2014 City Employee SEPTA Service Interruption Information Packet

SEPTA and four of its transportation unions are currently in contract negotiations. While the participants are optimistic for a settlement, there is the possibility of a SEPTA service interruption beginning on or after midnight, April 6, 2014. If a service interruption occurs, regional and city transit service will be affected. The services that will be suspended include:

- The Market-Frankford Line
- Broad Street Line
- Trolley service
- Bus service

Regional Rail, CCT/Paratransit, and the LUCY Loop will continue to operate.

Our goal during a situation such as this is to assure that City services and operations are maintained and to minimize adverse effects. The following packet is intended to assist employees in their preparations, should a service interruption occur.

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Frequently Asked Questions

If I rely on SEPTA for my daily commute am I expected to come to work during a service interruption?

Yes. All employees are expected to continue to work their normal number of hours and take a normal lunch period in the event of a service interruption. While there are some tools to help City employees during a transit strike, it is the employee's responsibility to ensure they arrive at work as scheduled. Employees are encouraged to work with their departments to make arrangements to account for the time delays that will occur from increased traffic.

Are there services the City will provide to support me during a SEPTA service interruption?

The City has developed the following programs to assist employees during a transit interruption:

- Employee Carpooling: Departments have established Transportation Coordinators to assist employees with finding transportation based on information provided through Employee Transportation Surveys. City vehicles (owned or leased) or employee personal vehicles may be used for carpooling. While employees are encouraged to share their transportation needs with their department Transportation Coordinator, completing the survey is voluntary. Additional information about carpooling is provided on page 4.

- Shuttles Buses and Parking: Shuttle busses will be available to provide transportation to MSB from several locations. Shuttles are available for use by:
  - City employees, interns and contractors;
  - Court employees and jurors; and
  - School District of Philadelphia employees working at 440 N. Broad St. (Additional information, shuttle rules, and proper identification is available on page 5)

How will I know if there is a SEPTA service interruption?

Employees are encouraged to stay informed prior to their morning commutes on Monday April 7th. Any and all updated information on the service interruption will be available on:

- The SEPTA website: http://www.septa.org/
- The Philadelphia Office of Emergency Management website: www.phila.gov/ready
- Channel 64
- Philly 311

If I have any questions or concerns, whom should I contact?

Employees are encouraged to direct questions regarding carpooling and shuttles to their supervisor or their department's Transportation Coordinator.

Employee Carpooling Information

Each department has been assigned a Transportation Coordinator to disseminate information and assist employees with carpooling options. The Employee Transportation Survey is available for employees to identify carpooling options within their department. Participation is voluntary.

City Vehicles

- City departments are encouraged to make all City-owned vehicles available for employee car-pooling.
- All City employees driving City vehicles must have a current, valid driver's license.
- All employees with take-home privileges must use vehicles to drive other employees in a carpool arrangement or surrender their vehicles to an employee willing to drive a carpool.
- Employees without existing take-home privileges must provide a copy of their valid Pennsylvania Driver's License to their HR Department.
- City contractors may ride as passengers in a City-owned car, but are **not** allowed to drive City vehicles.
- Drivers in City-owned vehicles are indemnified against losses or claims arising from participation in a car-pooling arrangement.
- City employees who drive carpools using City-owned vehicles will be covered by the City's Injured on Duty Program if injured while transporting carpool participants. Drivers are not covered before their first pickup or after their last drop off.

Personal Vehicles

- Any car-pooling arrangements made with personal vehicles are strictly voluntary and are similar to carpooling arrangements that employees make on a daily basis.
- The City is not responsible for any passengers or drivers participating in car-pooling arrangements in personal vehicles

Whether in City-owned or personal vehicles, employees are not considered "on the clock" until they reach their work site. The use of a vehicle to commute or carpool is not considered hours worked and will not result in additional compensation.

Shuttle Information

City shuttles will drive to MSB and 440 N. Broad St (for School District employees). Employees can either drive or walk to shuttle pick-up locations. Available parking at each location is shown in the table below.

All Shuttles will run continuously during the following rush hour periods (exact pick-up times will vary given traffic conditions). Shuttles will attempt to run every 30 minutes, but this will depend on the volume to traffic. Patience is appreciated.

