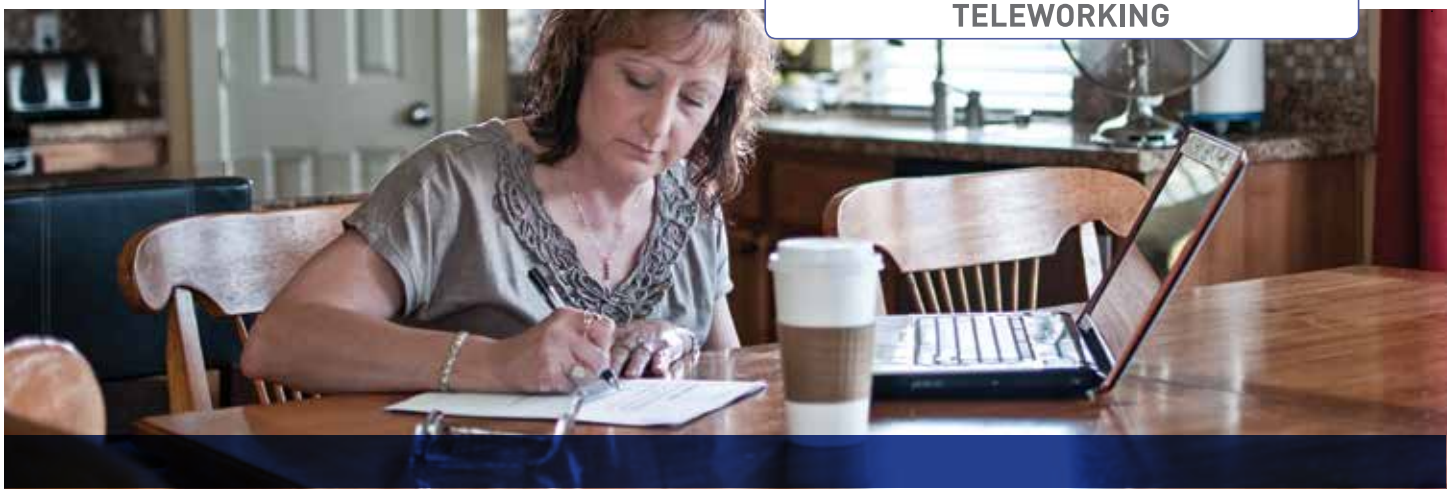
Telecenters, also referred to as satellite offices, are local office facilities for employees who don't want to work from home but prefer to avoid the cost, time and inconveniences of commuting to their main office.

TELEWORKING ADVANTAGES

Employee Benefits
- Decreased commute
- Increased flexibility
- Improved work environment
- Increased employee opportunities
- Improved family life

Employer Benefits
- Increased productivity and work quality
- Reduced time loss (in travel)
- Decreased absenteeism and turnover
- Competitive recruiting advantage
- Decreased overhead

Environmental Benefits
- Reduced peak-time traffic congestion
- Reduced transportation-related emissions
- Improved air quality



DIFFERENT TOOLS FOR DIFFERENT TASKS

There are various tools available that make teleworking easier and more convenient. Each tool meets a different teleworking need or objective. Online Collaboration/Collaboration Software reorganizes the way documents and rich media are used and shared. Email, calendaring, text chat and wiki are all types of online collaboration that enable teleworkers to communicate.

Web conference technologies allow meetings and presentations to be conducted live via the Internet. There are many web conference applications such as GoToMeeting, NetMeeting and Adobe Connect that allow employees to participate in meetings, while eliminating the need to drive from location to location to attend in person.

DID YOU KNOW?

The mean travel time to work in Utah is 21 minutes each way. What could you do with 42 extra minutes?

Source: U.S. Census Bureau, 2005-2009 American Community Survey

WHERE TO START

- Establish a telework coordinator and/or implementation task force.
- Identify and screen positions or employees with job skills that make them suitable for telework, and determine their level of interest.
- Determine whether employees will telework from a telework center or from home.
- Design and implement an incentive and recognition program to reward employees who successfully telework, and the managers who effectively supervise them.
- Provide necessary technical support so that technology equipment or connections are not a barrier to productivity.
- Offer an orientation and ongoing training on how to telework successfully.
- Develop company policies and procedures on teleworking.

TELEWORKING RESOURCES

The Telework Coalition:
www.telcoa.org

National Center For Transit Research:
www.nctr.usf.edu

Federal Government Telework Program:
www.telework.gov