

AQMD EMPLOYEE COMMUTE SURVEY



FREQUENTLY ASKED QUESTIONS



Where can I find my 4-digit User ID?

You can find your User ID by logging in to LD-Time, double clicking Cost Center and scrolling over to SAP ID. The last 4 digits is your User ID.



What is the difference between "Telecommuting" and "Worked, No Commute"?

"Telecommuting" means working from home. "Worked, No Commute" should only be marked when travel is required to get to the workplace, but no travel took place on that day of work (i.e. business trip).



What Commute Mode should I use for my day(s) off?

"Not scheduled to work" is the Commute Mode for the days you are regularly scheduled off (your "weekend"). If it is not a regular day off, select the option that corresponds to your schedule during the survey week (i.e. "9/80 RDO", "4/10 RDO", "Vacation Day", "Sick Day", or "Other (Day Off, Jury Duty, Etc) ").



What should I enter if I or one of my staff are on leave?

Survey should be entered as "Other (Day Off, Jury Duty, Etc) ".



Does a hybrid vehicle count as a Partial Zero Emissions Vehicle?

A hybrid vehicle counts as a Partial Zero Emissions Vehicle when a round trip commute can be completed on a single electric charge. For example, if your one-way commute is 50 miles and your vehicle's range is 120 miles, it would cover the round trip commute and count as a PZEV. If your commute is 75 miles and your vehicle's range is 120 miles, then it would not cover the round trip and does not count as a PZEV.



Why is my survey not submitting?

If everything is complete, you should be able to submit. The two questions most people miss are "Is your vehicle electric? (Yes or No)" and "Is your shift start time between 6am and 10am? (Yes or No)".



I am a VNY employee/consultant/employee who works downtown. Am I required to complete the survey?

No. VNY employees, consultants, and employees who work downtown do not have to complete the survey.



I am a City Attorney and technically work downtown. Am I required to complete this survey?

Yes, City Attorneys and employees who work for other City departments but report to work at LAX must complete this survey.

FOR MORE INFORMATION OR ADDITIONAL
QUESTIONS, EMAIL US AT
RIDESHAREINFO@LAWA.ORG.