

Commuter Trip Reduction Program 2018 Employer Annual Report & Program Description

Due March 30, 2018

See last page for submittal instructions

Employers affected by Washington State's Commuter Trip Reduction (CTR) law must make a good faith effort (see RCW 70.94.527C(4)) to develop and implement a CTR program designed to reduce the number and length of drive-alone commute trips made to the worksite. This means, at a minimum, doing the following:

- Designating an Employee Transportation Coordinator (ETC).
- Displaying the ETC's name and contact information in a prominent location.
- Distributing information to employees about commute alternatives to driving alone (at least once a year).
- Implementing a set of measures geared toward achieving the CTR goals.
- Surveying employees about their commuting habits every two years or as required by the jurisdiction.
- Submitting an Annual Report and Program Description (this report).
- Providing notice when major changes to the worksite's CTR program are made.
- Collaborating with other nearby CTR worksites.

Organization and Worksite Address

1. Worksite CTR ID number

2. Organization name

3. Branch/Division if applicable (example: "Division of Child Support" or "Maple Park")

4. Worksite street address (example: 1054 Elm St.)

5. City

6. Zip Code

7. Worksite mailing address if different than street address (example: P.O. Box 26893)

8. City

9. Zip Code

Organization's Top Management Position Contact Information

This is the CEO or highest-ranking official for the organization. This person may or may not be located at your worksite. (For example, for state agencies, this would be the Agency Director, Commissioner, President, or Secretary)

10. Name

11. Title

12. Email

13. Phone Number

14. Mailing Address

15. City

16. Zip Code

Onsite Worksite Manager Contact Information

This is the highest-ranking official located at this worksite, for example, Division Director.

Same as questions 10 - 16

17. Name

18. Title

19. Email

20. Phone Number

21. Mailing Address

22. City

23. Zip Code

Employee Transportation Coordinator (ETC) Contact Information

24. Name

25. Title

26. Email

27. Phone Number

28. ETC Mailing Address

29. City

30. Zip Code

31. If there are people at the worksite, apart from the Employee Transportation Coordinator (ETC), who should receive CTR related emails, please list all their names and email addresses below.

Name(s)/ Email Address(es):

Number of Employees at Worksite and Planned Moves

32. Total Number of employees who report to work at this worksite:
(do not include contract employees or temporary employees)

33. Number of CTR affected employees at worksite: (employees who work 35 hours or more per week who start the workday between 6:00 a.m. and 9:00 a.m. on two or more weekdays for at least 12 continuous months)

34. If the worksite moved within the past year or a move is under consideration this year, please briefly describe:

Information Distribution

35. How is the ETC's contact information posted at the worksite? (Mark all that apply):

Bulletin Board

Commuter Information Center/kiosk

Internal website

Email signature block

Email messages

Other (please explain):

36. Generally, how do you distribute CTR information to worksite employees? This includes information about worksite CTR Program details, as well as information on commute options, resources, and CTR-related promotions. (Mark all that apply)

Commuter Information Center, kiosk, bulletin board

Pamphlets or fact sheets

Internal website

Email messages

Posters

Newsletters

Presentations

During new hire process

Social Media

Other (please explain):

Participation in CTR Promotions and Transportation Fairs

37. What CTR promotions does the worksite participate in?

None

Wheel Options

Bicycle Commuter Contest

Other (please explain):

38. Has the worksite hosted a CTR related event, such as a Here to There Fair, Lunch 'n Learn, or Wellness Fair, within the last 5 years? **Yes** **No**

a. If yes, when? (year) _____

39. Is the worksite considering hosting such a CTR related event this year? **Yes** **No**

Worksite Amenities and Parking Management

40 a. Which of these site amenities that support CTR are available at the worksite? (Mark all that apply)

Bus stop within 3 blocks

Uncovered bicycle parking

Covered bicycle parking

Clothes locker

Showers

Sidewalks or walking trails

Bicycle lanes near worksite

Restaurants, shopping, or other services within walking distance

Other (please explain):

b. If changes were made to site amenities which support alternate commute modes within the past year, or changes are planned this year, please describe:

41. If employees are charged for parking, please briefly describe the program, including employee costs:

42. Is free offsite parking available to employees within 3 blocks of the worksite? Yes No

43. Are there an adequate number of designated carpool and vanpool parking spaces for the demand? Yes No

44. Are designated carpool and vanpool spaces in a preferred parking location? (for example, close to building entrances or covered) Yes No

45. If changes were made within the past year or are planned this year to the worksite's parking program please briefly describe those changes:

Telework, Flexible Schedules, Subsidies, Emergency Ride Home Programs and Incentives

46. Does the worksite offer employees:

	Formal Procedures in Place	Informal Procedures in Place	Not Offered
Telework opportunities			
Compressed work week schedules			
Flexible schedules			

47. If changes were made within the past year or are planned this year to telework, compressed work week, or flexible schedule policies, please briefly describe those changes:

48. What best describes the workplace's position on telework, compressed work weeks, and flexible schedules?

	Prohibited	Discouraged	Allowed	Encouraged	Required
Telework					
Compressed work week					
Flexible schedules					

49. Are worksite employees offered a:

	Yes	No	Average # of employees receiving monthly	Monthly maximum paid per employee
Riding the bus incentive (other than bus passes)				
Vanpooling subsidy				
Carpooling incentive				
Bicycling incentive				
Walking incentive				

50. Describe any other incentives or subsidies the worksite offers in support of CTR, if applicable.

51. If changes were made to CTR subsidies and incentives within the past year, or are planned this year, please describe:

52. Does the worksite offer a guaranteed/emergency ride home? (mark yes if a state worksite – SAFE-Ride) Yes No

53. Is CTR covered as part of the “new hire” process when new employees start work? Yes No

54. Does your worksite offer new employees a CTR brochure or factsheet that describes your CTR program? Yes No

Collaboration with other CTR worksites

55. How does the worksite plan to collaborate with other CTR worksites? (mark all that apply)

Attend ETC networking sessions and trainings

Hold a joint CTR related event such as a Here to There Fair, Lunch 'n Learn, or Wellness Fair

Establish a way to coordinate with ETCs at nearby CTR worksites

Coordinate on facility strategies (parking, bike racks, site amenities, etc.)

