# Smart Commute App How To Guide

## **Find Commute Options** 0 09 Toronto Q Search Post Logged View My > Commutes Stats December 2024 Th Su Mo Tu We Fr Sa Q Find Rides Post a Trip



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# **About the App**

## What is the SmartCommute.ca app?

The SmartCommute.ca app is a transportation demand management (TDM) tool that helps users connect with like-minded people, share their commute, save time, money, and reduce congestion.

## With the SmartCommute.ca app you can:

- Join a network of Greater Toronto and Hamilton Area (GTHA) commuters.
- Find all options for your journey, including carpooling, transit, walking and cycling.
- Trip planning, trip tracking and ride matching.

## Who is this app for?

Commuters



Smart Commute Member Businesses



**Employees** 





# **Getting Started**

## Why Sign Up?

- Discover new options for commuting that can help you **save time and money while developing healthy habits and connecting with others.**
- Match with other users who are part of the same organization or have the same destination for recurring commutes
- Find one-off carpools to get home on weekends, attend events, or to work around an irregular schedule.
- Collect prizes and rewards for logging trips
- Reduce your carbon footprint by commuting more sustainably

## How to Sign Up

- Create a FREE account by visiting <u>smartcommute.ca</u> or By scanning and downloading the SmartCommute.ca app in the Apple or Google Play App Store with the QR code here:
- 2. Register your account and create your user profile
- **3.** Create a trip profile, find carpool partners, find commute options, start logging your trips, and much more!

Smart Commute helps anyone who is going from A to B explore healthy and sustainable travel options. Visit **smartcommute.ca** for more information.





## p P



# **How to Find Carpool Partners**

This function allows you to find carpool matches (drivers or passengers) with similar trip profiles as you and ranks them in order of best fit with your trip profile



Find a Ride ickup Location 635 Cumberland Ave, Burlington, ON 1<sub>L</sub> Dropoff Address 165 University Avenue, Toronto, ON Select what you want to find FIND CARPOOL PARTNERS > 38 min 52.3 km 13.9 Kg BOOK/POST A RIDE 1 > 38 min 52.3 km 13.9 Kg 0 Cal BIKE, TRANSIT, WALK PARTNERS 3.3 56.2 0 đố 1 km Cal Kg > 1.8 hr 1.1 km 0 Kg 89 Cal 52 1 0 3911 10.2 33 1 Cal km Kg TRANSIT 5 > 1.8 hr 1.1 km 0 Kg 89 Cal



Step 1: Select "Search" from your Smart Commute Home Dashboard. Step 2: Enter your origin and destination and select "find carpool partners". Step 3:

If you are a passenger looking for a driver, select "driver" If you are a driver looking for a passenger, select "passenger". Next, select "when" to choose your trip schedule.



## How to Find Carpool Partners Continued

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29	30	31						
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Step 4: Either select a weekly or custom schedule and add the respective times of your arrival and departure.

Once you see compatible carpool partners with your schedule, origin, and destination, you can select them and choose to contact them.

# CARPOOL DRIVER Anthony Anthony

#### Step 6:

You can choose to email your carpool partner to see if they are interested in carpooling with you and include or exclude any personal contact information.



## How to Post a Trip

This function allows you to fill your empty seats for your commute for specific dates and times by posting your trip for passengers to request to join

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Step 1: Select "Post" from your Smart Commute Home Dashboard. Step 2: Next, select your pick-up and drop-off location followed by "select time". Step 3:

Under "select time", make sure to include departure and arrival times along with whether you are making a return trip.



# How to Post a Trip

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Step 4: After selecting your commute times, select which days you will be commuting for those times. Step 5: Next, add your vehicle details. A sease Available
S sease Available
How many seases would you like to make available for passengers?
Price Per Seat, Per -S7.00 CAD
Accept Cash Payments
Name Your Carpool
Hamilton to Toronto
Additional Notes
Mrite messages here to let your passengers know more about your carpool
Drasengers know more about your carpool

Step 6: Lastly, add how many seats you

have available, your price per seat per trip\*, name your carpool, and add any additional relevant notes.

\*Your price per seat per trip has to abide by CRA's allowable rate per kilometer



# How to Find a Ride

This function allows you to find and book rides for your commute for specific dates and times by requesting to join posted trips by drivers

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Step 1: Select "Search" from your Smart Commute Home Dashboard. Step 2: Enter your origin and destination and select "Book/Post a Ride". Step 3: Enter your origin and destination and select a carpool to learn additional details.



# How to Find a Ride





If ride departure and arrival times work with your schedule, proceed to select dates.

