

Commuter Trip Reduction Program 2019 Abbreviated Annual Report & Survey Setup Information

Due March 29, 2019

See last page for submittal instructions

Organization and Worksite Address

1. Worksite CTR ID number

2. Organization name For state agencies, use agency name. (Example: WA State Dept. of Social & Health Services.)

3. Branch/Division (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

10. If the organization plans to move in 2019, please briefly describe those plans:

a. Not moving in 2019

Employee Transportation Coordinator (ETC) Contact Information

11. Name

12. Title

13. Email

14. Phone Number

15. ETC Mailing Address

16. City

17. Zip Code

18. Has the ETC attended Basic Training? Yes No

19. Is the ETC's name, location, and telephone number prominently displayed at this worksite? (state law requirement) Yes No

a. If yes, where?

20. If there are people at the worksite, apart from the Employee Transportation Coordinator (ETC), who should receive CTR related emails, please list them below.

Name(s)/ Email Address(es):

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 state agencies, this would be the Agency Director, Commissioner, President, or Secretary – NOT Division Head. For example, the Secretary of the Dept. of Social & Health Services.)

Onsite Worksite Manager or Division Director Contact Information

This is the highest ranking official located at this worksite, or a Division Director.

Same as questions 21-27

28. Name	29. Title
30. Email	31. Phone Number
32. Mailing Address	
33. City	34. Zip Code

Worksite CTR Program

35. Does the worksite offer employees:

Yes No

Telework opportunities

Compressed work week schedules

Flexible schedules

36. Are worksite employees offered a free or subsidized Bus Pass? (Mark yes if a state worksite. All state employees in Thurston County may use a free bus pass called the STAR pass.)

Yes No

Bus Pass subsidy

a. If yes, how many employees at the worksite have a pass? _____

37. Are worksite employees offered a:

Yes

No

**Average # of employees
receiving monthly**

**Monthly maximum dollar
amount paid per employee**

Riding the bus incentive (other than bus passes)

\$

Vanpooling subsidy

\$

Carpooling incentive

\$

Bicycling incentive

\$

Taking the train incentive

\$

Walking incentive

\$

38. Does the worksite offer a guaranteed/emergency ride home?

Yes

No

(Mark yes if a state worksite. All state employees in Thurston County may use the emergency ride home program called SAFE ride.)

39. Are employees charged for parking? (Charges can either be by the worksite or by a centralized parking authority, as on the Capitol Campus).

Yes **No**

a. If yes, or if some employees pay, please briefly describe the program including employee costs:

40. If the worksite changed its CTR program in 2018 or plans to change it in 2019, please briefly describe. (This may include changes to site amenities, subsidies, incentives, information distribution, promotions, etc.)

The worksite made no changes in 2018 and plans no changes for 2019.

41. Is this a State of Washington worksite (State Agency, Board, or Commission – includes legislative, judicial, and executive branches)?

Yes **No**

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 the state. Often this person is also an ETC at a worksite.

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

_____ **42. Name**

_____ **43. Title**

_____ **44. Email**

_____ **45. Phone Number**

_____ **46. Mailing Address**

_____ **47. City**

_____ **48. Zip Code**

2019 Survey Setup Information

State law requires CTR worksites to survey employees on their commute habits. Surveying takes place every two years, with 2019 being a survey year. Thurston Regional Planning Council (TRPC) will provide the survey to ETCs at CTR worksites in Thurston County. The following information is required to set up your worksite's CTR survey.

49. Who will coordinate the survey at the worksite?

ETC

CTRC (state agencies only)

50. Choose 1 of these weeks to survey:

April 15 - 19	May 6 - 10	June 10 - 14
April 22 - 26	May 13 - 17	
April 29 - May 3	June 3 - 7	

51. Total Number of employees who report to work at this worksite:

(Do not include contract employees or temporary employees.)

52. Number of CTR affected employees at worksite:

(These are 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.)

53. Will you distribute a survey to all employees at the worksite?

(You must distribute the survey to CTR affected employees.)

Yes

No

a. If you do not plan to give a survey to all employees, how many of the total worksite employees will NOT receive a survey?

54. Will the worksite be surveying using paper surveys or electronically?

(Electronic format is recommended for most worksites. Very small worksites may find paper surveys easier to administer.)

Paper

Electronic

For Electronic Surveys

(Skip Questions 55-57, if you marked "paper" in Question 54.)

55. Worksite name commonly used by employees.

(For electronic surveys, employees must choose their worksite from a drop down menu that lists all the worksites surveying in a particular organization/agency. Choose a name they will recognize.)

56. What mode of electronic access will the worksite use?

If the ETC will upload a list of employee email addresses into the survey system (instructions will be provided), choose "Upload" access. If all employees using the same email domain name will have access to the survey, choose "Domain" access.

NOTE: Domain access still allows employees to choose the specific worksite. Domain access is sometimes easier for ETCs because they do not have to assemble a list of email addresses. However, certain ETC survey tools are only available through "Upload" access.

Upload Access

Domain Access

57. List the domain names (everything after the @ in an email address) for all employees who will be taking the survey. There may be multiple domain names. (Do NOT list employee email addresses below, only enter the domain. Example: dor.wa.gov)

For Paper Surveys (Skip Question 58 if you marked “electronic” in Question 54.)

58. Will you pick up your survey forms at TRPC or will you want us to mail them to you?

I will pick them up at TRPC

Please mail them to the address below

Name: _____

Mailing Address: _____

Employer Commitment – Manager Review and Signature

I understand that our worksite is required by local ordinance and state law to submit a CTR Employer Annual Report, to implement the program it describes and to conduct a CTR survey of employees at the time designated by the local jurisdiction. 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 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.

59. Worksite CTR ID Number

**60. Signature of organization's top management OR
Division Director OR highest ranking official/manager
located at the worksite**

61. Date

62. Name

63. Title

64. Mailing address

65. Phone

66. Email

Instructions on Submittal

Due Date: March 29, 2019

Submit two files:

File 1 – Completed Form in Editable Format

Unsigned form while the form is still editable. 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_AR&Surveysetup_2019).

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_2019).

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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