Jointly identify nearby land use information (bus routes, sidewalks, restaurants, etc.)

Management Involvement

56. How does worksite management support the CTR Program and the ETC?

57. How is worksite management updated on the worksite's CTR program? (For example, via a presentation, meeting, email, report etc.) How often do these updates occur?

General

58. How does your organization notify all employees about RideshareOnline.com (online ridematch programming)?

59. Is there anything about your CTR Program you would like to report on that is not covered in the previous questions?

60. What else would you like to say about CTR? (Examples: concerns and challenges, successes and opportunities, plans for the future, trainings or products that would help you)

State Worksite Questions

Required Strategies for CTR Programs at State Worksites

As part of the review of your submitted worksite CTR Program, TRPC considers the following required strategies from the adopted [Joint Comprehensive CTR Plan for State Agencies in Thurston County](#). Please review the Joint Plan for further details on implementing each of these strategies.

- Designate an Employee Transportation Coordinator (ETC) and post their contact information prominently ([see Joint Plan, pages 3-4](#)).
- Implement a set of measures designed to reduce drive-alone commuting to the worksite ([see Joint Plan, pages 5-8](#)).
- Communicate to employees about commute options ([see Joint Plan, page 9](#)).
- Promote ridematching strategy: RideshareOnline.com ([see Joint Plan, pages 9-10](#)).
- Make a good faith effort toward achievement of CTR goals ([see Joint Plan, page 10](#)).
- Collaborate with other state worksites ([see Joint Plan, pages 10-11](#)).
- Report and survey ([see Joint Plan, pages 11-12](#)).
- Attend ETC Networking Sessions and Trainings ([see Joint Plan, page 12](#)).
- Present the agency's CTR program annually to top management ([see Joint Plan, page 12](#)).

61. Is this a State of Washington worksite (State Agency, Board, or Commission – includes legislative, judicial, and executive branches)? Yes No

If yes, please answer questions 63 through 74. If no, please skip to the Management Signature page (last page).

62. Are all newly hired employees issued a State Agency Rider (STAR) Pass? Yes No

63. How many employees at the worksite have a STAR Pass? _____

64. How does your program ensure that all employees know about the STAR Pass?

65. How does your program ensure that employees know about the State Agency Free Emergency Ride (SAFE-Ride) Program?

State Agency Commute Trip Reduction Coordinator (CTRC) Contact Information

State agencies which have multiple CTR affected worksites must have a CTRC appointed who oversees coordination of the agency's CTR program across all worksites.

Does not apply, this worksite is not part of a state agency with multiple CTR affected worksites.

67. Name

68. Title

69. Email

70. Phone Number

71. Mailing Address

72. City

73. Zip Code

Please complete the Employer Commitment section on the next page

Employer Commitment

I understand that our worksite is required by local ordinance and state law to submit an Employer Annual Report and Program Description and to implement the program it describes. These actions comply with Washington State's Commute Trip Reduction (CTR) Law and local ordinances.

I am aware that the goal of this program is to reduce our employees' drive-alone travel to this worksite. I am also aware that our worksite is required to make a good faith effort to achieve the drive-alone and vehicle miles traveled (VMT) reduction goals. The CTR Law defines a good faith effort as one that includes meeting the minimum requirements outlined in the law and local ordinance, working collaboratively with the jurisdiction CTR representatives, and continuing an existing CTR program or making program modifications likely to result in improvements over an agreed upon length of time.

I have reviewed the referenced document and I commit to the implementation of all the elements listed and submitted for your approval. I will ensure that the jurisdiction is notified if information in the document changes.

74. Worksite CTR ID Number

75. Signature of organization's top management (e.g. CEO or Agency Director) OR highest ranking official/manager located at the worksite

76. Date

77. Name

78. Title

79. Mailing address

80. Phone

81. Email

Instructions on Submittal

Due Date: March 30, 2018

Submit two files:

File 1 – Completed Form in Editable Format

Complete the unsigned form while it is still in editable format. You will notice the answer fields are a blue color when in **editable format**. Use "save as pdf" function (but do not scan). When saving, use this naming convention starting with your worksite I.D. number (Example: E12345_AnnReport 2018).

File 2 – Scan of Management Signature Page

Scan the last page of the report (page 6) with the management signature. Please make sure you have previously filled out the management contact information so the File 1 copy (see above) has the information entered and can be downloaded. The worksite should keep the original hardcopy with signature on file. When saving, use this naming convention starting with your worksite I.D. number (Example: E12345_Signature Pg 2018).

Send by email to: thurstoncommutes@trpc.org

Questions: Please contact Burlina Montgomery or Holly Gilbert at thurstoncommutes@trpc.org or 360-956-7575.

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