

City of Cambridge Employee Commute Handbook

Tips for getting to work and beyond without getting behind the wheel.



Commute Options for City Employees

Parking in the City of Cambridge is limited, and there are many other commute options besides driving. You don't have to commit to one mode either - you can use any combination that works for you.

Learn all about the rules of the road & street etiquette in the Cambridge Street Code: cambridgema.gov/streetcode

Public Transit



Cambridge is well served by rapid transit, with the Red Line (Kendall/MIT, Central, Harvard, Porter, Alewife), the Green Line (Lechmere), and 26 bus routes. Transferring from subway to bus is free, making it even easier to take transit for your entire trip.

Bus Routes

Visit cambridgema.gov/CDD/factsandmaps/mapgalleries/transportation for public transit & bus shelter maps. The following is a list of the bus routes throughout Cambridge:

CT1 Central Square to B.U. Medical Center/ Boston Medical Center via MIT

CT2 Sullivan Station to Ruggles via Kendall/MIT

1 Harvard/Holyoke Gate to Dudley Station via Mass Ave

47 Central Square to Broadway via B.U. Medical Center, Dudley, & Longwood

62 Bedford V.A. Hospital to Alewife via Lexington Center & Arlington Heights

64 Oak Square to University Park or Kendall/MIT via North Beacon St.

66 Harvard Station to Dudley via Allston & Brookline Village

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67 Turkey Hill to Alewife via Arlington Center

68 Harvard/Holyoke Gate to Kendall/MIT via Boadway

69 Harvard/Holyoke Gate to Lechmere via Cambridge St.

71 Watertown Square to Harvard Station via Mt. Auburn St.

72 Huron Ave to Harvard Station via Concord Ave

73 Waverley Square to Harvard Station via Trapelo Road

74 Belmont Center to Harvard Station via Concord Ave

75 Belmont Center to Harvard Station via Concord Ave

76 Hanscom/Lincoln Labs to Alewife Station via Lexington Center & Civil Air Terminal

77 Arlington Heights to Harvard Station via Mass Ave

78 Arlmont Village to Harvard Station via Park Circle

79 Arlington Heights to Alewife Station via Mass Ave

80 Arlington Center to Lechmere Station via Medford Hillside

83 Rindge Ave to Central Square via Porter

84 Arlmont Village to Alewife Station

86 Sullivan Square Station to Reservoir via Harvard/Johnston Gate

87 Arlington Center or Clarendon Hill to Lechmere via Somerville Ave

88 Clarendon Hill to Lechmere Station via Highland Ave

91 Sullivan Square Station to Central Square via Washington Street

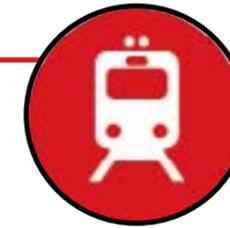
96 Medford Square to Harvard Station via George Street & Hancock Streets

350 North Burlington to Alewife Station via Burlington Mall

351 Oak Park/Bedford Woods to Alewife Station via Middlesex Turnpike

Train Stations

The Red Line runs through Cambridge, with stops at Alewife, Porter (transfer to Fitchburg Line Commuter Rail), Harvard, Central, and Kendall/MIT stations.



The D and E lines of the Green Line stop at Lechmere station.

Other Services

EZRide Shuttle

charlesrivertma.org/ezride

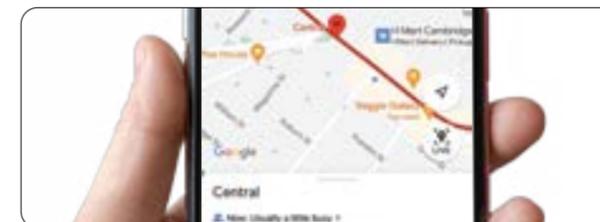
All City employees are eligible to receive a free EZRide Shuttle pass. The shuttle runs during the morning, lunch and afternoon commute hours on weekdays, and operates from North Station to Cambridgeport via Kendall Square. To get your sticker, contact the Community Development Department at transportation@cambridgema.gov.

Emergency Ride Home

charlesrivertma.org/erh

This is a great program to help make it easier to leave your car at home! The Emergency Ride (ERH) Program eliminates the uncertainty of using an alternative commute. Should an emergency change your travel plans, the ERH can ensure that you are not stranded at work. Once enrolled, you will be eligible to receive a reimbursement for using a taxi or ride hail service such as Uber or Lyft for an emergency ride home.

