



City of Los Altos

Transportation Demand Management (TDM) Worksheet for Day Care Uses *(applicable to complete yellow highlighted sections)*

Project Address: _____		Applicant: _____					
		Project Type		Day Care			
		Students: _____		≤12	13-24	25-64	≥65
Required Elements	TDM Coordinator & Annual Monitoring					✓	
	On-Site Bicycle Repair Station ¹					✓	
	On-Site Bicycle Parking ²		✓	✓	✓	✓	
	On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information		✓	✓	✓	✓	
	Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees		✓	✓	✓	✓	
		Circle the applicable point requirement below based on project size.					
		Minimum TDM Points Required		1	2	3	5
		Fill in the points earned by the proposed project TDM measures in the appropriate column in the rows below.					
Passive TDM Measures	Proximity to Transit*	< 0.5 miles to a major transit stop (2 routes at 15-min headway)[1.5]					
		< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]					
	Initial Subtotal Passive TDM Points (sum of above 4 rows)						
	Maximum Passive TDM Points (30% of total required points)		0.5	0.5	1	1.5	
	Final Subtotal Passive TDM Points (minimum of above 2 rows)						
Active TDM Measures	Community Complete Streets	Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]					
		Bus Shelter (subject to VTA approval) [0.5]					
	Active Transportation*	Provide Additional On-Site Bike Parking ³ [1]					
		Ground Level Secured Bicycle Cage with E-Bike Charging Facilities [0.5]					
		Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]					
	Carpool/Vanpool Programs	Provide Preferential Parking for Carpools/Vanpools ⁴ [0.5]					
		Provide Employees and Parents with Carpool/Vanpool Matching Services [0.5]					
		Provide Financial Incentives for Employees and/or Parent Carpool Groups [1]					
	Transit Programs*	Provide VTA SmartPass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [2]					
		Provide Caltrain Go Pass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [1]					
		Offer Discounted VTA & Caltrain Transit Pass to Employees for the first 10 years Following Project Completion ⁵ [1]					
		Offer Pre-Tax Transportation Benefits [0.5]					
		Contribute to Communitywide Shuttle Program or other TDM measure ⁶ \$20,000/student [4]					
	Guaranteed Ride Home Program	Contribute to Communitywide Shuttle Program or other TDM measure ⁵ \$10,000/student [2]					
Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]							
TDM Communication/	Incorporate Bicycle and Walking Education into Physical Education Curriculum to Promote Health and Environmental Benefits of Walking and Biking [0.5]						
Subtotal Active TDM Points (sum of above 24 rows)							
Total TDM Points (sum of Passive and Active TDM Points)							

*Only one option/point value can be used for this category.

¹ Bike repair stations must include a pump, stand, tools, water supply, and drain.

² All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines*.

³ Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA *Bicycle Technical Guidelines*.

⁴ Per the *California Green Building Standards Code*, Table A5.106.5.1.

⁵ Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

⁶ One-time payment subject to an agreement between the City and developer.



City of Los Altos

Transportation Demand Management (TDM) Worksheet for Entertainment Venues *(applicant to complete yellow highlighted sections)*

Project Address:		Applicant:				
		Project Type	Entertainment Venue			
		Gross Floor Area (square feet):	<1,500	1,500-2,499	2,500-24,999	≥25,000
Required Elements		TDM Coordinator & Annual Monitoring			✓	✓
		On-Site Bicycle Repair Station ¹			✓	✓
		On-Site Bicycle Parking ²	✓	✓	✓	✓
		On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information	✓	✓	✓	✓
		Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees	✓	✓	✓	✓
		Minimum TDM Points Required Circle the applicable point requirement below based on project size. 0.5 1 4 6 Fill in the points earned by the proposed project TDM measures in the appropriate column in the rows below.				
Passive TDM Measures	Proximity to Transit*	< 0.5 miles to a major transit stop (2 routes at 15-min headway)[2]				
		< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]				
	Initial Subtotal Passive TDM Points (sum of above 4 rows)					
	Maximum Passive TDM Points (30% of total required points)		0	0.5	1	2
Final Subtotal Passive TDM Points (minimum of above 2 rows)						
Active TDM Measures	Community Complete Streets Improvements	Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]				
		On-Site Ride Share Station with Amenities ³ [0.5]				
		Bus Shelter (subject to VTA approval) [0.5]				
		TNC Curb Management (subject to City approval; modifications to El Camino Real, SR 82, also require Caltrans approval) [0.5]				
	Active Transportation**	Provide Additional On-Site Bike Parking ⁴ [1]				
		Provide Free Bicycle Share to Employees ⁵ [0.5 - 1]				
		Ground Level Secured Bicycle Cage with E-Bike Charging Facilities [0.5]				
		Showers, Lockers and Changing Rooms ⁶ [1]				
	Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]					
	Carpool/Vanpool Programs	Provide Preferential Parking for Carpools/Vanpools ⁷ [0.5]				
		Provide Employee Carpool/Vanpool Matching Services [0.5]				
		Provide Financial Incentives for Employee Carpools [1]				
		Partner with Carpool Apps (e.g. Waze Carpool, Scoop) to Subsidize Shared Ride Trips [1]				
	Car Share*	Provide Membership to Public Car Share Program for All Employees for the First 10 Years Following Project Completion [0.5]				
		Provide On-Site Parking for Car Share Vehicle [1]				
	Transit Programs*	Provide VTA SmartPass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [2]				
		Provide Caltrain Go Pass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [1]				
		Offer Discounted VTA & Caltrain Transit Pass to Employees for the first 10 years Following Project Completion ⁸ [1]				
Offer Pre-Tax Transportation Benefits [0.5]						
Contribute to Communitywide Shuttle Program or other TDM measure ⁹ \$70,000/ksf [4]						
Contribute to Communitywide Shuttle Program or other TDM measure ⁹ \$35,000/ksf [2]						
Private Shuttle Program with Regular or On-Demand Service for the first 10 years Following Project Completion ¹⁰ [2]						

