Commute Trip Reduction Program Report questions

Core questions

The core questions are included in every program report across the state. Each Employee Transportation Coordinator/worksite must respond to all these questions. They cannot be individually removed or changed.

Employer/worksite

C1. *Worksite CTR ID number (pre-populated from embedded data)
C2. *Organization name (pre-populated from embedded data)
C3. *Worksite branch (if applicable)
C4. *Worksite physical street address, city, zip code
C5. *Primary industry (pre-populated list):

- Aerospace
- Agricultural
- Bank, finance & investment services
- Built environment (architecture, engineering, planning/design)
- Business & management consulting
- Construction
- Education
- Government
- Health & hospital
- Hospitality & tourism
- Insurance
- Legal
- Life sciences, biotech & research
- Manufacturing
- Media (news, film & creative design)
- Military
- Non-profit (foundation, human services)
- Other
- Personal services
- Real estate
- Retail/trade
- Technology, software & web services
- Transportation
- Utilities & communications

Employee count

C6. Total number of employees who report to work at this worksite, including teleworkers (do not include contract employees, seasonal or temporary employees. Per WSDOT guidance, a full-time employee is someone scheduled to be employed on a continuous basis for 52 weeks for an average of at least 35 hours per week):

C7. Number of CTR-affected employees at worksite, including teleworkers (employees who work 35 hours or more per week, who start the workday between 6 a.m. and 9 a.m. on two or more weekdays, for at least 12 continuous months):

ETC and contact information

C8. *Employee transportation coordinator (ETC) contact information: first and last name, job title, email address, phone number, ETC work mailing address, city, zip code

C9. *ETC's manager (or alternate ETC) contact information: name, whether contact is manager or alternate/co-ETC, job title, email address, phone number, work mailing address, city, zip code

Information distribution/new hire

C10. How is the ETC's contact information prominently posted at the worksite? Select all that apply:

- o Bulletin board or breakroom poster
- o Commuter information center/kiosk
- o TV screens or electronic reader boards
- o Internal website or SharePoint site
- o Email signature block
- o Email message
- o ETC contact information is not prominently posted
- o Other (please explain)

C11. When did you last distribute a summary of your worksite's CTR program to all employees? Select month and year:

Site amenities

C12. *Which of the following amenities are located at or are within 0.25 miles of your location? Select all that apply:

a. Bus stops
b. Light or commuter rail stations (localized option)
c. Sidewalks
d. Bike lanes or pedestrian trails
e. Restaurants, shopping, or other services within walking distance
f. Bikeshare or scooter share program
g. Charging stations for electric vehicles
h. Other (please describe)

C13. *Which site amenities that support CTR goals are available at your worksite? Select all that apply:

a. Uncovered bicycle parking (localized option)
b. Secure, covered bicycle parking

c. Charging locations for e-bike, e-scooter, or other micromobility device charging
d. Permission for employees to store their bikes inside the building (spare cubicles/offices, under stairwells, etc.)
e. Bicycle maintenance or repair stations
f. Lockers (for clothes and personal belongings)
g. Showers
h. Cafeteria or vending options with lunch choices
i. Childcare
j. Other (please describe)

Parking

C14. *Total number of employee parking spaces:

a. Owned
b. Leased (included in building lease)
c. Leased (additional lots leased specifically for parking)

C15. *How many parking spaces at your worksite are reserved for the following uses, and where are they located? Please enter a whole number. Enter “0” if no spaces are allotted.

Uses	*Integer value input (0-999)*	*Location (chosen from dropdown – options listed below)*
Monthly reserved spaces		*Along the building, next to the front door*
ADA reserved		*In the front row of the parking lot*
Reserved for building/employer fleet		*In the closest lot of a multi-lot facility or structure*
Reserved for carshare		*Next to the elevator in the parking garage*
Reserved for electric vehicle charging (separate from parking reserved for fleet vehicles)		*Other*
Reserved for carpools		
Reserved for vanpools		
Reserved for short-term parking/visitors		
Other reserved		

C16. How much do you charge your employees for onsite parking? If you do not charge, report $0.

a. Drive-alone: rate per hour/day/week/month
b. Carpool: rate per hour/day/week/month
c. Vanpool: rate per day/week/month

Subsidies and incentives

Subsidies reduce the employee's overall commute cost on a regular basis. These are often referred to as hard costs. An example is a monthly transit subsidy.

