



LEED 2009 for Retail: Commercial Interiors

SS CREDIT 3: ALTERNATIVE TRANSPORTATION

All fields and uploads are required unless otherwise noted.

ALL OPTIONS

This static sample form has been modified for offline access. All sections of the form are visible. Sample forms are for reference only.

Select all that apply:(Maximum 10 points)

- ☐ **Option 1.** Public Transportation Access (6 points)
- ☐ **Option 2.** Bicycle Commuting (1 point)
- ☐ **Option 3.** Low-Emitting and Fuel-Efficient Vehicles (1 point)
- ☐ **Option 4.** Parking Capacity (3 point)
- ☐ **Option 5.** Delivery Service (1 point)
- ☐ **Option 6.** Incentives (1 point)
- ☐ **Option 7.** Alternative Transportation Education (1 point)

OPTION 1. PUBLIC TRANSPORTATION ACCESS

Select one of the following:

- ☐ **Path 1. Rail Station Proximity.** The project is located in a building within 1/2-mile walking distance, measured from a main building entrance, of a commuter rail, light rail or subway station.
- ☐ **Path 2. Bus Station Proximity.** The project is located in a building within 1/4-mile walking distance, measured from a main building entrance, of one or more stops for two or more public, campus, or private bus lines usable by building occupants.

RAIL STATION PROXIMITY

Select one of the following:

- ☐ The rail line is existing.
- ☐ The rail line is planned and funded.

Upload SSc3-1. Provide verification of rail line plan and funding (such as a newspaper article stating funding party, a letter signed by funding party or board resolution).

Table SSc3-1. Rail Service

Distance to Station Stop [feet]	Line Designation	Service Type

Upload SS3-2. Provide a site plan, with scale, showing the walking path from the building main entrance to the rail stop(s).

BUS STATION PROXIMITY

Table SS3-2. Bus Service

Distance to Bus Stop [feet]	Line Designation	Service Type

Upload SS3-3. Provide a site plan, with scale, showing the walking path from the building main entrance to the bus stop(s).

Option 1. Public Transportation Access Points Documented:

OPTION 2. BICYCLE COMMUTING

Select one of the following:

- ☐ The project is part of a multi-tenant retail complex.
- ☐ The project is not part of a multi-tenant retail complex.

Total project gross square footage:

Total development building gross square footage (from PI Form 2):

Project as a percentage of development gross square footage:

Number of bicycle racks and/or storage spaces provided by development:

Number of bicycle racks attributable to project:

Table SS3-3. Bicycle Racks and/or Storage Spaces

Description of Rack or Storage Area	Number of Secure Bicycle Racks and/or Storage Spaces ¹	Distance from Building Entrance ² (yards)
Required bicycle racks and/or storage spaces		
Total number of compliant bicycle racks and/or storage spaces		

¹ A bicycle storage space is a place in which one bicycle can be locked securely.

² If storage space is located within the building, enter "0" in this column.

Select one of the following:

- ☐ **Upload L-2** from PI Form 4 is a site plan identifying the location of bicycle racks and/or storage spaces.
- OR ☐ **Upload SSc3-4.** Provide a credit-specific site plan that identifies the location of the bicycle racks and/or storage spaces.

Select one of the following:

- ☐ **Lockable changing areas:** The project includes lockable changing areas for employees.
- ☐ **Showers:** The project includes showers for employees.
- ☐ **Bike maintenance program:** A bicycle maintenance program is available to employees.
- ☐ **Bike route assistance:** Bike route assistance is available to customers and employees.

LOCKABLE CHANGING AREA

Select one of the following:

- ☐ **Upload L-1** from PI Form 4 is a floor plan identifying the location of the lockable changing areas for employees.
- OR ☐ **Upload SSc3-5.** Provide a credit-specific floor plan that identifies the location of the lockable changing areas for employees.

SHOWERS

Select one of the following:

- ☐ **Upload L-1** from PI Form 4 is a floor plan identifying the location of showers for employees.
- OR ☐ **Upload SSc3-6.** Provide a credit-specific floor plan identifying the location of the showers for employees.

BICYCLE MAINTENANCE PROGRAM

Describe the features of the bicycle maintenance program (such as coupons for bike tune-ups or on-site repair supplies). Include details on the method(s) used to communicate service details and availability to employees.

BICYCLE ROUTE ASSISTANCE

Describe the features of the bicycle route assistance program, and explain the method(s) used to communicate service details and availability to employees and customers.

Upload SS3-7. Provide evidence of the bicycle route assistance program such as maps with local bike routes, a web URL with program information, a floor plan identifying the location of a information board, etc.