TDM Plan Requirements

Menu of Optional TDM Strategies [TDM Points]



City of Los Altos

Transportation Demand Management (TDM) Worksheet for Entertainment Venues *(applicant to complete yellow highlighted sections)*

Project Address: _____					Applicant: _____				
					Project Type	Entertainment Venue			
					Gross Floor Area (square feet): _____	<1,500	1,500-2,499	2,500-24,999	≥25,000
			Guaranteed Ride Home Program	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]					
					Subtotal Active TDM Points (sum of above 23 rows)				
					Total TDM Points (sum of Passive and Active TDM Points)				

*Only one option/point value can be used for this category.

**A maximum of 2 TDM points can be earned from measures listed in the Active Transportation category.

¹ Bike repair stations must include a pump, stand, tools, water supply, and drain.

² All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines*.

³ A ride share station will provide ample space internal to the development for passenger pick up and drop off by carpools/vanpools and Transportation Network Companies, also known as TNCs (e.g. Uber and Lyft). Amenities shall include wayfinding signage, seating, shelter, lighting, and electrical outlets. This TDM measure cannot be combined with the TNC curb management measure, which provides for passenger loading areas within the public right of way.

⁴ Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA *Bicycle Technical Guidelines*.

⁵ The number of bikes provided in the bike share program shall be equal to 1 bike per 20 ksf or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

⁶ Per the *California Green Building Standards Code*, Table A5.106.4.3.

⁷ Per the *California Green Building Standards Code*, Table A5.106.5.1.

⁸ Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

⁹ One-time payment subject to an agreement between the City and developer.

¹⁰ At a minimum, shuttle service must serve all areas of Los Altos, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least four trips per day. On-demand shuttles must operate between during all hours the venue is open.



City of Los Altos

Transportation Demand Management (TDM) Worksheet for Medical/Dental Office Uses *(applicant to complete yellow highlighted sections)*

Project Address: _____		Applicant: _____			
		Project Type			
		Medical/Dental Office			
		<3,000	3,000-6,999	≥7,000	
		Gross Floor Area (square feet):			
Required Elements	TDM Coordinator & Annual Monitoring			✓	
	On-Site Bicycle Repair Station ¹			✓	
	On-Site Bicycle Parking ²		✓	✓	
	On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information		✓	✓	
	Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees		✓	✓	
Minimum TDM Points Required		<i>Circle the applicable point requirement below based on project size.</i>			
		2	4	6	
		<i>Fill in the points earned by the proposed project TDM measures in the appropriate column in the rows below.</i>			
Passive TDM Measures	Proximity to Transit*	< 0.5 miles to a major transit stop (2 routes at 15-min headway)[2]			
		< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]			
		<0.25 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/Restaurant/Service/Recreational Uses [1]			
		<0.5 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/Restaurant/Service/Recreational Uses [0.5]			
	Initial Subtotal Passive TDM Points (sum of above 4 rows)				
	Maximum Passive TDM Points (30% of total required points)		0.5	1	2
	Final Subtotal Passive TDM Points (minimum of above 2 rows)				
Active TDM Measures	Community Complete Streets Improvements	Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]			
		On-Site Ride Share Station with Amenities ³ [0.5]			
		Bus Shelter (subject to VTA approval) [0.5]			
		TNC Curb Management (subject to City approval; modifications to El Camino Real, SR 82, also require Caltrans approval) [0.5]			
	Active Transportation**	Provide Additional On-Site Bike Parking ⁴ [1]			
		Provide Free Bicycle Share to Employees ⁵ [0.5 - 1]			
		Ground Level Secured Bicycle Cage with E-Bike Charging Facilities [0.5]			
		Showers, Lockers and Changing Rooms ⁶ [1]			
		Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]			
	Carpool/Vanpool Programs	Provide Preferential Parking for Carpools/Vanpools ⁷ [0.5]			
		Provide Employee Carpool/Vanpool Matching Services [0.5]			
		Provide Financial Incentives for Employee Carpools [1]			
	Car Share*	Partner with Carpool Apps (e.g. Waze Carpool, Scoop) to Subsidize Shared Ride Trips [1]			
		Provide Membership to Public Car Share Program for All Employees for the First 10 Years Following Project Completion [0.5]			
	Transit Programs*	Provide On-Site Parking for Car Share Vehicle [1]			
Provide VTA SmartPass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [2]					
Provide Caltrain Go Pass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [1]					
Offer Discounted VTA & Caltrain Transit Pass to Employees for the first 10 years Following Project Completion ⁸ [1]					
Offer Pre-Tax Transportation Benefits [0.5]					
Contribute to Communitywide Shuttle Program or other TDM measure ⁹ \$70,000/ksf [4]					
Contribute to Communitywide Shuttle Program or other TDM measure ⁹ \$35,000/ksf [2]					
Private Shuttle Program with Regular or On-Demand Service for the first 10 years Following Project Completion ¹⁰ [2]					

TDM Plan Requirements

Menu of Optional TDM Strategies [TDM Points]

Active TDM Measures



City of Los Altos

Transportation Demand Management (TDM) Worksheet for Medical/Dental Office Uses *(applicant to complete yellow highlighted sections)*

Project Address: _____		Applicant: _____		
Project Type		Medical/Dental Office		
Gross Floor Area (square feet): _____		<3,000	3,000-6,999	≥7,000
		Guaranteed Ride Home Program	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]	
		Subtotal Active TDM Points (sum of above 23 rows)		
		Total TDM Points (sum of Passive and Active TDM Points)		

*Only one option/point value can be used for this category.