Incentives are provided on a periodic basis and are used to encourage a shift to non-drive alone modes of transportation. These are often referred to as soft costs. An example is a campaign prize drawing.

C17. Do you provide a monthly subsidy (paid on a regular basis) for these modes of travel? Select all that apply:

a. Transit/train/light rail/trolley/monorail, amount/percentage
    i. Subsidy, ORCA Passport, ORCA Choice, stipend (optional choices in dropdown)
b. Vanpool, amount/percentage
    ii. Subsidy, ORCA Passport, ORCA Choice, stipend (optional choices in dropdown)
c. Vanshare, amount/percentage (localized option)
    i. Subsidy, ORCA Passport, ORCA Choice, stipend (optional choices in dropdown)
d. Carpool, amount/percentage
e. Bicycle/scooter, amount/percentage
f. Walk/run, amount/percentage
g. Ferry, amount/percentage (localized option)
h. Telework, amount/percentage
i. General transportation subsidy – employee can apply to any mode (localized option)
j. Other (please describe), amount

C18. Do you provide other types of incentives (paid once or occasionally)? Select all that apply:

a. Telework home office set-up
b. Monthly or quarterly prize drawings
c. Rideshare ridematch or referral
d. Gift cards
e. Other (please describe)

C19. Describe any other incentives or subsidies the worksite offers in support of CTR.

Pre-tax transportation benefit and tax credits

C20. Do you allow employees to use pre-tax income to purchase a transit pass or Vanpool/Vanshare fare? (link to Summary of Section 132(f) of the Internal Revenue Code)?

a. Yes
b. No
c. Not aware of the program

C21. Has your employer applied for state tax credits for its expenditures supporting employee's commute alternatives?

a. Yes
b. No
c. Not aware of the program

Alternative schedules/teleworking

C22. Do you have a formal policy supporting… (select all that apply)?

a. Telework or remote work options: (employees eliminate a commute trip)

    i. If yes, briefly describe the policy.
b. Hoteling or satellite (employees may work at different worksites such as a site closer to their home)
    i. If yes, briefly describe the policy.
c. Flex time (allow employees to vary their start and end times)
    i. If yes, briefly describe the policy.
d. Compressed workweek schedule options (e.g., working 40 hours in four days, three 12-hour shifts per week, 80 hours in a nine-day period)
    i. If yes, briefly describe the policy.

C23. If changes were made within the past year (or are planned this year) for your telework, compressed workweek, or flexible schedule policies, please describe those changes:

Program support elements

C24. Do you offer one of the following guaranteed/emergency ride home programs? Select all that apply:

a. Yes, employer-provided program
b. Yes, transit agency/government agency program
c. Yes, SAFE-Ride provided to state agencies
d. Yes, provided through an ORCA contract (localized option)
e. No
f. Other (please describe)

C25. Does your organization provide… (select all that apply)?

a. Employer-provided vehicles
b. Employer-provided bicycles
c. Employer-provided e-bikes
d. Membership or corporate account access to carshare (localized option)
e. Membership or corporate account access to bicycle and/or scooter share (localized option)
f. Membership or corporate account access to carpool apps such as Waze, iCarpool, Scoop, Scoot (localized option)
g. Reimbursement or corporate account access to corporate accounts for Uber, Lyft, taxi service or other rideshare vehicles for any of these purposes (localized option)
h. Employer-provided shuttle (localized option)
i. Internal circulators – serves employer worksites (localized option)

C26. For which purposes are employees allowed to use fleet vehicles or bicycles? Select all that apply:

a. Guaranteed/emergency ride home
b. Vanpool commuting
c. Carpool commuting
d. Work-related trips
e. Nonwork-related trips

C27. Do you promote or provide any of the following carpool and vanpool ridematching services? Select all that apply:

a. RideshareOnline.com
b. CommuteFinderNW.com

c. Proactive matching with employee ZIP codes
d. Ridematching events or promotions
e. No, but we maintain our own system
f. Other (please describe)

Employer commitment and signature *(optional – suggested text)*

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

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

I am aware that the goal of this program is to reduce our employees' drive-alone travel to this worksite by using sustainable transportation modes. I am also aware that our worksite is required to make a good-faith effort to achieve the drive-alone rate and vehicle miles traveled-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.

1. Signature of organization's top management (e.g., CEO or agency director) or highest-ranking official/manager located at the worksite
2. Date
3. Name
4. Title
5. Mailing address
6. Phone
7. Email