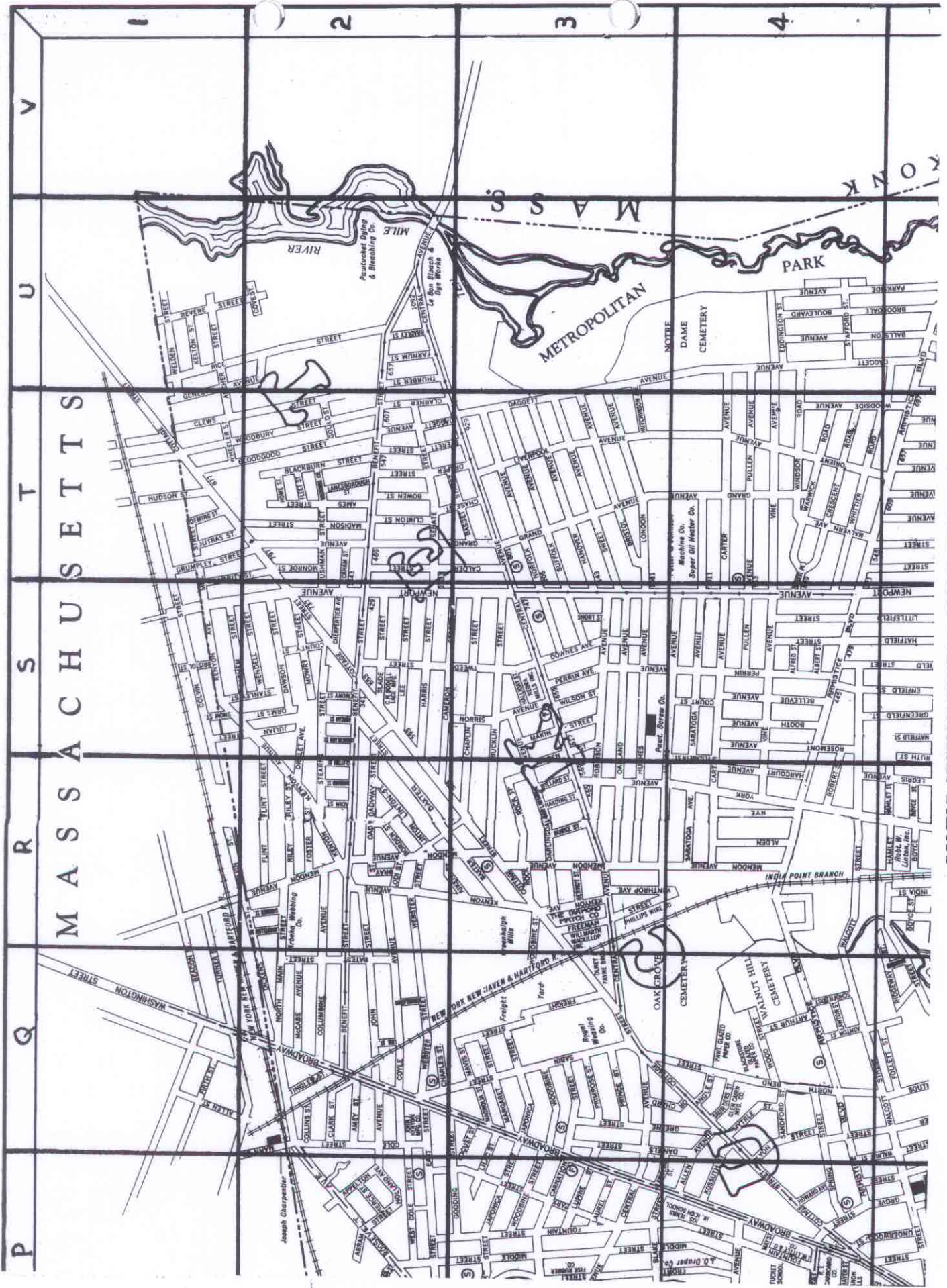


How to Form Share-Ride Groups among Employees

For Executives who want a simplified method of promoting group-riding among employees to save tires and gasoline and meet current rationing requirements.