Many City of Cambridge employees are eligible to register for the Emergency Ride Home program. For questions, contact transportation@cambridgema.gov.



Trip Planning and Real-Time Transit Information

Several smartphone apps are available to give you real-time information so you know exactly when the next bus or train will arrive. No more standing at a bus stop wondering when the next bus will come! The MBTA website is the one-stop-shop for all updates: mbta.com

Useful Apps and Tools

Transit App

transitapp.com

Get real-time transit information with this app, which includes a trip-planner function that shows you the best routes and upcoming departure times.

MBTA Trip Planner

mbta.com/trip-planner

Enter your starting point and destination and optimize your trip by time, number of transfers, mode (bus or train), or walking distance at either end.

Google Maps for Transit Info

google.com/maps

Find transit information and real-time information on some routes. Enter a start and finish point, click 'Get Directions', and away you go. Routes are displayed based on your departure time. You can also choose the date and time to leave or arrive by.

T-Alerts

mbta.com/alerts/subway

Choose up to three lines of service (e.g. Red Line subway, 68 bus & 83 bus) to receive alerts by email, text, or both. When there is a service delay, outage, or emergency, a message is automatically sent telling you the nature of the problem, the expected delay, and when the incident happened.

Transit Benefits

The City of Cambridge offers MBTA Pass Subsidies to employees depending on hours and union membership.

- * Non-union employees regularly scheduled to work 16 or more hours per week in permanent positions or in temporary positions with an expected duration of 6 consecutive months or more are eligible for the MBTA Pass Reimbursement Benefit of 65% of the cost of a monthly pass, up to \$265/month.
- * Union employees may be eligible for a similar benefit pursuant to their collective bargaining agreements.
- * Deductions and reimbursements are made through the payroll process. Enrollment forms are available in the Payroll Office on the first floor of Cambridge City Hall.
- * Cambridge Public Schools benefits vary depending upon union membership and hours worked.

CPS employees should contact Jean Sullivan at 617-349-6449, jeansullivan@cpsd.us.

All other employees should contact their department's payroll coordinator.

Walk



Ever wonder how long it will take you to walk from here to there? The average person can comfortably walk a quarter-mile in 5 minutes. Using that estimate, the chart to the right shows how long it may take you to walk from Central Square to a number of popular destinations.

Studies have shown that people are most likely to stick to exercise when it is part of their daily lives. Walking to work is a great way to incorporate exercise into your regular routine.

Destination	Time to Destination
Prospect Street/Broadway	8 minutes
Kendall Square	14 minutes
Inman Square	15 minutes
Cambridge Common	29 minutes
Charles River(Magazine Beach Park)	20 minutes
Union Square, Somerville	25 minutes
Main Library	18 minutes
Lechmere Station	34 minutes
Harvard Square	21 minutes
Porter Square	41 minutes

Walk Safely

Cambridge is a great city for walking. It is compact and flat, and has a mix of housing, stores, services, workplaces, and parks, putting many destinations within easy walking distance for most people. Virtually every street has sidewalks, and none has a speed limit of more than 25 miles per hour. It's no wonder that Prevention Magazine named Cambridge "America's #1 City for Walking" in 2012. The Boston-Cambridge-Quincy area is also the safest metropolitan area in the country for walking according to "Transportation for America 2011."



How to be a Smart Pedestrian

Be seen

Stand clear of buses, hedges, parked cars, or other obstacles. Wear bright or light-colored clothes and reflective materials at night. Cross in a well-lit area at night.

Be alert

Walk on the sidewalk. Don't assume vehicles will stop. Make eye contact with drivers. If a driver is on a phone, they might not be paying attention to the road. Look before you cross; don't rely solely on pedestrian signals.

Be careful at crossings

Cross streets at intersections or marked crosswalks, if possible. Look left, right, left before crossing a street. Watch for turning vehicles; make sure drivers in all lanes see you and will stop for you. Don't wear headphones or talk/text on a phone while crossing.



Laws

Laws for Drivers and Bicyclists

- Yield to pedestrians entering or using a crosswalk in your path of travel.
- Do not block a crosswalk with your vehicle.
- Yield to pedestrians if your traffic signal is red and you are turning.
- Never pass another vehicle that has stopped or is slowing down for a pedestrian.

