

CTR Program Reports

Per the Washington State Commute Trip Reduction (CTR) Law, CTR program participants must submit a “Program Report” to Commute Seattle every other year. As an Employee Transportation Coordinator (ETC), it is your role to gather information on a variety of transportation-related topics, as outlined below.

This document provides an overview of the types of information collected, along with many of the specific questions asked, to help you prepare to complete this requirement.

Commute Seattle will alert you of this requirement and work with you to complete it.

Program Report Introduction: Company Information

The first section of the Program Report asks for basic background information about your workplace.

Contact information

- ETC (Employee Transportation Coordinator)
- Program Manager
- Highest Ranking Official

Count of employees in Seattle offices

- Total employees: The total number of full-time employees employed by your workplace.
- CTR affected employees: Full-time employees who begin their regular workday between 6:00 a.m. and 9:00 a.m. (inclusive) on 2+ weekdays for at least 12 continuous months, who are not independent contractors.

Category A: Employee Communication & Amenities

For Category A, you will answer several questions surrounding how your workplace communicates transportation information to employees and specific details about what amenities are offered to employees. Note: for many questions, you may select multiple answers from a list of choices.

How is information communicated, distributed, & displayed?

- Online employee website
- Break room poster
- Transit display or kiosk

How is transportation program information provided to new hires?

- A new employee orientation
- Hiring packet
- New hire online modules

Does your company provide corporate accounts for services such as the following?

- Zipcar or other
- Lyft, Uber, Taxi
- Bikeshare or scootershare
- Waze, iCarpool, Scoop

What kinds of Flexwork options are offered to employees?

- Remote work options to avoid or shift commute trips
- Flex time so employees' start/end times can vary
- Compressed work week scheduling
- Option to work at different worksites

What kinds of transportation amenities are offered?

- Employer-provided shuttle
- Internal circulator
- Employer-provided bikes
- Employer-provided cars
- Vanpool and carpool
- Guaranteed ride home option in case of an unplanned trip

Does your building have active transportation amenities?

- Showers
- Lockers
- Bike cage or secure bike room
- Covered or uncovered bike racks
- Bicycle maintenance on site

Category B: Subsidies & Modal Support

Category B seeks information on how your workplace's programs are working to make non-drive-alone commutes preferable options for your employees. For this category, you will need information on subsidies offered towards ORCA cards, Vanpool, Vanshare, carpool, and more.



King County Metro ORCA Cards

- Do you have ORCA Business Passport, Business Choice, or neither?
- How many employees use ORCA?
- What is the cost of the program?
- How much does your workplace pay towards each employee's ORCA card?

Subsidies towards commute modes

- If employees use Vanpool, Vanshare, or carpool, does your workplace offer a subsidy towards it?
- Does your workplace offer subsidies for active modes such as biking, scootering, walking, running?

Pre-Tax Transportation Benefits

- Does your workplace allow employees to set aside a portion of their pre-tax income to purchase a transit pass, Vanpool, or Vanshare?

Category C: Parking Management



Lastly, Category C asks about the specifics of your parking programs, with the intention of helping you manage parking in a sustainable way.

Do employees who drive alone receive parking benefits? Such as:

- Free parking
- Parking subsidy or reimbursement
- General transportation subsidy or stipend

How many parking space are reserved for the following:

- Monthly pass holders
- Employer fleets
- Carshare
- Electric vehicles
- Vanpools
- Carpools
- ADA spaces

What funds are going towards parking?

- What amount are parking passes offered to employees?
- How many receive these benefits?

Questions?

Schedule a consultation with Commute Seattle.

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