

Welcome to the 2018 Commute Trip Reduction Program Report!

This Commute Trip Reduction Program Report will collect up-to-date information and provide more insight on transportation programs, commuter benefits, policies and culture.

This program report will ask questions that may require additional research. Please preview all questions online at our [website](#) before beginning the survey. If you do not have a program summary, you may [download](#) and use our program summary template.

We anticipate that once you have prepared your information, the report will take about 15 minutes to complete. If you have questions, please contact your Commute Seattle Transportation Specialist.

Jenna Forty - jennaf@commuteseattle.com

Kendle Bjelland - kendleb@commuteseattle.com

Olivia Holden - oliviah@commuteseattle.com

James Cooper - jamesc@commuteseattle.com

Information provided in this survey is considered a public record and may be subject to public disclosure. For more information, see the Public Records Act, RCW Chapter 42.56. To learn more about how we manage your information, see our Privacy Statement at <http://www.seattle.gov/privacy> or ask your Commute Seattle Transportation Specialist.

Company Information

* 1. Organization Name and E-Code

* 2. ETC Contact information

Name

Job title

Address

Address 2

City/Town

State/Province

ZIP/Postal Code

Email Address

Phone Number

* 3. Program Manager -or- alternate ETC contact

Name

Job title

Address

City/Town

State/Province

ZIP/Postal Code

Country

Email Address

Phone Number

* 4. Highest Ranking On-site Official

Name

Title

Email Address

Phone Number

* 5. How many employees are at your worksite? (#)

Total employees: Full time employees scheduled to be employed on a continuous basis for fifty-two (52) weeks for an average of at least thirty-five (35) hours per week) regardless of their schedule or other characteristics.

CTR affected employees: Full-time employees who begin their regular work day at an affected employer's worksite between six (6:00) a.m. and nine (9:00) a.m. (inclusive) on two (2) or more weekdays for at least twelve continuous months, who are not independent contractors, and are scheduled to be employed on a continuous basis for fifty-two weeks for an average of at least thirty-five hours per week.

A **full-time employee** means an employee scheduled to be employed on a continuous basis for fifty-two (52) weeks for an average of at least thirty-five (35) hours per week.

Total

CTR affected

* 6. Does your worksite plan to move or consolidate locations in the next 18 months?

Information and Education

* 7. Which ways do you make ETC contact information available to your employees: (check all that apply)

- Online employee website
- Break room poster
- Do not make contact information available
- Transit display or kiosk
- Other (please specify)

* 8. Do you distribute commute information via: (check all that apply)

- An intranet
- Information board
- Kiosk (digital or physical display)
- Employee newsletter or email
- Other (please specify)

* 9. Have you provided commuter program information to all employees at least twice within the last year?

- Yes
- No

* 10. Please list the two most recent dates you provided commuter program information to all employees:

Date 1

Date 2

Other

* 11. How do you provide transportation program information to new hires? (Check all that apply)

- A new employee orientation
- Hiring packet
- New hire online modules
- I do not distribute transportation program information to new hires.
- Other (please specify)

Transportation Incentives and On-Site Amenities

* 12. Do you offer a general transportation subsidy or stipend to employees? (e.g. a stipend or subsidy not tied to a particular mode and other than ORCA) If yes, please provide a brief description of the benefit, including its value, and how it is administered.

- No
- Yes. Describe:

* 13. Do you offer ORCA Business Passport or ORCA Choice to employees at this worksite?

- ORCA Choice
- ORCA Passport
- Neither

* 14. What is the monthly cash value or percentage of the ORCA Choice or ORCA Passport subsidy:

Cash Value

Percentage

Not Applicable

15. If the monthly value is unknown, what is the amount of the annual contract?

* 16. Approximately how many employees use ORCA Business Passport or ORCA Choice?

* 17. Do you offer a Vanpool and/or Vanshare subsidy, allowance, or stipend to employees at this worksite, including reduced or free parking? (Other than ORCA Business Passport.) If yes, what amount is subsidized per month?

No

Yes. Cash value or percentage of subsidy:

* 18. Approximately many employees use the Vanpool and/or Vanshare benefit?

* 19. Is there a subsidy, allowance or stipend for employees that carpool to work, including reduced or free parking? If yes, please provide a brief description of the subsidy, allowance or stipend, the amount, and how it's administered.

No

Yes. Describe:

* 20. Do you offer a bike subsidy, allowance or stipend at this worksite? If yes, please provide a brief description of the subsidy, allowance or stipend, the amount, and how it's administered.

No

Yes. Describe:

* 21. Approximately how many employees use the bike benefits?

* 22. Do you allow employees to set aside a portion of their pre-tax income, known as Pretax Transportation Benefit, to purchase a transit pass? (Section 132(f) of the Internal Revenue Code)?

Yes

No

* 23. Do you allow employees to use pretax income to pay for parking costs?