Laws for Pedestrians

- Obey the 'Don't Walk' and 'Walk' signals.
- Use a crosswalk if one is available.
- At crosswalks with pedestrian signals and a push button, use it and wait for the 'Walk' signal.
- Signalized intersections without a push button will give you a 'Walk' signal automatically.



Pedestrian Signals

The City's goal is to keep you safe while crossing the street and to minimize the time you have to wait to cross the street.

- Vehicles often have a green light when the 'Walk' signal is on. Watch for turning vehicles when you cross.
- Pedestrians get a head start at most intersections where vehicles and pedestrians move at the same time.
- The flashing 'Don't Walk' signal must last long enough for everyone who has started crossing to finish. In long crosswalks, this can last longer than the 'Walk' signal.

Bike

Bicycling can be fast when you find a good route and have bike parking at your workplace. Oftentimes you can beat the car traffic!



Bike Routes

Check the City's bike website at cambridgema.gov/bikes to find bike lanes, protected bike lanes, and off-road paths through Cambridge. There is also a map of bike fix-it stations that have tools and air pumps for you to use if your bike needs a quick fix.

Bike Parking

With over 3000 bike racks in the city, chances are



there's one near your place of work. Always lock your bike, even if you're just leaving it for a minute. Sturdy U-shaped locks generally work best. Be sure to lock your frame and at least one wheel. Need more bicycle parking? Let us know! To request additional bike parking, please email bikerack@cambridgema.gov.

Bluebikes Bike Share

Bluebikes, our publicly-owned bike share system, serves Arlington, Boston, Brookline, Cambridge, Chelsea, Everett, Malden, Medford, Newton, Revere, Salem, Somerville, and Watertown. Bike sharing lets you rent a bike near home or work and pedal your way to your destination, leaving the bike at a station near your final stop. We are pleased to offer free and discounted Bluebikes annual memberships to City of Cambridge employees. This benefit allows you unlimited rides 45 minutes and under, year round. With over 80 Bluebikes stations in Cambridge and many others throughout Greater Boston, you can use this benefit to get to or from work, to mid-day meetings, or to run errands. Register for a free or discounted membership here, or email bluebikes@cambridgema.gov.



For more information visit cambridgema.gov/bluebikes. Don't forget to download the free Bluebikes app!



How Long Will it Take to Ride?

The average person can comfortably bike a mile in 10 minutes. Using that estimate, here's how long it may take you to ride from Central Square to:

Destination	Time to Destination
Kendall Square	4 minutes
Alewife Station	22 minutes
Inman Square	7 minutes
Main Library	5 minutes
Union Square, Somerville	8 minutes
Cambridgeport	3 minutes
Charles River (Magazine Beach Park)	7 minutes
Lechmere Station	10 minutes
Cambridge Common	10 minutes
Harvard Square	6 minutes
Porter Square	13 minutes

Bike Safely

Ride with traffic

Some people think they're better off riding facing traffic, but this is not safe. Wrong-way cycling is a cause of bicycle-car collisions. Pedestrians and drivers on cross-streets or pulling out of driveways won't always see you. If drivers don't see you, they may hit you. If pedestrians don't see you, you may hit them. The key to safe cycling is to be predictable and to be seen. Ride in the same direction as motor vehicles except in contraflow lanes.

Use lights at night

The law requires a white light in front and a red light in the back, but the more lit you are the better. Blinking red lights, reflective pant straps, and other devices are available at bike shops. Nearly half of all cycling deaths involve cyclists riding at night without lights, although only 3% of biking is done after dark. Be seen!

Ride so you'll be visible

Ride in a straight line a car door's width (3-5 feet)



from parked cars. You will be more visible and cars turning right will be less likely to cut you off. Ride in the middle of the lane when the road is too narrow for a car to pass you. Never pass a bus on the right - you could collide with a pedestrian or get squeezed against the curb.

Wear a helmet

It's the law for children under sixteen; it's smart for everyone. Head injuries account for a majority of cycling deaths, and helmets can prevent most of them. Helmets should be worn over the forehead, not tilted back. The front edge should be above the eyebrow and you should be able to see the brim when you look up.

Watch for cars turning and doors opening

It is OK for bicyclists to ride in the general travel lane, even when a bike lane is present. If there's an obstacle in the bike lane, slow down, signal, and make sure the driver behind sees you before you move into the general travel lane. Watch for car doors opening. Staying 3 feet from the door zone is a good rule to follow. Watch for cars turning right at intersections.