Option 2. Bicycle Commuting Points Documented:

OPTION 3. LOW-EMITTING AND FUEL-EFFICIENT VEHICLES

Select one of the following:

- ☐ **Path 1. Provide Vehicles.** Low-emitting and fuel-efficient vehicles will be provided.
- ☐ **Path 2. Preferred or Discounted Parking.** Preferred parking will be provided for low-emitting and fuel-efficient vehicles.
- ☐ **Path 3. Alternative Fuel.** Alternative-fuel fueling stations will be provided.
- ☐ **Path 4. Vehicle Sharing Program.** Building occupants will have access to a low-emitting and fuel-efficient vehicle-sharing program.

PROVIDE VEHICLES

Table SS3-4. Low-Emitting and Fuel-Efficient Vehicles Provided

Vehicle Group Name	Vehicle Description (Make / Model / Fuel Type)	Quantity of Vehicles In Group	Zero Emission Vehicle	ACEEE Green Score
			<input type="checkbox"/>	
Total low-emitting and fuel-efficient vehicles provided				
Total FTE (from PI Form 3)				
Percentage of FTE provided with a low-emitting or fuel-efficient vehicle <i>(must be at least 3%)</i>				

PREFERRED OR DISCOUNTED PARKING

Select one of the following:

- ☐ **Preferred Parking.** Preferred parking will be provided for low-emitting and fuel-efficient vehicles.
- ☐ **Discounted Parking.** Discounted parking will be provided for low-emitting and fuel-efficient vehicles.

PREFERRED PARKING

Total employee parking capacity:

Number of employee preferred parking spaces reserved for low-emitting and fuel-efficient vehicles:

Employee preferred parking expressed as a percent of total parking:

Note: Must be at least 5%

%

Total customer parking capacity:

Number of customer preferred parking spaces reserved for low-emitting and fuel-efficient vehicles:

Customer preferred parking expressed as a percent of total parking:

Note: Must be at least 5%

%

DISCOUNTED PARKING

Required Signatory SSc3-1. Owner

Discounted parking for carpools or vanpools will meet the following criteria:

- 1) The parking rate will be discounted at least 20%.
- 2) The discount will be available to all customers.
- 3) The discount will be publicly posted at the parking area entrance.
- 4) The discount will be available for at least 2 years.

Select one of the following:

- ☐ **Owner Signature.** Provide a digital signature affirming the required signatory statement in gray directly above.

Initial here:

- OR
- ☐ **Upload SSc3-RS1.** Provide a document with the required signatory statement, copied directly from the form, signed and dated on letterhead.

Upload SSc3-8. Provide the section of the employee handbook, brochure, or other literature that communicates the preferred parking to building users.

ALTERNATIVE FUEL

Table SSc3-5. Alternative-Fuel Fueling Stations

Alternative Fuel Type	Quantity of Each Type of Station	Manufacturer and Model Number	Capacity per Station ¹ [Vehicles serviced/day]	Daily Capacity per Type [Vehicles serviced/day]
Total vehicle parking capacity				
Total fueling capacity				
Percentage of parking capacity served <i>(must be at least 3%)</i>				

¹ Based on an 8-hour day

☐ All liquid or gaseous fueling facilities are separately ventilated or located outdoors.

Select one of the following:

- ☐ **Upload L-2** from PI Form 4 is a site plan showing the location of all alternative-fuel fueling stations. OR ☐ **Upload SSc3-8.** Provide a credit-specific site plan showing the location of the alternative fuel fueling stations.

VEHICLE SHARING PROGRAM

Table SSc3-6. Low-Emitting and/or Fuel-Efficient Vehicle Sharing Program

Vehicle Description (Make / Model / Fuel Type)	Quantity Provided	Zero Emission Vehicle	ACEEE Green Score
Total low-emitting and/or fuel-efficient vehicles provided			
Total FTE (from PI Form 3)			
Estimated number of riders served per vehicle			
Percentage of FTE employees served <i>(must be at least 3%)</i>			

Describe the methodology and/or calculations supporting the estimated number of riders served per vehicle provided in Table SSc3-6 above. To upload this documentation, enter "see upload" in narrative below and use the optional upload below.

Upload SSc3-9. Provide documentation describing the methodology and/or calculations supporting the estimated number of riders served per vehicle provided in Table SSc3-6. (Optional)

Describe the vehicle sharing program and its administration

Upload SSc3-10. Provide a vehicle-sharing contract demonstrating an agreement of at least 2 years.

Select one of the following:

- ☐ **Upload L-2** from PI Form 4 is a site plan showing all parking areas delineated; highlighting any preferred parking for low-emitting and fuel-efficient vehicles; highlighting walking paths from preferred parking area(s) to project building; noting distances and including signage details.
- OR
- ☐ **Upload SSc3-11.** Provide a credit-specific site plan or area map delineating all parking areas; highlighting any preferred parking for low-emitting and fuel-efficient vehicles; highlighting walking paths from preferred parking area(s) to project building; noting distances and including signage details.