Yes

No

* 24. Do you offer the following to employees at this worksite:

	Yes	No, but plan to in the next 6 months	No
Telework or remote work options to avoid or shift time of a commute trip	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Flex time so employees' start and end times can vary	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compressed work week scheduling (i.e. working 40 hours in 4 days or 80 hours in a 9 day period)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employees may work at different worksites	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 25. Does your worksite have corporate accounts or discounts for employee use of the following:

	Yes	No, but plan to in the next 6 months	No
Zipcar, Car2Go, ReachNow, other carshare	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lyft, Uber, Taxi	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Any bikeshare	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Waze, iCarpool, Scoop, or other carpool app	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 26. Are the following available to employees at your worksite?

	Yes	No, but plan to in next 6 months	No
Employer-provided shuttle or Shared employer shuttle	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internal circulator	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Employer-provided cars for employees to travel to off-site business appointments	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Company provided bikes	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 27. Do you provide any of the following carpool services: (check all that apply)

	Yes	No, but plan to in the next 6 months	No
Internal carpool ride matching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Internal vanpool/vanshare matching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Rideshare Online or other 3rd party rideshare matching	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Other (please specify)

* 28. Do you offer the following active transportation amenities at your worksite? (check all that apply)

	Yes	No, but plan to in the next 6 months	No
Showers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lockers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bike cage or secure bike room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Covered bike racks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uncovered bike racks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child/ infant car seats available to borrow	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

* 29. Are amenities shared with other building tenants?

	Yes	No	N/A
Shower	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Lockers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Bike cage or secure bike room	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Covered bike racks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Uncovered bike racks	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Child/infant car seats available to borrow	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Parking

* 30. Do you offer any of the following specifically to employees driving alone (SOV) at this worksite: (check all that apply)

- Free parking
- Parking subsidy or reimbursement
- General transportation subsidy or stipend
- None of the above

* 31. How many employees receive parking benefits?

* 32. How many parking spaces provided by your worksite are reserved for:

Employee usage (total including owned, leased, onsite, and offsite)

HOV parking (including carpool, Vanpool and Vanshare)

Shared/ public spaces (available but not reserved specifically for employees)

Low emission vehicles

* 33. What is the cash value stalls are leased at? (Daily Rate)

Program Summary

Here we give you the (optional) opportunity to submit your best and most comprehensive communications piece, previously known as the Program Summary. Show us how you display your most recent commuting data, summarize your key achievements, and communicate the program to others. Examples could include a PDF copy of a flyer, or screenshot of an intranet site. Only PDF, DOC, DOCX, PNG, JPG, JPEG, GIF files are supported. If you would like to submit another file type, please email it directly to your Commute Seattle Transportation Specialist.

We will collect the best examples for best practices (anonymized at your request) to share with others and to use for potential awards in the future.

Want to create a new example? Feel free to use our [program summary template](#) as-is or as inspiration for creating your own communication piece.

Our most successful CTR-Affected worksites tend to have the following information included in their key communications pieces:

- Mission statement and call to action to encourage the reduction of drive alone rates
- Mode-split and statistics to provide context for how employees get to work
- Exact subsidy amounts and how to apply for, retrieve, or use subsidies
- Detailed instructions for accessing on-site amenities such as bike lockers, showers, or HOV parking spaces
- Links to online tools and resources such as agency websites and Google Maps
- Link to ETC contact information

34. Please upload your Program Summary using the file upload function

Choose File

No file chosen

Administration and Engagement

* 35. What was the estimated direct cost to your organization over the past 12 months to implement the work site transportation program? Please record a yearly monetary cost estimate for each of the categories below.

Meeting CTR program requirements and promoting your program to employees, including ETC /staff time, overhead, materials, other costs integral to the administration of the program

Financial incentives and subsidies paid to employees (All program costs, including ORCA, parking etc.)

Facilities such as bike racks, bus shelters, lockers, etc.

Any other costs not covered above

Please explain "other costs"

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

Yes

No

* 37. How long has it been since you last met with your Commute Seattle Transportation Specialist, including over the phone?

a week

a month

3 months

6 months

I have never met with my Commute Seattle Transportation Specialist

* 38. Have you or someone from your company attended a Commute Seattle event or presentation in the last 12 months?

Yes

No

If yes, please share the presentation topic and month

* 39. Do you forward the Weekly E-blast to employees?

Yes, always

Yes, sometimes

No

I don't receive the e-blast

* 40. Does your company leadership demonstrate support for transportation programs, particularly regarding options other than driving alone?

No

Yes. Provide a noteworthy example:

* 41. What are your worksite's top three transportation program priorities for the next 18 months?

1

2

3

* 42. Anything you feel like we didn't cover here? Let us know about any benefit, amenity or program that you think we didn't capture in this survey.

Employer Certification

Employer Commitment

I understand that my worksite is required to submit information on the transportation program described above to comply with Washington State's CTR law. The program as described represents a good faith effort to meet the minimum requirements as outlined in that law and local ordinance. I will notify my Commute Seattle Transportation Specialist or CTR@commuteseattle.com with any substantive changes to this information.

By entering my name below I confirm that I am designated by my worksite's highest ranking official to commit to the implementation of the program, and I have shared this report with that official.

* 43. Please enter your name below (this serves as your signature).