Use hand signals

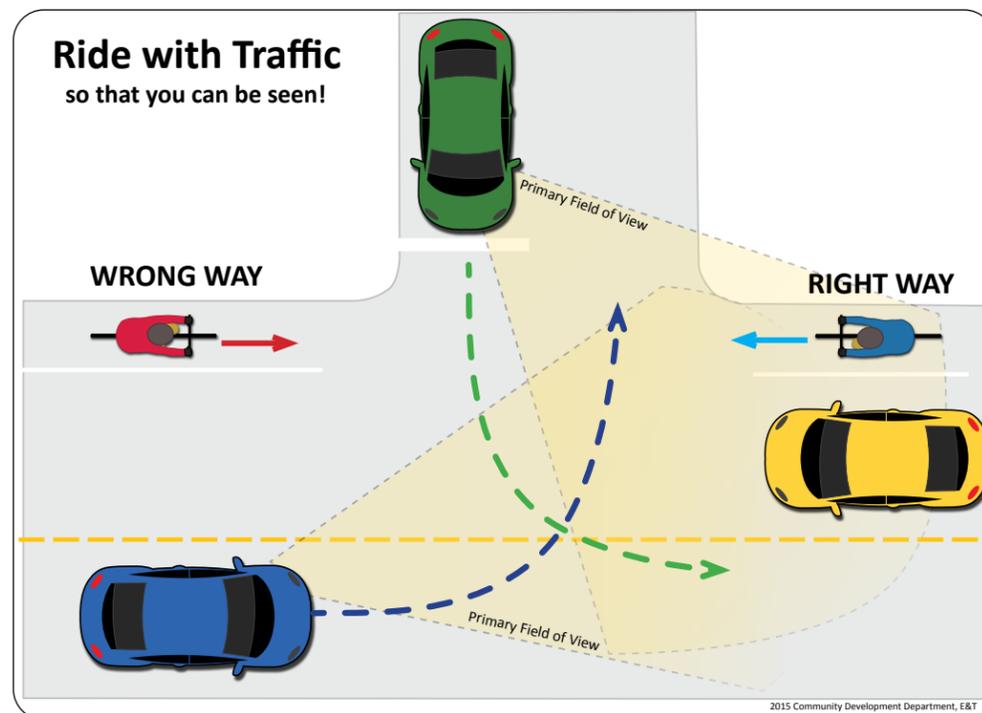
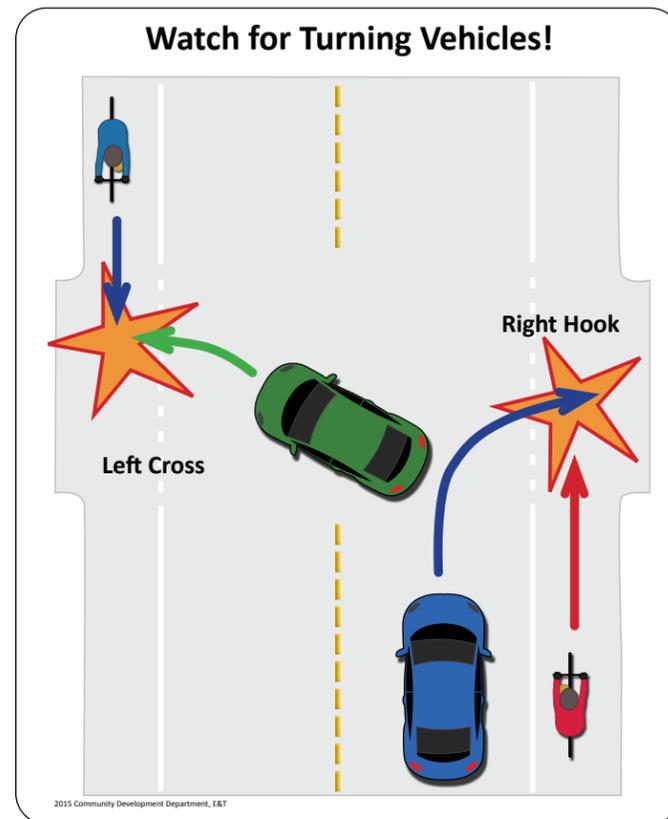
It's the law, and it helps drivers and pedestrians see where you are going.