**Prepared by
Civic Planning and Traffic Board
Providence Chamber of Commerce
and
Liberty Mutual Insurance Company
Traffic and Safety Bureau**



SAMPLE SECTION FROM A RIDES BUREAU MAP

HOW TO ORGANIZE THE EMPLOYEE RIDES BUREAU

1. Announce the plan to establish a "Rides Bureau" for employees. The official announcement distributed to all employees or posted on the bulletin board should be signed by the management. Employee magazines or news bulletins should headline the plan. Special posters (see back cover) will help gain employee co-operation. Releases should cover the purpose of the Rides Bureau, how it will operate, benefits to employees and importance to the war effort.
2. Display Rides Bureau maps in places convenient to employees three to five days before questionnaires are distributed. The map selected should be as large scale as possible while still including the area in which the majority of the employees live. Maps should be at least 1" to the mile and 2' x 3' in overall dimensions. The map should be divided off into squares as shown on the opposite page. These squares should not be more than 1 mile on a side and preferably less.
3. Distribute Form A (see page 3) to each employee. On this form employee indicates the Map Square in which he lives by letter and number, tells his present method of transportation and requests the Rides Bureau to assist him in joining or forming a share-ride group.
4. Collect completed Forms A from employees. Sort into shifts. Sort each shift by map squares. (Example: A1, A2, A3, B1, B2, etc.). Sort those employees living outside of the map boundaries by name of town and subdivide towns by residential districts if necessary.
5. Next, set up separate section in a filing cabinet for the sorted questionnaires of each shift. In each shift section use separators or folders to keep the questionnaires in map square order. For convenience in later matching of employees into Share-Ride Clubs, separate the questionnaires in each map square folder according to "Drivers," "Riders," "Public Transportation," and "Other Means."
6. Draw from the Map Square folders (starting with Folder "A1", first) the forms filled out by "drivers". Check the names listed to see how many empty seats are available, and group together the forms of those who could be riding together to fill the empty seats. Make every effort to match drivers with drivers so that their cars may be used alternately, thus saving tires and gasoline. Add other employees requesting rides to fill the seats left after drivers have been matched.
7. Try to match the remaining employees into Clubs by grouping them with those in adjacent Map Squares.
8. As each group is formed in accordance with paragraphs 6 and 7, fill out Form B (page 4) in duplicate with names, addresses, etc. of all members of each riding group. Give it a "Club No." and keep the original in a numerical file in the Rides Bureau. Send the copy to the Principal Driver, asking him to make final arrangements with the other members of the group.
9. Principal Drivers report back to the Rides Bureau the arrangements they have been able to make using the second section of Form B, and this information is then transferred to the Form B file. If too many empty seats are still left in a group, the Principal Driver is given other names to contact in place of those who couldn't join.
10. Record the Club number in the upper right-hand corner of each final member's Form A and then re-file these forms in the proper shifts and Map Square folders.

Presented by
Providence Civilian Defense Council
Business Division
War Transportation Committee
Industrial Transportation Sub-Committee

HOW TO OPERATE THE EMPLOYEE RIDES BUREAU

Once this system has been established, the following procedure can then be carried out in maintaining the Rides Bureau service.