**A maximum of 2 TDM points can be earned from measures listed in the Active Transportation category.

¹ Bike repair stations must include a pump, stand, tools, water supply, and drain.

² All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines* .

³ A ride share station will provide ample space internal to the development for passenger pick up and drop off by carpools/vanpools and Transportation Network Companies, also known as TNCs (e.g. Uber and Lyft). Amenities shall include wayfinding signage, seating, shelter, lighting, and electrical outlets. This TDM measure cannot be combined with the TNC curb management measure, which provides for passenger loading areas within the public right of way.

⁴ Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA *Bicycle Technical Guidelines* .

⁵ The number of bikes provided in the bike share program shall be equal to 60% of the Class I bike parking spaces recommended in the VTA *Bicycle Technical Guidelines* or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

⁶ Per the *California Green Building Standards Code* , Table A5.106.4.3.

⁷ Per the *California Green Building Standards Code* , Table A5.106.5.1.

⁸ Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

⁹ One-time payment subject to an agreement between the City and developer.

¹⁰ At a minimum, shuttle service must serve all areas of Los Altos, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least six trips per day. On-demand shuttles must be available starting one hour before opening and ending one hour after closing.



City of Los Altos

Transportation Demand Management (TDM) Worksheet for General Office Uses *(applicant to complete yellow highlighted sections)*

Project Address: _____		Applicant: _____											
		Project Type		General Office									
		Gross Floor Area (square feet): _____		< 2,500	2,500-4,999	5,000-9,999	10,000-24,999	≥25,000					
Required Elements	TDM Coordinator & Annual Monitoring					✓	✓						
	On-Site Bicycle Repair Station ¹				✓	✓	✓						
	On-Site Bicycle Parking ²		✓	✓	✓	✓	✓						
	On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information		✓	✓	✓	✓	✓						
	Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees		✓	✓	✓	✓	✓						
			<i>Circle the applicable point requirement below based on project size.</i>										
			<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 16.6%;">1</td> <td style="width: 16.6%;">4</td> <td style="width: 16.6%;">6</td> <td style="width: 16.6%;">8</td> <td style="width: 16.6%;">10</td> </tr> </table>						1	4	6	8	10
	1	4	6	8	10								
			<i>Fill in the points earned by the proposed project TDM measures in the appropriate column in the rows below.</i>										
			Minimum TDM Points Required										
Passive TDM Measures	Proximity to Transit*	< 0.5 miles to a major transit stop (2 routes at 15-min headway)[3]											
		< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]											
	Proximity to Commercial Uses*	<0.25 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/Restaurant/Service/Recreational Uses [1]											
		<0.5 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/Restaurant/Service/Recreational Uses [0.5]											
	Initial Subtotal Passive TDM Points (sum of above 4 rows)												
	Maximum Passive TDM Points (30% of total required points)		0.5	1	2	2.5	3						
Final Subtotal Passive TDM Points (minimum of above 2 rows)													
Active TDM Measures	Community Complete Streets Improvements	Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]											
		On-Site Ride Share Station with Amenities ³ [0.5]											
		Bus Shelter (subject to VTA approval) [0.5]											
		TNC Curb Management (subject to City approval; modifications to El Camino Real, SR 82, also require Caltrans approval) [0.5]											
	Active Transportation**	Provide Additional On-Site Bike Parking ⁴ [1]											
		Provide Free Bicycle Share to Employees ⁵ [0.5 - 1]											
		Ground Level Secured Bicycle Cage with E-Bike Charging Facilities [0.5]											
		Showers, Lockers and Changing Rooms ⁶ [1]											
	Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]												
	Carpool/Vanpool Programs	Provide Preferential Parking for Carpools/Vanpools ⁷ [0.5]											
		Provide Employee Carpool/Vanpool Matching Services [0.5]											
		Provide Financial Incentives for Employee Carpools [1]											
	Partner with Carpool Apps (e.g. Waze Carpool, Scoop) to Subsidize Shared Ride Trips [1]												
	Car Share*	Provide Membership to Public Car Share Program for All Employees for the First 10 Years Following Project Completion [0.5]											
		Provide On-Site Parking for Car Share Vehicle [1]											
	Transit Programs*	Provide VTA SmartPass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [3]											
		Provide Caltrain Go Pass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [2]											
		Offer Discounted VTA & Caltrain Transit Pass to Employees for the first 10 years Following Project Completion ⁸ [2]											
Offer Pre-Tax Transportation Benefits [1]													
Contribute to Communitywide Shuttle Program or other TDM measure ⁹ \$70,000/ksf [4]													
Contribute to Communitywide Shuttle Program or other TDM measure ⁹ \$35,000/ksf [2]													
Private Shuttle Program with Regular or On-Demand Service for the first 10 years Following Project Completion ¹⁰ [2]													

TDM Plan Requirements

Menu of Optional TDM Strategies [TDM Points]



City of Los Altos

Transportation Demand Management (TDM) Worksheet for General Office Uses *(applicant to complete yellow highlighted sections)*

Project Address: _____			Applicant: _____							
			Project Type		General Office					
			Gross Floor Area (square feet): _____		< 2,500	2,500-4,999	5,000-9,999	10,000-24,999	≥25,000	
		Guaranteed Ride Home Program	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]							
			Employee Programs	Offer Pedestrian-Oriented Commercial Uses on Ground Floor and/or On-Site Amenities (e.g. café, gym, childcare, retail, bank, laundry/dry cleaning) [1 point per use up to 2 points maximum]						
				Allow Employees to Telecommute Average ≥ 1 Day/Week/Employee [2]						
			Allow Employees to Work Flex Time and/or Compressed Work Week Schedules [1]							
			Subtotal Active TDM Points (sum of above 26 rows)							
			Total TDM Points (sum of Passive and Active TDM Points)							

*Only one option/point value can be used for this category.