Choose the best way to turn left

There are three possibilities:

- 1) Signal, move into the left lane, and turn left;
- 2) Ride straight to the far side of the intersection, then stop, reposition your bike, and ride straight across; or
- 3) Hop off of your bike and become a pedestrian!

If you use the crosswalk, walk your bike.



Carpool



Besides splitting gas costs, more people sharing a ride means fewer cars on the road, so you'll get to work faster. You can get matched with your carpool buddy today! gomasscommute.com. Join a carpool today to save money, time, and gas! The City also offers a limited number of carpool parking spots for employees who ride into work every day during the work week. Request a spot [here](#) or email transportation@cambridgwema.gov.

Be a Good Carpooler

Carpool Etiquette and Tips

Do

- Give plenty of notice if you'll be away; notify others of sick days or emergencies.
- Call or text your fellow carpoolers if you're running late.
- Drive carefully. There's no excuse for speeding or drinking alcohol.
- Exchange emergency contact info.
- Keep your car well-serviced and clean.
- Use seatbelts - It's the law, and the driver could get a ticket if all are not buckled.
- Let the driver initiate conversation. Some drivers prefer to focus on the road rather than chat.
- Let music be the driver's choice. Drivers should keep the volume in check.



Don't

- Make a habit of being late.
- Ask your carpoolers to make extra stops to take care of personal errands.
- Talk about controversial topics like religion or politics unless you know your fellow carpoolers well.
- Have lengthy cell phone conversations while you're in the carpool.
- Eat or drink in the car.
- Block driveways and side streets while waiting for passengers.
- Stop in a bus zone, crosswalk or bike lane.

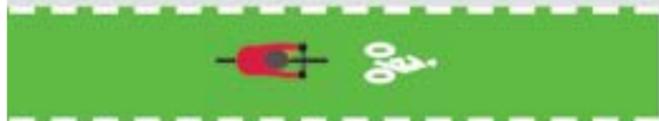
Drive

There is limited parking in Cambridge. Cambridge residents can park on the street using their residential parking permits. As mentioned above, we can create additional spaces for carpoolers at your workplace. To request that a carpool spot email transportation@cambridgewma.gov.

Parking is also available at the Green Street Garage, located at 260 Green Street or the First Street Garage on Spring Street. The City employee rate is \$2 per exit or \$40 per month.

PROTECTED INTERSECTIONS

Protected intersections keep people biking separate from people driving and create shorter crossing distances for people walking. People driving benefit by seeing people biking better, especially when people driving turn right.



People biking must yield to people walking who are crossing the street and the bike lane.

People biking should stop and wait to cross in the waiting area. They should also keep the other bike lane clear to let people biking in the other direction pass.

People walking should not walk on the bike lane except when crossing the street or walking to the bus stop.

People walking to the bus stop should use the designated crossings. People biking must yield to people walking.

People driving must stop behind the stop line so that people walking can cross the intersection safely.

People driving must yield to people biking and walking when turning right.

People biking must yield to people walking who are crossing the bike lane to reach the bus stop.

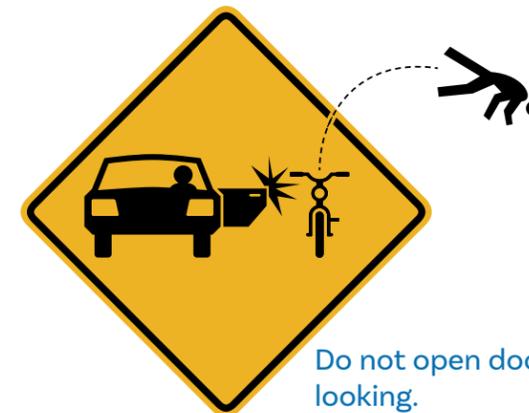
Top 5 Most Dangerous Things to Do on the Road



Do not talk or text while driving. Put the phone down and focus on the road.



Stop for people walking. Pedestrians are not bowling pins. Stop for them in crosswalks.



Do not open door without looking. Watch to make sure you don't hit people on bikes when opening your car door.



Watch carefully when turning right and left. Yield to people biking and walking before turning.



Do not stop in the bike lane. The road is for everyone. Stay clear of the bike lane and don't double park.

**City of Cambridge
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September 2023**

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