Any employees that may require special accommodations are encouraged to register with CCT prior to a service disruption. This service will continue to be available, but individuals must register by calling CCT Customer Service at (215) 580-7145.

- In the event of an accident or injury while participating in the shuttle bus program, coverage will be through the employee passenger's health plan (except to the extent that the employee passenger's personal automobile insurance may be primary) and any time lost as a result would be covered as sick leave.

Under the Pennsylvania Ride Sharing Act, employee passengers are not covered by Workers' Compensation or the Injured on Duty Program for any injuries, which occur while participating in a shuttle bus program.

Morning Commute: 6:00 AM to 10:00AM

Evening Commute: 3:00 PM to 7:00 PM

ALL PARKING LOTS WILL CLOSE AT 9:00PM.

City shuttles may **ONLY** be used by the following people and ID must be presented to board. Children or guests will not be permitted on City shuttles.

Permitted Passengers	Required ID
City Employees	Work ID
City Contractors and Interns	Letter on Department Letterhead authorizing that specific individual use of shuttle w/ matching picture ID
Court Employees	Work ID
Jurors	Court Summons or Receipt w/ matching picture ID
School District Employees	Work ID

Shuttle Rules

1. Shuttles will not make any stops or pick-ups other than those designated above. There are no exceptions.
2. Eating or drinking on the shuttle is prohibited.
3. Passengers must show ID every time they board a shuttle. No one other than those listed as "Permitted Passengers" will be allowed on the shuttle.
4. Shuttles will depart from designated areas when buses are filled.

Shuttle Parking Information

- Employees park at their own risk. The City is not responsible for damages to vehicles parked in any of the above parking locations. Lots will not be secured or monitored.
- Employee passengers are not "on the clock" while waiting for or riding on the shuttle bus.

Shuttle Stops and Parking Availability (maps available on page 7)

School District employees traveling to 440 N. Broad Street may park at Callowhill & Columbus Blvd. for direct service. Parking at other locations will require a shuttle transfer at MSB.

Location	Parking
FDR Park (20th St. & Pattison Ave. and S.Broad St. & Pattison Ave.)	Throughout the park in various lots
4601 Market Street	Side lot at 4601 and street parking along Market St.
4231 Avenue of the Republic	Street parking along S. Concourse Dr.
Callowhill St. & S. Columbus Blvd.	Parking lot on SW corner of intersection
9th St & Spring Garden Street ***(AM Drop-off PM Pick-up)***	No Parking
440 N. Broad Street ***(AM Drop-Off, PM Pick –up)***	No Parking
S. Broad St. & W. Oregon Ave. ***(AM Pick-Up, PM Drop-off)***	No Parking
S. Broad St. & Carpenter Street ***(AM Pick –Up, PM Drop Off)***	No Parking

FDR Park - Pick up & Parking

CITY EMPLOYEE PARKING LOCATIONS

FDR Park

Note: Additional shuttle pickups will be available at Broad & Oregon and Broad & Carpenter. No parking will be available at those locations.

Shuttle Pickup Locations
On Street Parking
Parking Lots

Philadelphia Office of Emergency Management
March 28, 2014

0 500 1,000 Feet

4231 Avenue of the Republic – Pick-up & Parking

CITY EMPLOYEE PARKING LOCATIONS

South Concourse Drive

Shuttle Pickup Locations
On Street Parking
Parking Lots

Philadelphia Office of Emergency Management
March 28, 2014

0 500 1,000 Feet

4601 Market Street - Pick-up & Parking

CITY EMPLOYEE PARKING LOCATIONS

46th & Market

Shuttle Pickup Locations
On Street Parking
Parking Lots

Philadelphia Office of Emergency Management
March 31, 2014

0 250 500 Feet

Callowhill St. & S. Columbus Blvd.- Pick Up and Parking

CITY EMPLOYEE PARKING LOCATIONS

Callowhill & Columbus Blvd

Shuttle Pickup Locations
On Street Parking
Parking Lots

Philadelphia Office of Emergency Management
April 2, 2014

0 125 250
Feet