**A maximum of 2 TDM points can be earned from measures listed in the Active Transportation category.

¹ Bike repair stations must include a pump, stand, tools, water supply, and drain.

² All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines*.

³ A ride share station will provide ample space internal to the development for passenger pick up and drop off by carpools/vanpools and Transportation Network Companies, also known as TNCs (e.g. Uber and Lyft). Amenities shall include wayfinding signage, seating, shelter, lighting, and electrical outlets. This TDM measure cannot be combined with the TNC curb management measure, which provides for passenger loading areas within the public right of way.

⁴ Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA *Bicycle Technical Guidelines*.

⁵ The number of bikes provided in the bike share program shall be equal to 60% of the Class I bike parking spaces recommended in the VTA *Bicycle Technical Guidelines* or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

⁶ Per the *California Green Building Standards Code*, Table A5.106.4.3.

⁷ Per the *California Green Building Standards Code*, Table A5.106.5.1.

⁸ Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

⁹ One-time payment subject to an agreement between the City and developer.

¹⁰ At a minimum, shuttle service must serve all areas of Los Altos, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least three trip-time options each for both the morning and evening commutes. On-demand shuttles must be available starting one hour before opening and ending one hour after closing.



City of Los Altos
Transportation Demand Management (TDM) Worksheet for Public Facilities excluding Schools *(applicant to complete yellow highlighted sections)*

Project Address: _____		Applicant: _____		
		Public Facilities (excluding schools)		
		Gross Floor Area (square feet):		
		<4,000	4,000-19,999	≥20,000
Required Elements	TDM Coordinator & Annual Monitoring		✓	✓
	On-Site Bicycle Repair Station ¹		✓	✓
	On-Site Bicycle Parking ²		✓	✓
	On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information		✓	✓
	Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees		✓	✓
		<i>Circle the applicable point requirement below based on project size.</i>		
		2	4	6
		<i>Fill in the points earned by the proposed project TDM measures in the appropriate column in the rows below.</i>		
Minimum TDM Points Required				
Passive TDM Measures	Proximity to Transit*	< 0.5 miles to a major transit stop (2 routes at 15-min headway)[2]		
		< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]		
	Proximity to Commercial Uses*	<0.25 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/Restaurant/Service/Recreational Uses [1]		
		<0.5 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/Restaurant/Service/Recreational Uses [0.5]		
	Initial Subtotal Passive TDM Points (sum of above 4 rows)			
Maximum Passive TDM Points (30% of total required points)		0.5	1	2
Final Subtotal Passive TDM Points (minimum of above 2 rows)				
Active TDM Measures	Community Complete Streets Improvements	Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]		
		On-Site Ride Share Station with Amenities ³ [0.5]		
		Bus Shelter (subject to VTA approval) [0.5]		
		TNC Curb Management (subject to City approval; modifications to El Camino Real, SR 82, also require Caltrans approval) [0.5]		
	Active Transportation**	Provide Additional On-Site Bike Parking ⁴ [1]		
		Provide Free Bicycle Share to Employees ⁵ [0.5 - 1]		
		Ground Level Secured Bicycle Cage with E-Bike Charging Facilities [0.5]		
		Showers, Lockers and Changing Rooms ⁶ [1]		
		Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]		
	Carpool/Vanpool Programs	Provide Preferential Parking for Carpools/Vanpools ⁷ [0.5]		
		Provide Employee Carpool/Vanpool Matching Services [0.5]		
		Provide Financial Incentives for Employee Carpools [1]		
	Car Share*	Partner with Carpool Apps (e.g. Waze Carpool, Scoop) to Subsidize Shared Ride Trips [1]		
		Provide Membership to Public Car Share Program for All Employees for the First 10 Years Following Project Completion [0.5]		
	Transit Programs*	Provide On-Site Parking for Car Share Vehicle [1]		
Provide VTA SmartPass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [3]				
Provide Caltrain Go Pass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [2]				
Offer Discounted VTA & Caltrain Transit Pass to Employees for the first 10 years Following Project Completion ⁸ [2]				
Offer Pre-Tax Transportation Benefits [1]				
Contribute to Communitywide Shuttle Program or other TDM measure ⁹ \$70,000/ksf [4]				
Contribute to Communitywide Shuttle Program or other TDM measure ⁹ \$35,000/ksf [2]				
Private Shuttle Program with Regular or On-Demand Service for the first 10 years Following Project Completion ¹⁰ [2]				

TDM Plan Requirements

Menu of Optional TDM Strategies [TDM Points]



City of Los Altos

Transportation Demand Management (TDM) Worksheet for Public Facilities excluding Schools *(applicant to complete yellow highlighted sections)*

Project Address: _____				Applicant: _____		
Project Type				Public Facilities (excluding schools)		
Gross Floor Area (square feet): _____				<4,000	4,000-19,999	≥20,000
		Guaranteed Ride Home Program	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]			
Subtotal Active TDM Points (sum of above 23 rows)						
Total TDM Points (sum of Passive and Active TDM Points)						

*Only one option/point value can be used for this category.

