



2023 Commute Trip Reduction (CTR) Biennial Program Report

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The Commute Trip Reduction (CTR) Program Report is a requirement for all CTR-affected employers to demonstrate compliance with State and City law. This report collects current information on employee transportation programs, policies, and benefits.

The Program Report covers the 2023-2024 reporting cycle and is due no later than December 22, 2023.

Satisfactory completion of this document and submission of any required attachments will demonstrate this worksite's compliance with the biennial CTR Program Report requirement. Note that each individual CTR Affected Worksite will require a separate submission. Commute Seattle will review the report for completeness before submitting it to the City of Seattle.

This document contains short answer and multiple-choice questions. If you have not completed the report before, some research into facilities and benefits will likely be necessary. You can preview the questions online at: [Commute Seattle's Program Report Page](#). Prepare your responses in advance. Once your information is prepared, the report will take about 15 minutes to complete. You can pause and come back to your report by using the "Save" button and copying the Save URL or having the link sent to your email. Once ready to resume, just navigate to the Save URL or click on the link in your email.

January 2022 Program Report responses are integrated into Commute Seattle's [CTR Dashboard](#) where they are compared with neighborhood and industry peers. You will be notified once the dashboard is updated with the data you provide below.

We understand that since the beginning of the COVID-19 Pandemic your worksite may be seeing lower occupancy and/or utilizing altered operational protocols and transportation programs. Please accurately fill out the survey based on transportation elements currently offered.

Program Report Outline:

- Company Information
- Mandatory CTR Program Categories (2 strategies per category required)
 1. **Employee Communication and Amenities** – inform employees and programmatic/facilities support for non-drive-alone trips
 2. **Subsidies and Modal Support** – programs to ensure non-drive-alone commutes are incentivized and preferable
 3. **Parking Management** – ensure parking is appropriately priced and non-drive-alone

options have incentives and/or priority parking

- Administration and Engagement
- (Optional) Program Showcase
- Certification

Company Information

(1) Select your company name and enter site address

Company Name

(2) Employee Transportation Coordination (ETC) Contact Information

Email

Job Title

(3) Program Manager (or alternate ETC) Contact Information

Job Title

(4) Highest Ranking On-Site Official

(5) Please provide a current count of employees at your workplace, using the following definitions:

- **Total employees:** The total number of full-time employees employed by your workplace and based out of this worksite. As per WSDOT guidance, 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, regardless of telework status.
- **CTR affected employees:** Full-time employees who begin their regular work day at between 6:00 a.m. and 9:00 a.m. (inclusive) on two or more weekdays for at least twelve continuous months, who are not independent contractors.
- **WSDOT's [CTR TELEWORK AND REMOTE WORK POLICY](#) states the following in regards to including remote workers as CTR Affected.**

"Employees who telework full-time, part-time, or occasionally are considered CTR-affected. Remote workers are not CTR-affected if they meet all four of the following requirements:

1. *Work from home or a site near home.*

2. *Come to the worksite once per year or less.*
3. *Live more than 150 miles from their worksites.*
4. *Do not work at a state agency in Lacey, Olympia, or Tumwater."*

Total Employees

CTR Affected Employees

(6) Currently, what percentage of your employees are working in the physical office space two or more days per week?

(7) What percentage of staff do you expect to be on site two or more days per week in the next year?

- No Change More than current Less than current

(8) Generally, how has the COVID-19 pandemic impacted the commuter programs and benefits the worksite offers to employees? (Check all that apply)

- No Change
- Offer Increased Schedule and Workplace Flexibility
- Offer Increased Commuter Benefits
- Offer Decreased Schedule and Workplace Flexibility
- Offer Decreased Commuter Benefits

(9) Does your worksite plan to move or consolidate locations in the next year?

- No Yes

Mandatory CTR Program Category A: Employee Communication and Amenities

(10) In what ways is ETC contact information readily available to your employees? (Check all that apply)

- Electronic Resources (Email/Electronic Communication/Company Website/Etc.)
- Physical Resources (Employee Handbook/Pamphlet/Posters in Workplace/Etc.)
- New Hire Training/Orientation
- ETC Contact Information Not Available

(11) In what ways is commute information distributed to your employees? (Check all that apply)

- Electronic Resources (Email/Electronic Communication/Company Website/Etc.)
- Physical Resources (Employee Handbook/Pamphlet/Posters in Workplace/Etc.)
- New Hire Training/Orientation

(12) Do you offer the following to employees at this worksite? (Check all that apply)

- Telework or remote work options
- Flex time so employees' start and end times can vary
- Compressed work week scheduling (i.e. working 40 hours in 4 days or 80 hours in a 9 day period)
- Employees may work at different worksites

(13) Do you offer a guaranteed ride home to employees who do not drive and must take an unplanned trip?

- Yes, guaranteed ride home offered through ORCA
- Yes, guaranteed ride home offered by rideshare reimbursement
- No

(14) Are the following mobility options available to employees at your worksite? (Check all that apply)

- Employer-provided shuttle
- Internal circulator
- Employer-provided cars for off-site business appointments
- Employer-provided bikes, micromobility credit or other mobility devices

(15) Do you provide any of the following carpool services? (Check all that apply)

- Internal carpool ride matching
- Internal vanpool/vanshare program
- Rideshare Online or other 3rd party rideshare matching

(16) Does your worksite have corporate accounts or discounts for employee use of the following?