1. *New Employees* — All new employees should be required to fill out a Form A, which goes to the Rides Bureau in routine fashion. When one of these is received at the Rides Bureau, the attendant notes the Map Square number on the form and goes to that folder in the Form A file where he finds the forms of other employees who live closest to the new man. Using the Club numbers on these, he then looks up in his Form B file the makeup of those particular Clubs and fits the new employee into the one which is best suited to his needs and has available space for him. The new man is then given the name, address and phone number of the Principal Driver in that Club and instructed to contact him for the purpose of joining in that Share-Ride group. If he is successful in making the arrangements, he so informs the Rides Bureau and his name is added to that Club. If he is unsuccessful, the Rides Bureau tries to fit him into some other Club.
2. *Terminations* — The Rides Bureau should receive notice of all terminations of employment as a matter of routine. When the name, address and shift of an employee is received signifying that he has left the company, the attendant looks up the address on his Rides Bureau map to find the Map Square in which he lives. The attendant then goes to that folder in the Form A file, pulls out the employee's Form A and gets his Club number from the upper right-hand corner. The employee's name is then deleted from the Share-Ride Club membership list in the Form B file, leaving space for a new member in that Club. The old Form A is then placed in a separate "inactive" folder.

Important — It will be seen from the above paragraph that it is necessary that the Rides Bureau receive not only the name but also the address and shift of employees leaving the company.

3. *Change of Address or Change of Shift* — If an employee moves into a different part of town or changes his shift and notifies the Rides Bureau of his need for a change in transportation arrangements, he is treated first of all as a new employee and the "New Employee" procedure is followed to match him up in a Share-Ride Club in his new neighborhood. Next, the "Terminations" procedure is followed in removing his name from his former Club. Finally, the new Club number is placed on his Form A, which is then filed according to his new location in the Form A file.

HOW TO CHECK RESULTS OF THE PROGRAM

A periodic check should be made of employee cars arriving and leaving the plant to determine the average number of persons per car. Form C illustrated on page 5 should be used to facilitate the making of such checks. The increase in the load factor (persons-per-car) will indicate the degree of success of the program.

Club No.

EMPLOYEE TRANSPORTATION SURVEY

IMPORTANT NOTICE TO ALL EMPLOYEES

Present shortages in rubber tires, fuel and automobiles have created an emergency in your transportation to and from work. This survey is being made to help you solve the problem and meet tire and gasoline rationing requirements. It is important that you answer each question fully and accurately and return the completed questionnaire to your supervisor as soon as possible.

A. PRINT

Name Clock Number

(Last Name) (First Name) (Middle Initial)

Department Shift Start a.m. End a.m.
 (Day, swing, etc.) p.m. p.m.

Home Address Tel. No.

(Number) (Street) (Town) (State)

B. IMPORTANT: Find the SQUARE in which you live on the RIDES BUREAU map displayed in your department or company. Using the Numbers and Letters along the map borders, print the letter and number of the square in which you live in the space at right. If you live outside the map boundaries, mark it "X".

(Letter) (Number)

C. HOW DO YOU USUALLY TRAVEL BACK AND FORTH TO WORK?

1. Drive own car carrying fellow workers. Car capacity (including driver) persons.
 (Number) (Number)

LIST NAMES AND ADDRESSES OF PERSONS CARRIED

		Map Square
Name <input type="text"/>	Address <input type="text"/>	<input type="text"/>
Name <input type="text"/>	Address <input type="text"/>	<input type="text"/>
Name <input type="text"/>	Address <input type="text"/>	<input type="text"/>
Name <input type="text"/>	Address <input type="text"/>	<input type="text"/>
2. <input type="checkbox"/> Ride in fellow worker's car.	Driver's Name <input type="text"/>	<input type="text"/>
3. <input type="checkbox"/> Swap rides with other driver.	Driver's Name <input type="text"/>	<input type="text"/>
4. <input type="checkbox"/> Motor bus or trolley.	5. <input type="checkbox"/> Walk.	
6. <input type="checkbox"/> Other <input type="text"/>		
		(Explain)
7. What is the approximate distance from your home to work? <input type="text"/> miles.		

REQUEST FOR TRANSPORTATION AID

To the Rides Bureau:

Will you please provide me with information that will assist me in arranging to:

- Take turns driving my car with another employee in my neighborhood who drives his car to and from work.
- Get passengers to ride with me regularly in my own car to and from work.
- Ride regularly as a passenger with a fellow employee in his car to and from work.