**A maximum of 2 TDM points can be earned from measures listed in the Active Transportation category.

¹ Bike repair stations must include a pump, stand, tools, water supply, and drain.

² All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines*.

³ A ride share station will provide ample space internal to the development for passenger pick up and drop off by carpools/vanpools and Transportation Network Companies, also known as TNCs (e.g. Uber and Lyft). Amenities shall include wayfinding signage, seating, shelter, lighting, and electrical outlets. This TDM measure cannot be combined with the TNC curb management measure, which provides for passenger loading areas within the public right of way.

⁴ Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA *Bicycle Technical Guidelines*.

⁵ The number of bikes provided in the bike share program shall be equal to 20% of the Class II bike parking spaces recommended in the VTA *Bicycle Technical Guidelines* or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

⁶ Per the *California Green Building Standards Code*, Table A5.106.4.3.

⁷ Per the *California Green Building Standards Code*, Table A5.106.5.1.

⁸ Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

⁹ One-time payment subject to an agreement between the City and developer.

¹⁰ At a minimum, shuttle service must serve all areas of Los Altos, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least four trips per day. On-demand shuttles must operate during all hours when the facility is open.



City of Los Altos
Transportation Demand Management (TDM) Worksheet for Residential Uses *(applicant to complete yellow highlighted sections)*

Project Address: _____		Applicant: _____							
		Project Type	Residential						
		Number of Dwelling Units: _____	< 5	5-9	10-19	20-49	≥50		
TDM Plan Requirements	Required Elements	TDM Coordinator & Annual Monitoring				✓	✓		
		On-Site Bicycle Repair Station ¹			✓	✓	✓		
		On-Site Bicycle Parking ²	✓	✓	✓	✓	✓		
		On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information	✓	✓	✓	✓	✓		
		Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Residents as They Move In and Annually to All Residents	✓	✓	✓	✓	✓		
			<i>Circle the applicable point requirement below based on project size.</i>						
			n/a	1	2	4	10		
			<i>Fill in the points earned by the proposed project TDM measures in the appropriate column in the rows below.</i>						
	Passive TDM Measures	Proximity to Transit*	< 0.5 miles to a major transit stop (2 routes at 15-min headway)[3]						
			< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]						
		Proximity to Commercial Uses*	<0.25 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/Restaurant/Service/Recreational Uses [3]						
			<0.5 miles from a Shopping Center with ≥ 3 Tenants, or 3 Separate Retail/Restaurant/Service/Recreational Uses [1]						
				Initial Subtotal Passive TDM Points (sum of above 4 rows)					
				Maximum Passive TDM Points (30% of total required points)	n/a	0.5	0.5	1	3
				Final Subtotal Passive TDM Points (minimum of above 2 rows)					
	Active TDM Measures	Affordable Housing*	100% Affordable Housing Project [5]						
			80% Affordable Housing Project [4]						
			60% Affordable Housing Project [3]						
			40% Affordable Housing Project [2]						
			20% Affordable Housing Project [1]						
Community Complete Streets Improvements		Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]							
		On-Site Ride Share Station with Amenities ³ [0.5]							
		Bus Shelter (subject to VTA approval) [0.5]							
		modifications to El Camino Real, SR 82, also require Caltrans approval) [0.5]							
Bicycle Facilities*		Provide Additional On-Site Bike Parking ⁴ [1]							
		Provide Free Bicycle Share to Residents ⁵ [0.5 - 1]							
		Ground Level Secured Bicycle Cage with E-Bike Charging Facilities [0.5]							
Car Share*		Provide Membership to Public Car Share Program for Residents for the First 10 Years Following Project Completion [0.5]							
		Provide On-Site Parking for Car Share Vehicle [1]							
Transit Programs*		Provide VTA SmartPass (or a Comparable Program) Membership to All Residents for the First 10 Years Following Project Completion [3]							
	Provide Caltrain Go Pass (or a Comparable Program) Membership to All Residents for the First 10 Years Following Project Completion [2]								
	Offer Discounted VTA & Caltrain Transit Pass to Residents for the first 10 years Following Project Completion ⁶ [2]								
	Contribute to Communitywide Shuttle Program or other TDM measure ⁷ \$50,000/d.u. [4]								
	Contribute to Communitywide Shuttle Program or other TDM measure ⁷ \$25,000/d.u. [2]								
	Private Shuttle Program with Regular or On-Demand Service for the first 10 years Following Project Completion ⁸ [2]								



City of Los Altos

Transportation Demand Management (TDM) Worksheet for Residential Uses *(applicant to complete yellow highlighted sections)*

Project Address: _____				Applicant: _____					
Project Type				Residential					
Number of Dwelling Units: _____				< 5	5-9	10-19	20-49	≥50	
			Amenities	Offer Delivery-Supportive Amenities (e.g. an area for receipt of deliveries, clothes lockers for laundry or dry cleaning, storage for package deliveries, or temporary refrigeration for grocery deliveries) [0.5]					
			Provide Family-Supportive Amenities (e.g. on-site secure storage of personal car seats, strollers, cargo bicycles, etc., or shared shopping carts or cargo bicycles for check out by residents) [0.5]						
			Subtotal Active TDM Points (sum of above 22 rows)						
Total TDM Points (sum of Passive and Active TDM Points)									

*Only one option/point value can be used for this category.

¹ Bike repair stations must include a pump, stand, tools, water supply, and drain.

