



## how to use the SANDAG online iCommute program

### Three new tools to manage your commute

SANDAG recently launched [iCommute](#), an online program to help employees and students manage their travel back and forth to work or school. Some of iCommute's new features include tools for tracking your commute and finding ridesharing partners.

#### Create an account

- Go to [511sd.com/iCommute](http://511sd.com/iCommute) and click "TripTracker."
- Click the green "Sign up" icon and fill out the form.
- A confirmation e-mail will be sent to the address you provided. If you can't find it, please check your spam folder.
- Once you have received the e-mail, click the link within it to validate your account, then click "Continue."
- Log in using the e-mail address and password you provided when you signed up. You will be asked to enter your home address, your work or school address, and to complete a quick survey about your commute.

#### How to find carpool or vanpool partners



RideMatcher

You can use [RideMatcher](#) to find carpool or vanpool partners, and even a bike or walk buddy. With this safe and secure online database, you can seek other commuters in the San Diego region with similar schedules and routes who are looking for rideshare partners.

#### Step 1: Set up your RideMatcher profile

- Log in to your iCommute account, go to "RideMatcher" on the blue toolbar, and select "Create a trip." Select the type of trip you are creating, how often your trip occurs,

and click "Continue." Select your home address in the "Start Address" dropdown menu or enter your starting point manually (e.g., a Park & Ride lot or nearest intersection). Select your work or school address in the "End Address" dropdown menu or enter your destination address manually. Complete the rest of your trip information and click "Save." You will be prompted to give new addresses friendly names for easy reference once they are stored (e.g., "Carpool Meeting Spot").

- Review your trip, then click "Find Matches" to see a list of potential rideshare partners. If there are matches, a map will appear showing the other commuters' starting and ending points. To the left of the map, the user names are listed with more detailed trip information and their preferences.
- Checkboxes below the map allow you to show/hide the locations of matches on the map.

#### Step 2: What to do if you find a match

- If you find a match, you can choose "Send message" to communicate your interest in ridesharing (sharing your contact information is optional).
- Should no matches come up, don't worry. New commuters register every day, so check back frequently. If another user finds you as a match, the system will send you an e-mail at the address you provided when you registered.

#### How to log your trips



TripTracker

You can log your trips on TripTracker. You also can earn incentives and keep track of your positive impact on the environment and your pocket book.



## Step 1: Set up your regular commute trip

- Click on "TripTracker" on the blue toolbar.
- Click "Trip Log Templates" to log your regular commute (e.g., if you take the Trolley every day).
  - » Click "Add Trip Log Template."
  - » Name your Trip Log Template for easy reference once it is stored (e.g., "My Work Commute").
  - » Select your home address in the "From" dropdown menu or "Add New Address" to enter your starting point manually. Then select your work or school address in the "To" dropdown menu or select "Add New Address" to add your destination address manually.
  - » Select your purpose, mode, and on what days you travel. Specify if you want the system to use your template to log trips automatically. Then click "Save."
  - » You should see the word "Running" and a red "stop" icon under "Status" indicating that your trips will auto-log.
- If you ever need to pause your auto-log, click the red icon (e.g., a holiday break or you go on vacation). To resume your auto-log, click the blue icon.
- To edit the trip, click the writing hand icon.
- To delete the trip, click the "X."

## Step 2: Manually log trips

The new drag-and-drop calendar enhancement makes logging your trips as easy as 1-2-3. To log additional trips, or if you commuted differently than your regular trip, click "TripTracker" in the blue toolbar.

- First select the mode that you used. Next, confirm the details of your trip and click "Continue." Finally, click the date that your trip took place on the calendar.
- You have the opportunity to log trips that occurred as

much as four weeks prior to inputting the information. Once your trip shows up on the calendar, you can hover over the mode icon with your mouse to see the details of your trip. You can delete your trip if you have made a mistake.

## Never be stranded



Guaranteed  
Ride Home

If you carpool, vanpool, take the COASTER, ride a Premium or Express Bus, walk, or bike to work three or more times a week, you have a built-in safety net with [Guaranteed Ride Home \(GRH\)](#). The GRH program will get you home if you have a personal or family illness or emergency, you have unscheduled overtime with a supervisor's approval, or your rideshare partner is unavailable to take you home. You can use it up to three times per year. You only need to register in advance and pay a \$3 co-pay per trip.

## Step 1: Enroll in the GRH

- Click "Commuter Services" on the blue toolbar.
- Then, under the Guaranteed Ride Home section, follow the link: "Enroll now." Read the guidelines, fill out the application, and submit it.
- Once your application has been reviewed, you will be notified via e-mail and you will become eligible to use GRH vouchers.

## Step 2: Using one of your GRH vouchers

- Just log in to your iCommuter account and click on the tab along the top that says "Commuter Services." This page will tell you how many GRH vouchers you have left. To use one, just follow the link that says, "Request a new voucher."
- Enter the information requested, follow the instructions on the voucher, and print it out. Give the voucher to the taxi driver or rental car representative, along with your \$3 co-pay, and you're ready to go!