Selecte	ed	C	)	•		
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(2 Days,	4 Trip	os)				
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22	23	24	25	26	27	28
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Doubl	e clic	k on dat	e to des	elect		
Dec 19,	Thurs	sday				
6:30 AM	I 0	4817 Du	indurn S	Street S	outh, Ha	·
8:00 AM	•	165 Uni	versity A	venue,	Toronto	),
	Retur	'n				
5:00 PM	•	165 Univ	versity A	venue,	Toronto	), <b>C</b>
6:30 PM		4817 Du	indurn S	Street S	outh, Ha	am
			Save			

#### Step 5:

Select specific days you would like to join the driver for your commute. When you click on each date, you can also select the checkboxes to indicate if you will be joining on the return trip as well.



#### Step 6:

Once you have saved your information for what trips you will be joining the driver on, proceed to request the ride and add any relevant additional information.



# How to Log a Trip

This function allows you to log your past trips which you have completed along with the travel mode you used to complete it

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Trip	s taker	n on Tu	le, De	c 10			
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Step 1:
Scroll down on your Smart
Commute Home Dashboard
and select "Log A Trip".

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03	Tue		<b>(</b>	<b>1</b>	
04	Wed				
05	Thu				
06	Fri		<b>1</b>	<b>1</b>	
07	Sat				
08	Sun				
09	Mon		<b>1</b>	<b>1</b>	
10	Tue				
		LOG TRIP			
11	Wed				
12	Thu				

Step 2: Select the day you want to log a trip and click "log a trip".



### Step 3:

Lastly, select your travel mode, origin, destination, departure/arrival times, and add any additional information to save your logged trip.



# **Automatic Trip Logging**

This function allows you to automatically log your trips with live-track through scheduled location tracking





Add a Live-Track Trip What is live track trip? Live Track Trip Name 20 My Commute Travel Mode (How do you usually make 20 this trip?) 8 Carpool Trip Purpose 🥎 Business Commute Personal Pick up Location 4817 Dundurn Street South, Hamilto ↑Ļ Drop off Location 165 University Avenue, Toronto, ON Save

## Step 1: Select "manage automatic trip logging" under the "Log a Trip" calendar.

Step 2: Select "add new live-track trip". Alternatively if you already have scheduled live-track trips, you can manage them under "manage trips". Step 3:

Lastly, name your live-track trip, select your travel mode, trip purpose, origin, destination, and other trip details to save your live-track trip.



## **Connected Apps**

This function allows you to connect to apps you already use to log your trips automatically. Compatible fitness tracking apps include **Strava, Fitbit, Garmin,** 



Step 1:

Scroll down on your Smart

**Commute Home Dashboard** 

until you see "Connected Apps".

2 PAULA A 410 5.058 Shiva S 385 4,979 **Travel Mode Leaders** TRIPS KM Lorenzo C Nigel S All Modes 499 15,890 Bicycle, roll Mark A Vincent C er blade, sk 8,273 305 ateboard Walking, ru Lorenzo C Faisal S 1,274 319 nnina Rob H Shiva S Carpool 384 9.147 Log your trips to compete  $\rightarrow$ Connected Apps Connect > Fitbit Garmin Strava Under Armour Polar -Q Find Rides 1 Post a Trip

> Step 2: Select "Connect".

× Connect your account with other apps to automatically log your trips Strava Λ Connect your Strava account CONNECT TO STRAVA Learn more Fitbit . Connect your Fitbit account CONNECT TO FITBIT Learn more Garmin  $\mathbf{C}$ Connect your Garmin account CONNECT TO GARMIN Learn more Under Armour -Connect your Under Armour account CONNECT TO UNDER ARMOUR Learn more Polar Disconnected Connect your Polar account CONNECT TO POLAR Learn more

Step 3:

Lastly, select the fitness tracking app you would like to connect to and follow the steps to connect each individual app.



## **Key Features**

## Personal Dashboard



Your dynamic dashboard helps you find commute options, log commutes, view leaderboards, track your metrics, connect triptracking apps, and manage your trip posts all in one place!

## **Mentors and Buddies**

- Thinking of trying a new mode to work and not sure where to start? Connect with other users in your region to find a Bike or Transit Mentor to help you get started!
- Prefer to have some company on your way to/from work? Connect with Buddies from your region who are taking transit, biking, or walking the same way!



## **Other Features**



- Emergency Ride Home (ERH): Get a full/partially subsidized ride
   home during an emergency if you commute sustainably through ERH.
   \* Please check with your region/workplace to clarify ERH terms and conditions.
- Incentives and Rewards: Collect prizes and points for participating in contests through your region/employer
- **Commuter Challenges:** Participate in challenges in your community/organization to raise awareness and interest in sustainable travel methods