² All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines*. An enclosed garage assigned to one residential unit may be considered one Class I bicycle parking space at the discretion of the Zoning Administrator.

³ A ride share station will provide ample space internal to the development for passenger pick up and drop off by carpools/vanpools and Transportation Network Companies, also known as TNCs (e.g. Uber and Lyft). Amenities shall include wayfinding signage, seating, shelter, lighting, and electrical outlets. This TDM measure cannot be combined with the TNC curbside management measure, which provides for passenger loading areas within the public right of way.

⁴ Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA *Bicycle Technical Guidelines*.

⁵ The number of bikes provided in the bike share program shall be equal to 20% of the Class I bike parking spaces recommended in the VTA *Bicycle Technical Guidelines* or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

⁶ Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

⁷ One-time payment subject to an agreement between the City and developer.

⁸ At a minimum, shuttle service must serve all areas of Los Altos, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least three trip-time options each for both the morning and evening commutes. On-demand shuttles must operate between 7 AM and 7 PM on weekdays and 9 AM and 5 PM on Saturdays.



City of Los Altos

Transportation Demand Management (TDM) Worksheet for Restaurant Uses *(applicant to complete yellow highlighted sections)*

Project Address:		Applicant:							
		Project Type	Restaurant						
		Gross Floor Area (square feet):	<2,000	2,000-3,999	4,000-19,999	≥20,000			
Required Elements		TDM Coordinator & Annual Monitoring			✓	✓			
		On-Site Bicycle Repair Station ¹			✓	✓			
		On-Site Bicycle Parking ²	✓	✓	✓	✓			
		On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information	✓	✓	✓	✓			
		Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees	✓	✓	✓	✓			
		Circle the applicable point requirement below based on project size.							
		<table border="1"> <tr> <td>0.5</td> <td>1</td> <td>4</td> <td>6</td> </tr> </table>				0.5	1	4	6
0.5	1	4	6						
		Fill in the points earned by the proposed project TDM measures in the appropriate column in the rows below.							
Passive TDM Measures	Proximity to Transit*	< 0.5 miles to a major transit stop (2 routes at 15-min headway)[2]							
		< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]							
	Initial Subtotal Passive TDM Points (sum of above 4 rows)								
	Maximum Passive TDM Points (30% of total required points)		0	0.5	1	2			
Final Subtotal Passive TDM Points (minimum of above 2 rows)									
Active TDM Measures	Community Complete Streets Improvements	Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]							
		On-Site Ride Share Station with Amenities ³ [0.5]							
		Bus Shelter (subject to VTA approval) [0.5]							
		TNC Curb Management (subject to City approval; modifications to El Camino Real, SR 82, also require Caltrans approval) [0.5]							
	Active Transportation**	Provide Additional On-Site Bike Parking ⁴ [1]							
		Provide Free Bicycle Share to Employees ⁵ [0.5 - 1]							
		Ground Level Secured Bicycle Cage with E-Bike Charging Facilities [0.5]							
		Showers, Lockers and Changing Rooms ⁶ [1]							
	Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]								
	Carpool/Vanpool Programs	Provide Preferential Parking for Carpools/Vanpools ⁷ [0.5]							
		Provide Employee Carpool/Vanpool Matching Services [0.5]							
		Provide Financial Incentives for Employee Carpools [1]							
		Partner with Carpool Apps (e.g. Waze Carpool, Scoop) to Subsidize Shared Ride Trips [1]							
	Car Share*	Provide Membership to Public Car Share Program for All Employees for the First 10 Years Following Project Completion [0.5]							
		Provide On-Site Parking for Car Share Vehicle [1]							
	Transit Programs*	Provide VTA SmartPass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [2]							
		Provide Caltrain Go Pass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [1]							
		Offer Discounted VTA & Caltrain Transit Pass to Employees for the first 10 years Following Project Completion ⁸ [1]							
Offer Pre-Tax Transportation Benefits [0.5]									
Contribute to Communitywide Shuttle Program or other TDM measure ⁹ \$70,000/ksf [4]									
Contribute to Communitywide Shuttle Program or other TDM measure ⁹ \$35,000/ksf [2]									
Private Shuttle Program with Regular or On-Demand Service for the first 10 years Following Project Completion ¹⁰ [2]									

TDM Plan Requirements

Menu of Optional TDM Strategies [TDM Points]



City of Los Altos

Transportation Demand Management (TDM) Worksheet for Restaurant Uses *(applicant to complete yellow highlighted sections)*

Project Address: _____				Applicant: _____					
				Project Type		Restaurant			
				Gross Floor Area (square feet): _____		<2,000	2,000-3,999	4,000-19,999	≥20,000
			Guaranteed Ride Home Program	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]					
				Subtotal Active TDM Points (sum of above 23 rows)					
				Total TDM Points (sum of Passive and Active TDM Points)					

*Only one option/point value can be used for this category.

**A maximum of 2 TDM points can be earned from measures listed in the Active Transportation category.

¹ Bike repair stations must include a pump, stand, tools, water supply, and drain.

² All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines*.

³ A ride share station will provide ample space internal to the development for passenger pick up and drop off by carpools/vanpools and Transportation Network Companies, also known as TNCs (e.g. Uber and Lyft). Amenities shall include wayfinding signage, seating, shelter, lighting, and electrical outlets. This TDM measure cannot be combined with the TNC curb management measure, which provides for passenger loading areas within the public right of way.

⁴ Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA *Bicycle Technical Guidelines*.

⁵ The number of bikes provided in the bike share program shall be equal to 1 bike per 20 ksf or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

⁶ Per the *California Green Building Standards Code*, Table A5.106.4.3.