- Zipcar or other carshare platform
- Lyft, Uber, Taxi, or other rideshare
- Bike- or Scooter-share
- Waze, iCarpool, Scoop, or other carpool app

(17) Do you offer the following active transportation amenities at your worksite? (Check all that apply)

- Showers
- Lockers
- Secure bike room or storage
- Covered bike racks
- Uncovered bike racks
- Bike maintenance or repair on site
- E-bike, e-scooter, or other micromobility device charging

Mandatory CTR Program Category B: Subsidies and Modal Support

(18) Which King County Metro Business ORCA Programs does your workplace offer employees? Descriptions of ORCA Passport and Choice can be found [here](#).

(24) Do you offer employees a general transportation subsidy? (e.g. a dollar amount that can be applied to any transportation cost)

General Subsidy Offered

Yes No

(25) Do you offer [Vanpool](#) and/or [Vanshare](#)?

Vanpool/Vanshare Offered

Yes No

(27) Do employees using Vanpool/Vanshare receive parking subsidy or discount?

Yes No

(29) Do you provide or promote carpool matching (via an internal site or a partner like Rideshare Online)?

Carpool Match Promoted

Yes No

(30) Do employees who carpool receive parking subsidy or discount?

Yes No

(31) Do employees who carpool receive a subsidy towards their carpool (other than a parking benefit)?

Yes No

(32) Approximately what percentage of employees are regularly utilizing carpools?

% Employees using Carpools

(33) Do you offer active transportation subsidies? (biking, scootering, running, walking, etc.)

Active Transportation Subsidy Yes No

Yes No

(36) Does your worksite provide any bike safety or bike commuting training for employees?

No

Bike Safety

Bike Commuting

(37) Do you allow employees to set aside a portion of their Pre-Tax income (known as Pre-tax Transportation Benefit) to purchase a transit pass or Vanpool/Vanshare?

[\(Summary of Section 132\(f\) of the Internal Revenue Code\)](#)?

Pre-Tax Benefit Offered

Yes No

(38) Do you allow employees to use pre-tax income to pay for parking costs?

Pre-Tax Parking Offered

Yes No

(39) Did you know that businesses with greater than twenty employees within Seattle are required to provide pre-tax commuter benefits to employees ([Commuter Benefits Ordinance](#) requirements)?

Aware of CBO

Yes No

Mandatory CTR Program Category C: Parking Management

(40) Which of the following are provided to employees who drive alone? (check all that apply)

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

(41) Approximately how many employees receive parking benefits? Enter 0 if none.

Employees Receiving Parking Benefit

(42) How many parking spaces at your worksite are reserved for the following uses? Please enter a whole number. Enter "0" if no spaces are allotted.

ADA Reserved

Reserved for Building/Employer Fleet

Reserved for Carshare

Reserved for Electric Vehicle Charging (Separate from Parking Reserved for Fleet Vehicles)

Reserved for Carpools

Reserved for Vanpools

Reserved for Short Term Parking / Visitors

Reserved for Upper Management or Tenured Staff

Other Reserved

(43) Do you have any off-site parking reserved for employees?

- Yes No

(44) Which of the following parking options are available to employees? Please enter the number of passes sold and the price per pass for each parking option.

Parking Payment Options

- Daily Parking Weekly parking Monthly parking Annual parking Other (Please describe below)

(45) Do you offer a parking cash out for people who do not drive and park at the building?

- Yes No

(46) Please provide any additional information about parking pass options and pricing that you were unable to specify previously.

Additional Parking Information

Administration & Engagement

(47) What was the estimated direct cost to your organization over the past 12 months to implement the transportation program? Please estimate an annual monetary cost estimate for each of the categories below.

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

CTR Program Cost Estimate

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

Incentives & Subsidies Cost Estimate

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

Facilities Cost Estimate

Any other costs not covered above

Other Costs

(48) Has your employer applied for [state tax credits](#) for its expenditures supporting employee's commute alternatives? Apply by Jan 31, 2024 for 2023's expenditures!

State Tax Credits Application Complete

Yes No

(49) Do you forward the Commute Seattle's On the Move Newsletter to employees?

Yes No

(50) Does your company leadership demonstrate support for transportation programs, particularly regarding options other than driving alone?

Commuter Program Supported

Yes No

(51) What are your worksite's top three transportation program priorities for the next year?

First Priority

Second Priority

Third Priority

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(52) (OPTIONAL) Does your business identify as any of the following categories? (Check all that apply)

- Disability-Owned
- LGBTQ-Owned
- Asian-Owned
- Black-Owned
- Latino-Owned
- Native-Owned
- Veteran-Owned
- Woman-Owned

(53) 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.

Additional Program Information

(Optional) Program Showcase

Proud of the commuting benefits and programs your organization is working on? Submit program materials to showcase your work! Some examples: unique benefit or programming that has made an impact at your site, summary of key achievements, or highlight your best CTR program communications collateral. We will collect noteworthy submissions to be featured as best practices (anonymized at your request) and/or highlighted at an upcoming newsletter, case study, or event.

Examples could include a PDF copy of a flyer or screenshot of an intranet site.

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

(54) Please upload your document.

Maximum of 2 documents

Certification

Company 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.

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.

(55) Please enter the signer's name and job title below.

Signer's Name

First

Last

Job Title