Co-Located Commute Trip Reduction Program

For

(Building/Complex)

(List of Participating Agencies)

Adopted (Date)
State Agency Co-Located CTR Program Template

The following template follows the Co-Located CTR Plan for State Agencies adopted by the Interagency CTR Board. The plan can be found at [www.ga.wa.gov/CTR/guide.htm](http://www.ga.wa.gov/CTR/guide.htm)

For clarification or assistance contact Joan Cullen, State Agency CTR Program Manager, 360-902-7318, [jecullen@ga.wa.gov](mailto:jecullen@ga.wa.gov).

Co-Located CTR Worksites must submit its adopted CTR Program to Joan Cullen, Department of General Administration, Post Office Box 41015, Olympia Washington 98504-1015 (MS: 41015) and to the local jurisdiction.
Co-Located CTR Program for (worksite name and address)

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Introduction
The CTR Committee for (Worksite name) has developed this CTR Program in response to the CTR Law (RCW 70.94.521-551), the requirements of the (City’s or County’s) local ordinance and guidelines from the Governor’s CTR Board and the Interagency CTR Board. All employees at this co-located worksite are eligible and encouraged to participate.

The CTR Law benefits our community by protecting the environment, enhancing our resources and maintaining and improving our quality of life. Each agency in this CTR program is committed to reducing the number of single occupant vehicles traveling to the worksite by encouraging employees to use alternatives to driving alone. Alternatives include, walking, bicycling, carpooling, vanpooling, riding the bus, train or ferry, working a compressed work schedule or teleworking. (List options that apply to the worksite)

The Co-Located CTR worksite is occupied by the following agencies and employees: (list agencies and approximate number of employees for each).

CTR Program Goals:
◊ Reduce auto-generated air and water pollution.
◊ Reduce auto-generated energy consumption.
◊ Reduce traffic congestion.
◊ Optimize the use of existing and future transportation systems, minimize costs and preserve resources.
◊ Promote Governor’s Green House Gas Emissions Initiative.
◊ Promote a healthy life style through walking and bicycling.
◊ Reduce impacts on surrounding neighborhoods by effectively managing visitor and employee parking.
◊ Others that may apply

Program Administration shall be through a complex-wide CTR Committee.

CTR Committee Structure
◊ Members of the committee: (List member categories, i.e. one member from each agency, etc.)
◊ Lead agency role: (describe process for determining the rotation cycle)
◊ Meeting schedule: (at least quarterly once the CTR program is fully implemented)

Statement of Committee Responsibilities (note: details appear later in the document)
◊ Conduct Employee Surveys every two years.
◊ Submit Signed CTR Program Reports to the (local jurisdiction) when required.
◊ Plan for CTR Events Planning.
◊ Provide CTR Information to all employees.
◊ Display employee transportation coordinators’ names, locations, and telephone numbers.
COMMUTE OPTIONS
The (worksite) Co-Located CTR Program will encourage employees to commute by carpool, vanpool, taking the bus, ferry or train, walking, bicycling, telework, and flexible schedules. (List and describe only those options available to the worksite. If the worksite is served by transit, list the transit stops and bus routes. See Co-Located CTR Plan.)

CTR PROGRAM SUPPORTING ELEMENTS
CTR Subsidies: list each agency’s CTR subsidy program with links to policies, etc.

Ride Matching Assistance – RideshareOnline.com
CTR Committee members or agency employee transportation coordinators (ETC) will assist employees to find options for carpools and vanpools through the statewide internet program www.rideshareonline.com.

Emergency Ride Home Program (ERH)
Describe emergency ride home program for the worksite. See “Emergency Ride Home” program description in the State Agency CTR Plan.

Amenities at the Worksite
List amenities available to employees
- Bike racks or bike cages
  Describe if/where bicycle cages or racks are located
- Showers/Lockers
  If available, describe where they are located and any rules that must be followed.
- Other
  List other amenities available to employees at the worksite, such as daycare, ATMs, cafeterias, cleaners, etc.

Parking
- Describe the parking available to employees, including for carpools and vanpools.

INFORMATION AND COMMUNICATION (describe all that apply)
New Employee Orientation
Describe how information on the worksite CTR program will be provided to new employees

Commuter Information Center
Describe where the CTR information board will be located.

Flyers and Posters
How/when flyers and posters will be used to promote CTR events, etc.

Newsletter Articles
Describe how often articles will be included in agency newsletters

E-Mail
Describe how/when emails will be used to promote CTR

Presentations to Work Groups and Management Teams
Describe how/when presentations will be offered to agency management
Special Events
List the special events that will be promoted such as Wheel Option Campaigns (twice a year), transit fairs, bicycle contests, etc.

Recognition of CTR Participants
Describe how the CTR Committee will recognize employees’ participation

Parking for Carpools and Vanpools (for worksites that manage employee parking)
Specify how carpool parking will be implemented. See Co-Located CTR Plan.

Signature Page
The elements of the (worksite) Co-Located Commute Trip Reduction Program described herein are agreed to among the agencies participating as listed below.

Agencies that locate into the facility after the adoption of the CTR Program will be required to participate in the CTR Program and the agency head will be required to sign the original signature page. A copy of the revised signature page will be distributed to each participating agency. The worksite will inform the State Agency CTR Program Manager at the Department of General Administration and the local jurisdictions when agencies join or leave the worksite.

(Sample)
Department of A, Director B

Include typed Name of Director/Secretary under each signature line for each agency

Department of B, Secretary C

Include typed Name of Director/Secretary under each signature line for each agency

Department of C, Director D

Include typed Name of Director/Secretary under each signature line for each agency