⁷ Per the *California Green Building Standards Code*, Table A5.106.5.1.

⁸ Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

⁹ One-time payment subject to an agreement between the City and developer.

¹⁰ At a minimum, shuttle service must serve all areas of Los Altos, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least four trips per day. On-demand shuttles must operate between during all hours the restaurant is open.



City of Los Altos
Transportation Demand Management (TDM) Worksheet for Retail Uses *(applicant to complete yellow highlighted sections)*

Project Address: _____		Applicant: _____				
		Project Type		Retail		
Gross Floor Area (square feet): _____		<2,000	2,000-3,999	4,000-9,999	10,000-59,999	≥60,000
Required Elements	TDM Coordinator & Annual Monitoring				✓	✓
	On-Site Bicycle Repair Station ¹				✓	✓
	On-Site Bicycle Parking ²		✓	✓	✓	✓
	On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information		✓	✓	✓	✓
	Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees		✓	✓	✓	✓
		<i>Circle the applicable point requirement below based on project size.</i>				
		0.5	1	2	4	6
		<i>Fill in the points earned by the proposed project TDM measures in the appropriate column in the rows below.</i>				
		Minimum TDM Points Required				
Passive TDM Measures	Proximity to Transit*	< 0.5 miles to a major transit stop (2 routes at 15-min headway)[2]				
		< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]				
	Initial Subtotal Passive TDM Points (sum of above 4 rows)					
	Maximum Passive TDM Points (30% of total required points)		0	0.5	0.5	1
Final Subtotal Passive TDM Points (minimum of above 2 rows)						
Active TDM Measures	Community Complete Streets Improvements	Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]				
		On-Site Ride Share Station with Amenities ³ [0.5]				
		Bus Shelter (subject to VTA approval) [0.5]				
		TNC Curb Management (subject to City approval; modifications to El Camino Real, SR 82, also require Caltrans approval) [0.5]				
	Active Transportation**	Provide Additional On-Site Bike Parking ⁴ [1]				
		Provide Free Bicycle Share to Employees ⁵ [0.5 - 1]				
		Ground Level Secured Bicycle Cage with E-Bike Charging Facilities [0.5]				
		Showers, Lockers and Changing Rooms ⁶ [1]				
	Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]					
	Carpool/Vanpool Programs	Provide Preferential Parking for Carpools/Vanpools ⁷ [0.5]				
		Provide Employee Carpool/Vanpool Matching Services [0.5]				
		Provide Financial Incentives for Employee Carpools [1]				
		Partner with Carpool Apps (e.g. Waze Carpool, Scoop) to Subsidize Shared Ride Trips [1]				
	Car Share*	Provide Membership to Public Car Share Program for All Employees for the First 10 Years Following Project Completion [0.5]				
		Provide On-Site Parking for Car Share Vehicle [1]				
	Transit Programs*	Provide VTA SmartPass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [2]				
		Provide Caltrain Go Pass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [1]				
		Offer Discounted VTA & Caltrain Transit Pass to Employees for the first 10 years Following Project Completion ⁸ [1]				
Offer Pre-Tax Transportation Benefits [0.5]						
Contribute to Communitywide Shuttle Program or other TDM measure ⁹ \$70,000/ksf [4]						
Contribute to Communitywide Shuttle Program or other TDM measure ⁹ \$35,000/ksf [2]						
Private Shuttle Program with Regular or On-Demand Service for the first 10 years Following Project Completion ¹⁰ [2]						

TDM Plan Requirements

Menu of Optional TDM Strategies [TDM Points]



City of Los Altos

Transportation Demand Management (TDM) Worksheet for Retail Uses *(applicant to complete yellow highlighted sections)*

Project Address: _____				Applicant: _____						
				Project Type		Retail				
				Gross Floor Area (square feet): _____		<2,000	2,000-3,999	4,000-9,999	10,000-59,999	≥60,000
			Guaranteed Ride Home Program	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]						
				Subtotal Active TDM Points (sum of above 23 rows)						
				Total TDM Points (sum of Passive and Active TDM Points)						

*Only one option/point value can be used for this category.

**A maximum of 2 TDM points can be earned from measures listed in the Active Transportation category.

¹ Bike repair stations must include a pump, stand, tools, water supply, and drain.

² All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines*.

³ A ride share station will provide ample space internal to the development for passenger pick up and drop off by carpools/vanpools and Transportation Network Companies, also known as TNCs (e.g. Uber and Lyft). Amenities shall include wayfinding signage, seating, shelter, lighting, and electrical outlets. This TDM measure cannot be combined with the TNC curbside management measure, which provides for passenger loading areas within the public right of way.

⁴ Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA *Bicycle Technical Guidelines*.

⁵ The number of bikes provided in the bike share program shall be equal to 1 bike per 20 ksf or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

⁶ Per the *California Green Building Standards Code*, Table A5.106.4.3.

⁷ Per the *California Green Building Standards Code*, Table A5.106.5.1.

⁸ Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

⁹ One-time payment subject to an agreement between the City and developer.

¹⁰ At a minimum, shuttle service must serve all areas of Los Altos, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least four trips per day. On-demand shuttles must operate during all retail business hours on both weekdays and weekends.