Option 3. Low - Emitting and Fuel-Efficient Vehicles Points Documented:

OPTION 4. PARKING CAPACITY

Project space gross square footage as a percentage of the building in which the project is located:

CASE 1. LESS THAN 75% OF BUILDING AREA

Select one of the following:

- ☐ **Path 1.** Zoning will not be exceed and preferred parking for car or van pools will be provided for 5% or more of tenant employees.
- ☐ **Path 2.** No parking will be provided or subsidized for tenant employees.

Minimum tenant parking required by local zoning:

spaces

Parking spaces provided to tenant:

spaces

Note: Must not exceed minimum zoning requirement.

Total FTE (does not include transients or residents):

Preferred parking reserved for tenant employee car or van pools:

spaces

Tenant employee preferred parking expressed as a percentage of FTE:

%

Note: Must be at least 5%

Required Signatory SSc3-2. Owner

No parking will be provided or subsidized for tenant employees.

Select one of the following:

- ☐ **Owner Signature.** Provide a digital signature affirming the required signatory statement in gray directly above.

Initial here:

- OR ☐ **Upload SSc3-RS2.** Provide a document with the required signatory statement, copied directly from the form, signed and dated on letterhead.

CASE 2. 75% OR MORE OF BUILDING AREA

Select one of the following:

- ☐ **Path 1.** Zoning will not be exceeded and preferred parking for car or van pools will be provided for 5% or more of tenant employees
- ☐ **Path 2.** No new parking will be added and preferred parking for car/van pools will be provided for 5% or more of building employees

Minimum building parking capacity required by local zoning:

spaces

Total building parking capacity:

spaces

Note: Must not exceed minimum zoning requirement

Required Signatory SSc3-3. Owner

No new parking has been created within the scope of work of the project.

Select one of the following:

- ☐ **Owner Signature.** Provide a digital signature affirming the required signatory statement in gray directly above.

Initial here:

- OR ☐ **Upload SSc3-RS3.** Provide a document with the required signatory statement, copied directly from the form, signed and dated on letterhead.

Total FTE (does not include transients or residents):

Preferred parking reserved for building employee car or van pools: spaces

Building employee preferred parking expressed as a percentage of FTE: %
Note: Must be at least 5%

Select one of the following:

- ☐ **Upload L-2** from PI Form 4 is a site plan showing all parking areas delineated; highlighting any preferred parking for high-occupancy vehicles; highlighting walking paths from preferred parking area(s) to project building; noting distances and including signage details.

- OR ☐ **Upload SSc3-12.** Provide a credit-specific site plan or area map delineating all parking areas; highlighting any preferred parking for high-occupancy vehicles; highlighting walking paths from preferred parking area(s) to project building; noting distances and including signage details.

Option 4. Parking Capacity Points Documented:

OPTION 5. DELIVERY SERVICE

Upload SSc3-13. Provide the delivery service policy that describes the cost, vehicles used, and longevity of the policy. Include documentation demonstrating how the service is advertised to customers.

Option 5. Delivery Service Points Documented:

OPTION 6. INCENTIVES

Select at least three (3) of the following alternative transportation incentives:

- ☐ Transit pass subsidies
- ☐ Purchase of transportation passes on a pre-tax basis
- ☐ Carpool-preferred work shift scheduling
- ☐ Emergency Rides Home program
- ☐ Preferred parking for carpools or vanpools
- ☐ Discounts of bicycle accessories and maintenance at local bike shops
- ☐ Other

TRANSIT PASS SUBSIDIES

Upload SSc3-14. Provide verification of the transit pass subsidy incentive available to employees. This could be a highlighted excerpt of the employee manual, a written agreement with the transit organization, or similar confirmation.

PRE-TAX TRANSPORTATION PASSES

Upload SS3-15. Provide verification of the pre-tax transportation pass incentive available to employees. This could be a highlighted excerpt of the employee manual or similar confirmation.

CARPOOL-PREFERRED SCHEDULING

Upload SS3-16. Provide verification of the work shift scheduling preference incentive available to employees who carpool. This could be a highlighted excerpt of the employee manual or similar confirmation.

EMERGENCY RIDES HOME PROGRAM

Upload SS3-17. Provide verification of the Emergency Rides Home incentive available to employees who carpool. This could be a highlighted excerpt of the employee manual or similar confirmation.

PREFERRED PARKING

Select one of the following:

- ☐ Preferred parking for carpools and vanpools is documented in SS Credit 3, Option 4. Parking Capacity.
Note: "No new parking" under Option 4 does not qualify as an incentive for Option 6.
- ☐ Preferred parking for car/vanpools is provided employees.
- ☐ Discounted parking rates are available for employees using car/vanpools.

