



# Southwest Seventh

DEPARTMENT OF TRANSPORTATION HEADQUARTERS BUILDINGS

No. 102

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## ENERGY CRISIS MANDATES RENEWED EMPHASIS ON COMMUTING BY PUBLIC TRANSPORTATION AND INCREASED CAR POOLING

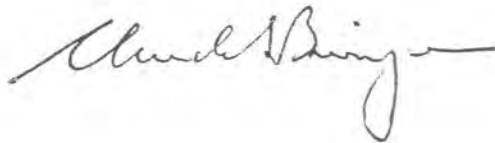
To All Departmental Employees:

For some time now I have been speaking to the American people, through the media and in personal appearances, in strong support of energy conservation measures, especially reduction of fuel consumption. I have been urging a cutback in individual driving, reduced speeds, greater use of public transportation, and increased car pooling. What I have suggested to the general public I believe should also be practiced within the Department of Transportation.

One of the greatest opportunities for energy savings lies in the area of travel to work. DOT employees who are now driving to work should look into the advantages of public transportation...you may find you can save time and money as well as fuel! And remember that the new commuter bus service from Union Station to the southwest employment area makes train service more convenient than in the past.

Forming a car pool--or increasing the number of members in a current car pool--also offers the individual commuter the obvious inducement of reducing the cost of the daily work trip. If large numbers of urban workers were to switch to car pools from the frequent one passenger-one car trip to and from work, benefits to all society would rapidly accrue from less congested highways, cleaner air and significant fuel savings.

Sincerely,



ASSISTANCE AVAILABLE TO DOT WASHINGTON HEADQUARTERS EMPLOYEES IN FORMING CAR POOLS

If you wish to join a car pool, form a new car pool, or to increase the membership of an existing car pool, you should find the Car Pool Locator Boards in each DOT building a great help. By following the simple instructions posted at each board, you can contact other DOT employees with similar commuting interests. For any assistance in using the Locator Boards, please call the Parking Management Office, ext. 60064.

The Locator Boards are updated on a regular basis (the FOB-10A board was cleared this month; boards in the Headquarters Building and Buzzard Point Building were updated late in 1973). The locations of the boards are as follows:

Headquarters Building:	P-1 level, N.E. elevator lobby (at cafeteria entrance)
FOB-10A:	A-level escalator lobby
Buzzard Point Building:	Ground floor (corridor leading to the cafeteria)

In addition to the Locator Boards, the Parking Management Office has extracted from the computerized listings pertinent data on existing car pools, such as zip codes, permit holder, employing agency, and driver telephone number. The parking management staff will assist anyone in using this data to create or increase membership in car pools.

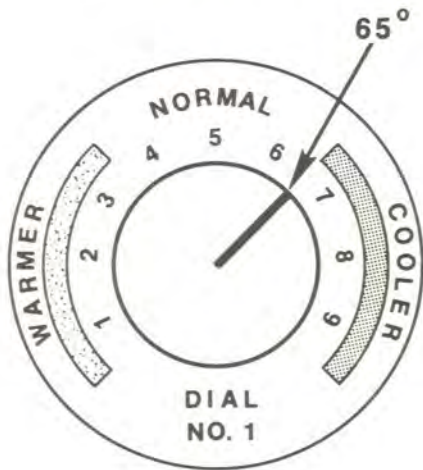
A REMINDER ON HEAT AND LIGHT

Secretary Brinegar has been extremely pleased with the cooperation of DOT employees in accepting and adapting to the minor inconveniences involved in the reduced heating and lighting in DOT Washington Headquarters Buildings. We cannot relax this effort now that results are being obtained. Please continue to turn off all unnecessary lights and to maintain air temperatures at the most economical levels commensurate

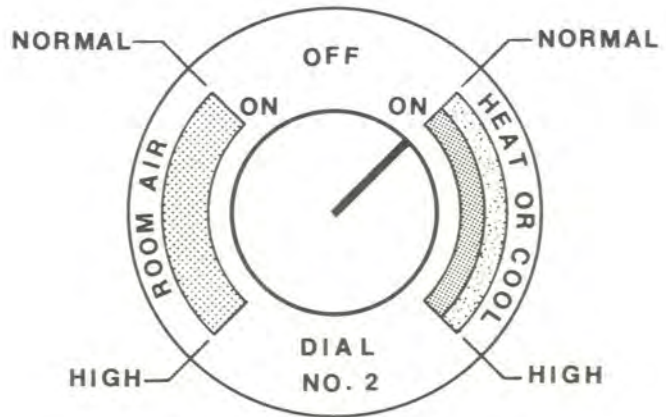


with health and working requirements. Employees are urged to keep window units turned off or to operate them the minimum time necessary. The heaters should be set as indicated in the diagram below to maintain room temperatures at or above 65° F.

## TEMPERATURE



## FAN SWITCH



The reduction in corridor lighting has not resulted in any noticeable reduction in efficiency or created any safety problems. Please continue these voluntary measures, and be alert to additional opportunities to reduce lighting and conserve energy in other ways. All of us must develop the habit of economizing in this area. Among other measures we can take are to:

1. Turn off unnecessary lights, especially in such spaces as unoccupied conference rooms, general use spaces, unoccupied file rooms and storerooms.
2. Turn off office lights when leaving an office unoccupied for any period and especially when leaving at the end of the day.

## ADEQUATE AUTOMOBILE INSURANCE FOR CAR POOL?

With the current increase in car pooling due to the fuel shortage, it is important that automobile owners review their insurance coverage. Three major automobile insurance companies in the metropolitan area were contacted and all three indicated that in the average car pool situation, where commuters share expenses or driving responsibilities, their normal insurance covers the passenger liability. Most policies of those companies also cover cases where there is only one driver whose expenses are reimbursed by the car pool member. The vital point is whether the car pool is operated for profit ... all private car policies prohibit use as a "public livery or conveyance" according to the Insurance Information Institute. Since policies vary with companies, all car poolers are urged to contact their own insurer for specific information. Another point to consider is raising the limits on your bodily injury liability coverage to protect yourself as much as possible against claims if you should be involved in an accident. What might be adequate coverage for one or two could prove far too little for four or five. Be sure you are on the safe side. It doesn't cost much more to double or triple your coverage and may save your financial future.

<u>Coverage</u>	<u>Typical Annual Premiums</u>
\$ 10,000 - \$ 20,000	\$ 50.00
25,000 - 50,000	59.50
50,000 - 100,000	65.00
100,000 - 300,000	70.50