

There are two sample emails for Employee Transportation Coordinators (ETCs) to use when sending out surveys to employees. The first sample email is for ETCs sending out one survey link (i.e. ETCs who are surveying **one** worksite during this timeframe or who are sending separate emails to different distribution lists). The second sample email is for ETCs sending multiple survey links in the same email.

Our goal is for employees to only take one survey for the worksite they are assigned to. Feel free to remove the italicized section if you only have one location and there won't be an issue with employees taking the wrong survey.

Email for sending out one CTR survey

Subject Line: [WORKSITE/EMPLOYER NAME] Commute Trip Reduction (CTR) Survey
From: Worksite ETC

Greetings,

It's time for the Commute Trip Reduction (CTR) Survey. Please use the QR code or link below to take it. The survey takes less than five minutes to complete.

This survey is for employees at the following worksite: [WORKSITE NAME AND ADDRESS]

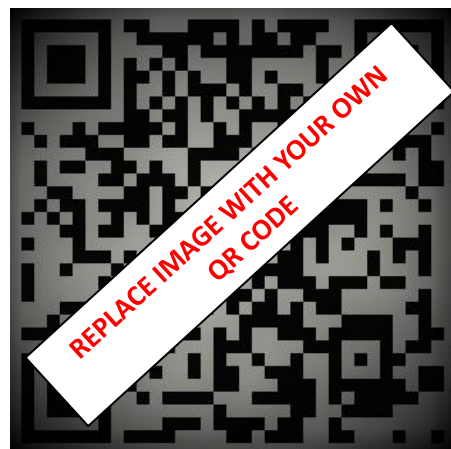
If you are not an employee of this location and believe this was sent to you in error, please do NOT take the survey and let us know which worksite you belong to. If you are a full-time teleworker, consider if you have an official duty station, what location you support most, or what location you would travel to if needed.

Use this link to take the survey: [PASTE SURVEY LINK GENERATED FROM CTRSURVEY.ORG]

Use this QR code to take the survey on your smartphone:

What is Commute Trip Reduction?

It's a state law and program that focuses on reducing congestion and improving air quality. The CTR law affects Washington's nine most populous counties: Clark, King, Kitsap, Pierce, Snohomish, Spokane, Thurston, Whatcom, and Yakima. Employers in these counties participate if they have 100 or more full-time employees who begin work between 6 a.m. and 9 a.m. These employers are required to have CTR programs that provide their employees with the tools, knowledge, and resources to explore their commute options. The CTR survey helps employers understand the commute patterns of their employees so they can help improve employee commutes. The survey also helps cities, counties, transit agencies, and the state understand and improve commutes.



I telework, do I still have to take the survey?

Yes, even though you may telework, your views and comments still help support the workplace and the purpose of this survey.

Are my responses anonymous?

Yes. No personally identifiable information is collected. The summarized worksite data may be shared with your employer, jurisdiction, and state government.

The CTR law requires WSDOT to report on CTR program performance every two years. The survey helps us understand and report reductions in air pollution and energy use, and monitor the effectiveness of CTR programs implemented at various worksites. View the [CTR Survey Explanation website](#) and the [CTR Survey Tool FAQ](#) for more information.

Thank you for participating in the [2024] [YOUR JURISDICTION] CTR Survey!

ETC NAME

Email for sending out multiple CTR surveys to different worksites

Subject Line: [WORKSITE/EMPLOYER NAME] Commute Trip Reduction (CTR) Survey
From: Worksite ETC

Greetings,

It's time for the Commute Trip Reduction (CTR) Survey.

WARNING: This email contains links for multiple surveys, please only take ONE survey for the worksite you belong to. It should not take more than five minutes.

If you work at or belong to [FIRST WORKSITE NAME – WORKSITE ADDRESS], use this survey link: [PASTE UNIQUE SURVEY LINK]

If you work at or belong to [SECOND WORKSITE NAME – WORKSITE ADDRESS], use this survey link: [PASTE UNIQUE SURVEY LINK]

If you work at or belong to [THIRD WORKSITE NAME – WORKSITE ADDRESS], use this survey link: [PASTE UNIQUE SURVEY LINK]

If you are not an employee of these locations and believe this was sent to you in error, please do NOT take the survey and let us know which worksite you belong to. If you are a full-time teleworker, consider if you have an official duty station, what location you support most, or what location you would travel to if needed.

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Thank you for participating in the [2024] [YOUR JURISDICTION] CTR Survey!

ETC NAME