Employee's Signature

SHARE-RIDE CLUB

For office use only:

Membership List

Dept. _____

Name _____
(Principal Driver)

Map Square

Phone No. _____

Address _____

Club No.	<input type="text"/>
Club Car Capacity	_____
Shift: _____ M to _____ M	

From a study of the "Requests for Transportation Aid" received from employees, the Rides Bureau has prepared suggested "Share-Ride Clubs" composed of fellow workers from the same neighborhood with the same working hours. You have been selected as a "Principal Driver" to organize a Share-Ride Club in your neighborhood.

Some of those listed below are probably already riding with you as regular riders or exchange drivers. Others who are not listed may also be riding or swapping rides with you. All persons now riding with you should be listed under "Share-Ride Club Finally Formed".

After this has been done, the seats still available in the Club car may be filled from the remaining names listed under Suggested Share-Ride Club Members. Will you please make the necessary contacts with these people and return this form to the Rides Bureau with a complete list of the members of your Share-Ride Club as it is finally formed. Any explanations you wish to make may be made on the back of this form.

SUGGESTED MEMBERS FOR SHARE-RIDE CLUB

Name _____	Dept. _____	<input type="checkbox"/>	Driver Rider	Map Square	<input type="checkbox"/>
Local Address _____			Residence Phone		
Name _____	Dept. _____	<input type="checkbox"/>	Driver Rider	Map Square	<input type="checkbox"/>
Local Address _____			Residence Phone		
Name _____	Dept. _____	<input type="checkbox"/>	Driver Rider	Map Square	<input type="checkbox"/>
Local Address _____			Residence Phone		
Name _____	Dept. _____	<input type="checkbox"/>	Driver Rider	Map Square	<input type="checkbox"/>
Local Address _____			Residence Phone		
Name _____	Dept. _____	<input type="checkbox"/>	Driver Rider	Map Square	<input type="checkbox"/>
Local Address _____			Residence Phone		

SHARE RIDE CLUB FINALLY FORMED

Name _____	Dept. _____	<input type="checkbox"/>	Driver Rider	Map Square	<input type="checkbox"/>
Local Address _____			Residence Phone		
Name _____	Dept. _____	<input type="checkbox"/>	Driver Rider	Map Square	<input type="checkbox"/>
Local Address _____			Residence Phone		
Name _____	Dept. _____	<input type="checkbox"/>	Driver Rider	Map Square	<input type="checkbox"/>
Local Address _____			Residence Phone		
Name _____	Dept. _____	<input type="checkbox"/>	Driver Rider	Map Square	<input type="checkbox"/>
Local Address _____			Residence Phone		
Name _____	Dept. _____	<input type="checkbox"/>	Driver Rider	Map Square	<input type="checkbox"/>
Local Address _____			Residence Phone		

Participation in Share-Ride Clubs is purely a voluntary matter. The names suggested above are furnished only to help our employees find fellow-workers living near so they can get to work easier and meet present gasoline or tire rationing requirements. If you need any help or have any questions, just phone or visit the Rides Bureau.

LET'S CARRY MORE TO WIN THE WAR!

Date _____

FORM B.

Transportation Committee

AUTOMOBILE LOAD FACTOR SURVEY

Persons-Per-Car — Tally Sheet

Location _____ Date _____

Time from _____ M To _____ M Weather _____ Observer _____

Instructions — Place a tally mark for each car entering and leaving the survey area in the column corresponding to the number of persons in the car.

NUMBER OF PERSONS PER CAR <u>INCLUDING THE DRIVER</u>								
A.	1 (Driver) only	2	3	4	5	6	7	
							Grand Totals	
B.	No. of Cars							D.
C.	No. of Persons							E.

Persons per car $E/D =$ _____ F.
(Load Factor)

Computation:

1. Multiply column headings (A) times car totals (B) to get "number of persons" (C) for each column.
2. Cross-total (B) and (C) to Grand Totals (D) and (E).
3. Divide (E) by (D) to get load factor (F).



CARRY MORE TO WIN THE WAR