

## Introduction

Welcome to Week 18 of the Certified Green Office Program! This week we will be continuing Transportation Actions, with Elective Actions #23 & #24. As always, you can catch up on past newsletters [here](#).

23. Take action to make sure all coworkers are aware of the closest bus routes to your office and how to use their iCard as an MTD bus pass.
24. Share information about bus routes with people coming to your building for events.

As a reminder, completion of five Elective Actions beyond the Required Actions will earn you Bronze level certification, completion of ten will earn Silver level certification, and fifteen Elective Actions will earn Gold level certification.

## Instructions

***Elective Action #23: Take action to make sure all coworkers are aware of the closest bus routes to your office and how to use their iCard as an MTD bus pass. For example, post them on a wall or send an email.***

Champaign-Urbana is lucky to have one of the best public transportation systems in the United States -- the bus system known as the Champaign-Urbana Mass Transit District, or the MTD. In its almost fifty years of operation, the MTD has won multiple awards and has been nationally recognized as a leading transit system in the country, and currently provides about [11,000,000 rides per year](#). Best of all, as long as we have our iCards, every one of us can ride it for free.

With over 20 bus routes traveling to almost every corner of CU, there's a good chance you can use it to get to and from campus -- and you can absolutely use it to get anywhere you need to go on campus itself. However, the bus is often seen as a method of transportation primarily for students. By making sure everyone in your office is aware of your local bus stop as well as where the buses that stop there can take you, this perception may change.

Of course, the most eco-friendly way to do this would be to send out an office-wide email -- but it may also be helpful to have a printout posted at the office as a continual reminder. For updates on the MTD, plus all the information you will need about your local bus stops, be sure to peruse the [MTD website](#).

***Elective Action #24: Share information about bus routes with people coming to your building for events when relevant.***

Just as we may not think to use the MTD as often as we should, those visiting the university are unlikely to think to use it as well. Therefore, we should do our best to put that spark in visitors' brains when they come through our offices. The best way to share this information is up to you, but a good start would be to share it through email before their visit, if you have this chance. That way, they have the information in writing where it can be easily accessed when they need it.

For unexpected visitors to the office, they are likely to benefit most from having a sign posted -- this sign of course could be just the same one posted for office members for Elective Action #23. And it never hurts to bring up the MTD during in-person conversation, whether you've had the chance to send them the information or not.

The MTD also publishes a Maps & Schedules book each year, so if you can acquire a copy, it wouldn't hurt to have that available for anyone in the office to look through. The book is also put online in PDF form. [Find the 2018-2019 version here.](#)

## **Extra Tips**

### *More MTD Tips & Tricks*

Did you know that MTD also has an app for keeping track of bus departures? For the seasoned MTD rider, it's practically indispensable. Apple users can find it on [iTunes](#). While there is not a direct Android equivalent, there are a few apps built by outside users available for Androids on the [Google Play store](#). While not maintained by MTD, they do run on data provided by MTD.

Remember, the bus routes that take the majority of campus riders (the Yellow, Illini, Teal, Silver, and Gold routes) don't require that an iCard is shown to board as long as the bus stop is within the campus designated zone. These stops are known as iStops. More information on iStops can be found at the bottom of the MTD's [Fares & Passes](#) webpage. However, by showing a valid iCard, riders can take the MTD without needing to pay a cash fare on any route at any location in Champaign-Urbana. So make sure you keep that card with you!

Finally, take a second and learn about how the MTD is [going green!](#)