City of Los Altos

Transportation Demand Management (TDM) Worksheet for Schools *(applicant to complete yellow highlighted sections)*

Project Address:		Applicant:					
		Project Type	School				
		Students:	≤32	33-89	90-199	≥200	
TDM Plan Requirements	Required Elements	TDM Coordinator & Annual Monitoring			✓	✓	
		On-Site Bicycle Repair Station ¹			✓	✓	
		On-Site Bicycle Parking ²	✓	✓	✓	✓	
		On-Site Kiosk or Online Portal with Multimodal Wayfinding Information and Transit Information	✓	✓	✓	✓	
		Distribution of Transit, Wayfinding and Other Multi-modal Informational Materials to New Employees upon Hire and Annually to All Employees	✓	✓	✓	✓	
		Minimum TDM Points Required	Circle the applicable point requirement below based on project size. <div style="display: flex; justify-content: space-around; font-weight: bold;"> 2 4 6 8 </div> Fill in the points earned by the proposed project TDM measures in the appropriate column in the rows below.				
	Passive TDM Measures	Proximity to Transit*	< 0.5 miles to a major transit stop (2 routes at 15-min headway)[2]				
			< 0.5 miles to a local transit stop with headways of 30 min or less [0.5]				
		Initial Subtotal Passive TDM Points (sum of above 4 rows)					
		Maximum Passive TDM Points (30% of total required points)		0.5	1	2	2
	Final Subtotal Passive TDM Points (minimum of above 2 rows)						
	Active TDM Measures	Community Complete Streets	Implement New or Enhanced Pedestrian and Bicycle Facilities per Complete Streets Master Plan (≤1 mile from site) [3]				
			Bus Shelter (subject to VTA approval) [0.5]				
			Provide Additional On-Site Bike Parking ³ [1]				
		Active Transportation**	Implement Walk/Bike/Transit to School Groups (Staff and/or parents could meet students at designated locations and accompany student groups as they walk, bike, or ride the bus to school) [1]				
			Implement ≥4 Walk/Bike to School Days each Year [0.5]				
			Provide Free Bicycle Share to Employees ⁴ [0.5 - 1]				
			Ground Level Secured Bicycle Cage with E-Bike Charging Facilities [0.5]				
			Showers, Lockers and Changing Rooms ⁵ [1]				
			Provide Active Transportation Subsidies or Other Incentives to Employees who Walk or Bike to Work [1]				
Carpool/Vanpool Programs		Provide Preferential Parking for Carpools/Vanpools ⁶ [0.5]					
		Provide Employees, Parents, and Student Drivers with Carpool/Vanpool Matching Services [0.5]					
		Provide Financial Incentives for Employees and/or Family (Student) Carpool Groups [1]					
Transit Programs*		Partner with Carpool Apps (e.g. Zum, KidzJet) to Subsidize Shared Ride Trips [1]					
		Provide VTA SmartPass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [2]					
		Provide Caltrain Go Pass (or a Comparable Program) Membership to All Employees for the First 10 Years Following Project Completion [1]					
	Offer Discounted VTA & Caltrain Transit Pass to Employees for the first 10 years Following Project Completion ⁷ [1]						
	Offer Pre-Tax Transportation Benefits [0.5]						
	Contribute to Communitywide Shuttle Program or other TDM measure ⁸ \$20,000/student [4]						
	Contribute to Communitywide Shuttle Program or other TDM measure ⁸ \$10,000/student [2]						
Guaranteed Ride Home Program	Implement Student/Employee Bussing Program for the First 10 Years Following Project Completion ⁹ [4]						
	Guarantee Employees a Ride (or reimbursement for the cost of a ride) to Their Home (and/or to other locations) in the Event of an Emergency [0.5]						



City of Los Altos

Transportation Demand Management (TDM) Worksheet for Schools *(applicant to complete yellow highlighted sections)*

Project Address: _____				Applicant: _____				
				Project Type		School		
				Students: _____	≤32	33-89	90-199	≥200
			TDM Communication/ Education	Incorporate Bicycle and Walking Education into Physical Education Curriculum to Promote Health and Environmental Benefits of Walking and Biking [0.5]				
			Conduct an Annual Bicycle Rodeo Event (e.g. bicycle safety check, helmet fitting, instruction on the rules of the road and bicycle maintenance, an obstacle course, etc.) [0.5]					
			Hold Classroom/Grade Level Competitions to Promote Active Transportation with incentives rewards for participation and/or prizes [0.5]					
			Subtotal Active TDM Points (sum of above 24 rows)					
Total TDM Points (sum of Passive and Active TDM Points)								

*Only one option/point value can be used for this category.

**A maximum 3 TDM points can be earned from measures listed in the Active Transportation category.

¹ Bike repair stations must include a pump, stand, tools, water supply, and drain.

² All bike parking must be at ground level and follow recommendations in the most recent VTA *Bicycle Technical Guidelines*.

³ Project qualifies if total on-site bike parking is at least 150% of the recommended number of bike spaces in the most recent VTA *Bicycle Technical Guidelines*.

⁴ The number of bikes provided in the bike share program shall be equal to 1 bike per 40 employees or a minimum of two bikes. Bike share programs with at least two e-bikes and e-bike charging facilities will receive 1 TDM point, while bike share programs with one or zero e-bikes will receive 0.5 TDM points.

⁵ Per the *California Green Building Standards Code*, Table A5.106.4.3.

⁶ Per the *California Green Building Standards Code*, Table A5.106.5.1.

⁷ Transit subsidy must be equivalent to 30% of the value of a monthly pass or \$50 per month, whichever is greater.

⁸ One-time payment subject to an agreement between the City and developer.

⁹ At a minimum, bus service must serve all areas of Los Altos that are beyond walking distance, serve at least one Caltrain station, be ADA accessible, provide space for bikes, and offer at least one trip in the morning and one trip in the afternoon on all school days.