

Harvard University’s top priority remains the health, safety, and well-being of our community, on and off campus. The University is planning for several reopening stages to limit the spread of COVID-19 while ensuring the continuity of Harvard’s teaching and research mission. While some employees may be returning to campus full time, others may have a hybrid telework/on-campus commute schedule. Transportation Services recognizes the unpredictability around commuting needs as well as the desire for increased commute flexibility. Below is a commute to campus toolkit to help employees craft an efficient and safe commute.

PUBLIC TRANSPORTATION

Transit pass updates:

- The deadline to place, edit or cancel orders will revert to the 4th of the prior month effective September 4th, 2020 for October 2020 orders.
- If you canceled or opted out of your bus or subway pass since March 2020, you will receive a new PERQ CharlieCard in the mail when you resume your order. If you kept your order active and recurring since March 2020, you will use the same PERQ CharlieCard, even if you did not use it.
- We have received no indication that the MBTA will extend their unused PERQ CharlieCard credit policy beyond October 2020. You can find information about your transit credits [here](#).

Pre-tax debit card (NEW!)

- Employees have the option of enrolling in a pre-tax debit card in place of a subsidized monthly transit pass. The debit card allows for flexibility for parking and transit choices while commuting to work.
- With the debit card, employees can purchase a variety of transit passes, including but not limited to, mTicket commuter rail 10 ride tickets, flexible 5 ride commuter rail pass, weekly passes or single rides.
- The pre-tax parking benefit is limited to MBTA or other commuter parking facilities and can be used in conjunction with the new Harvard ZipBy hourly parking app coming this fall.
- This is an unsubsidized, pre-tax benefit.
- Use this helpful [guide](#) to order a Commuter Check Prepaid Mastercard

Riding the T during the pandemic

- All riders are required to wear a face covering while riding the T.
- Hand sanitizer dispensers are installed at throughout the MBTA system.
- High contact surfaces at stations are cleaned every 4 hours.
- Trains are sanitized once a day and buses are cleaned multiple times a day.
- Fall 2020 bus service and fare changes [here](#).

Tip: Find live bus [crowding information](#) for over 30 of the MBTA’s busier bus routes on their website, e-ink screens and the [Transit App](#).

	50% Subsidy	Timing Flexibility	Pass Flexibility
Pre-Tax Debit Card for Transit and Parking	No	Can be used at any time, funds do not expire	Can purchase any MBTA pass and be used to park at MBTA/commuter lots and Harvard ZibBy locations.
MBTA Monthly Pass	Yes	Can only be used for issued month	Pass can only be used for the month and Zone purchased.

DRIVE

Switch from Transit to Parking:

As more members of the Harvard community return to campus, Harvard Transportation Services is transitioning from no-charge parking to the next phase of its plan to support those who commute to and from the University. Through the end of this calendar year, most commuter parking permits will be offered at significantly [reduced rates](#). This temporary reduction from our typical rates will better align parking and public transportation costs, maintain our regulatory agreements with the City of Cambridge, and uphold Harvard's commitment to sustainability. Please note that parking rates and policies are different in the Longwood area and information can be found on the [Harvard Medical School parking website](#).

To switch to an annual parking permit, please review this [tutorial](#). Employees are strongly encouraged to sign up for a parking permit [online](#).

Other parking options include:

Daily parking

- Employees who will only be commuting one or two days a week can purchase a daily parking permit for a temporary reduction to \$10 through the end of 2020.
- Cambridge, Allston and Longwood employees can purchase daily parking [here](#), print and display permit on vehicle dashboard

ZipBy hourly parking (COMING SOON!)

- Park at Webster Lot in Allston for \$1.50 per hour.
- Reserve a space ahead of time via the ZipBy app.
- Contactless access to Webster Lot using the ZipBy app.
- Leave when you want, you'll only pay for the time you remain parked.
- A Cambridge ZipBy location will be coming this fall.
- Please visit parking.harvard.edu for updates on when the technology will be launched.

3-day parking permit

- Employees who will only be commuting a few days a week can purchase a 3-day Harvard parking permit at a pre-tax rate.
- There will be flexibility in the days that you can use the permit (NEW!).
- Cambridge/Allston employees are encouraged to sign up for a parking permit via our contactless [form](#). Once approved for a parking, a hang-tag and transponder will be mailed to you or can be picked up at the Smith Campus Center.

Park & Pedal

- [Park & Pedal](#) is a great no-cost option for employees who live outside of biking range.
- Drive to a Park & Pedal hub closest to your campus, park, and ride your bike the last mile.

Tip: [Register](#) with CommuterChoice for a Park & Pedal kit

For information on parking on the Longwood Medical Area campus, please visit: <https://hms.harvard.edu/contact-harvard-medical-school/parking-hms>.

Commute to Campus Toolkit

	Locations	Can be used in conjunction with MBTA Subsidy	Temporary Reduced Rate through 2020	Pre-Tax Availability
ZibBy Hourly Parking	Webster Lot, Allston (coming soon) Cambridge location (coming this fall)	Yes	\$1.50 per hour	Only with Edenred Debit Card
Daily Parking	General Availability Across Cambridge and Allston	Yes	\$10 per day	No
3-Day Parking Permit	General Availability Across Cambridge and Allston	No	\$50-\$55 per month	Yes
Monthly Permit	General Availability Across Cambridge and Allston	No	\$70-\$75 per month	Yes

CARPOOL

To switch to an annual parking permit, please review this [tutorial](#). Employees are strongly encouraged to sign up for a parking permit [online](#).

- Purchase a Harvard parking permit at a 50-75% discounted rate, which includes preferred parking.
- Apply for a parking permit via contactless permit [application](#)
- Find a carpool partner via Zimride's ride-matching [portal](#)

Tip: Remember to adhere to social distancing guidelines while carpooling:

- *Protect yourself and others by wearing face coverings while in the vehicle and open windows weather permitting*
- *Reduce exposure by riding with the same person each day and to help facilitate contact-tracing efforts*
- *Limit physical contact by trying to create as much space from each other (sit diagonally) and limiting carpool size*

For information on parking on the Longwood Medical Area campus, please visit: <https://hms.harvard.edu/contact-harvard-medical-school/parking-hms>.

BENEFITS AND DISCOUNTS

- Harvard affiliates have access to an exclusive Bluebikes membership [discount](#).
- Employees who commute to work on campus via transit, walk, bike or carpool are eligible for the [Guaranteed Ride Home program](#) if an unexpected emergency arises at work.
- Benefits-eligible employees who commute to work via bicycle are eligible for the [Bicycle Commuter Benefit](#).
- Harvard affiliates can purchase \$15 bike helmets and \$5 bike lights at Campus Service Center (Smith Campus Center, 8th floor).
- Harvard affiliates who bike to campus are eligible to register their bike for free with HUPD via their contactless [form](#).
- Harvard affiliates are eligible to register for secure bike parking at Broadway Garage at no cost via contactless [form](#).
- If you need to travel around campus, please find Harvard Shuttle and Evening Van Service information [here](#).

USEFUL RESOURCES

- Employees who wish to switch from their transit benefit to parking on campus can follow these [simple steps](#).
- Find bicycle facilities and infrastructure on campus using the official interactive Harvard [Map](#).
- Find the safest and most efficient bicycle or walking commute via MAPC Trail [Map](#).
- CommuterChoice is available for virtual appointments to assist with commuting and transportation benefits questions via their Microsoft Bookings [portal](#).
- Thinking about switching commute modes or moving and unsure what your options are? Fill out the commute assistance [form](#) and a CommuterChoice staff member will craft a personalized commuting plan.