Please complete Option 4 to document credit compliance with this path.

Note: The following information is from Option 4. Parking Capacity. To change this information, please see Option 4 above.

CASE 1. Less than 75% Of Building Area

- ☐ **Path 1.** Zoning will not be exceeded and preferred parking for car or van pools will be provided for 5% or more of tenant employees.
- ☐ **Path 2.** Parking is provided for less than 5% of FTE building occupants.

Option 4. Parking Capacity Points Documented:

Note: The following information is from Option 4. Parking Capacity. To change this information, please see Option 4 above.

CASE 2. 75% Or More Of Building Area

- ☐ **Path 1.** Minimum parking required by zoning is not exceeded.
- ☐ **Path 2.** Parking is provided for less than 5% of FTE building occupants.

Option 4. Parking Capacity Points Documented:

- ☐ Spaces reserved for carpool/vanpool vehicles will be indicated with signage. Additionally, the availability of the preferred parking will be communicated to building occupants (e.g., in an employee handbook, bulletin board, etc).

Required Signatory SSc3-4. Owner

Discounted parking for carpools or vanpools will meet the following criteria:

- 1) The parking rate will be discounted at least 20%.
- 2) The discount will be available to all customers.
- 3) The discount will be publicly posted at the parking area entrance.
- 4) The discount will be available for at least 2 years.

Select one of the following:

- ☐ **Owner Signature.** Provide a digital signature affirming the required signatory statement in gray directly above.
- Initial here:
- OR ☐ **Upload SSc3-RS4.** Provide a document with the required signatory statement, copied directly from the form, signed and dated on letterhead.

Upload SSc3-18. Upload brochures or other literature that communicates the carpool/vanpool vehicle infrastructure and support systems.

LOCAL BIKE SHOP DISCOUNTS

Upload SSc3-19. Provide verification of the bicycle maintenance and accessory discounts incentive available to employees. This could be a highlighted excerpt of the employee manual or similar confirmation.

OTHER INCENTIVES

Describe the alternative transportation incentive(s) developed by the project team to encourage employees to use alternative transportation.

Upload SSc3-20. Provide verification of the availability of the incentive(s) to employees. This could be a highlighted excerpt of the employee manual or similar confirmation.

Option 6. Incentives Points Documented:

OPTION 7. ALTERNATIVE TRANSPORTATION EDUCATION

Upload SSc3-21. Provide a summary of the company Transportation Management Plan that is/will be posted on a board or computer within the retail project.

Upload SSc3-22. Provide the information, including brochures, HTML pages, and other documentation that is/will be posted on a board or computer within the retail project. Include carpooling information, transit trip planning assistance, transit maps, bike routes, contacts, etc.

Upload SSc3-23. Provide a floor plan identifying the location of the project information board or computer. The floor plan should demonstrate that the board/computer is available to both employees and customers.

Option 7. Alternative Transportation Education Points Documented:

ADDITIONAL DETAILS

- ☐ Special circumstances preclude documentation of credit compliance with the submittal requirements outlined in this form.

SPECIAL CIRCUMSTANCES

Describe the circumstances limiting the project team's ability to provide the submittals required in this form. Be sure to reference what additional documentation has been provided, if any. Non-standard documentation will be considered upon its merits.

Upload SSc3-SC. Provide any additional documentation that supports the claim to special circumstances. (Optional)

- ☐ The project team is using an alternative compliance approach in lieu of standard submittal paths.

ALTERNATIVE COMPLIANCE PATH

Describe the alternative compliance path used by the project team. Include justification that this path meets the credit intent and requirements. Be sure to reference what additional documentation has been provided, if any. Non-standard documentation will be considered upon its merits.

Upload SSc3-ACP. Provide any additional documents that support the alternative compliance path approach. (Optional)

- ☐ The project team is pursuing exemplary performance of SS Credit 3, Option 1.

EXEMPLARY PERFORMANCE

Select one of the following:

- ☐ Comprehensive Transportation Management Plan
- ☐ Doubling of Transit Ridership

Upload SSc3-EP1. Provide a copy of the comprehensive transportation management plan including details and calculations or other evidence demonstrating a quantifiable reduction in personal automobile use.

Upload SSc3-EP2. Provide a transit schedule and any supporting calculations showing that the frequency of service at stops listed in Table SSc3-1 and/or Table SSc3-2 above is at least 200 transit rides per day, total. If a combination of rail and bus is used, include a map with walking paths from the building main entrance to any stop(s) not included in Table SSc3-1 or SSc3-2 above.

SUMMARY

SS Credit 3: Alternative Transportation Points Documented:

SS Credit 3: Alternative Transportation Exemplary Performance Documented:

- ☐ The project team reserves one point in the Innovation in Design credit category for exemplary performance in SS Credit 3.