Commute Trip Reduction Program

For

(Agency & Location)

Adopted (Date)
Voluntary CTR Program for (worksite name and address)

Table of Content:

Introduction, Program Intent, and Goals
Program Administration
Committee Structure
  Members
  Lead Agency
  Meetings
Committee Responsibilities
Program Elements
Commute Options
Supporting Elements
  Subsidies
  Ride Matching
  Emergency Ride Home
  Worksite Amenities
  Parking
Information and Communication
  Commuter Information Boards
  Flyers and Posters
  Newsletters
  E-mail
  New Employee Orientation
  Presentations
  Events
  Recognition
Signature Page
Introduction

The CTR Law benefits our community by protecting the environment, enhancing our resources and maintaining and improving our quality of life. (Agency) 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)

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 sustainability
◊ 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.

Agency CTR Structure
◊ CTR Coordinator
◊ Location of CTR program in the agency
◊ General members of a CTR committee

Statement of Agency Responsibilities if registering with a local jurisdiction: (Note: this is an option, not a requirement.)
◊ Conduct Employee Surveys every two years.
◊ Submit Signed CTR Program Reports to the (local jurisdiction) when required.

Other responsibilities for the agency CTR Coordinator:
◊ Plan for CTR Events Planning. Example, Wheel Option Campaigns, Bicycle Commuter Contests, etc.
◊ Provide CTR Information to all employees. (describe how & when information will be provided, i.e. monthly emails, quarterly newsletters, new employee orientations, etc.)
◊ Display employee transportation coordinators’ names, locations, and telephone numbers.
COMMUTE OPTIONS
The (agency) 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.)

CTR PROGRAM SUPPORTING ELEMENTS
CTR Subsidy: (details of subsidies if available and funded by the agency)

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)

AMENITIES AT THE WORKSITE List amenities available to employees such as:

◊ 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 situation at the agency, including for carpools and vanpools. See parking guidelines at www.ga.wa.gov/CTR/guide.htm.

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

Signature Page
The elements of the (worksite) Co-Located Commute Trip Reduction Program described herein is agreed to by:

________________________________________________________ Date: _______________
Agency Head