

State Agency Advisory Group

Action plan in action

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Action plan at a glance

Goal 1: Foster a culture of commute trip reduction at state agencies

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- Build state agency awareness and leadership support for CTR programs.
 - Encourage development of worksite-specific CTR strategies that directly target single occupant vehicle (SOV) reduction.
 - Expand and further structure the State Agency CTR Advisory Board.

Goal 2: Provide guidance and informational support to network of state agency commute trip reduction staff and leadership

- Provide up to date guidance and policy documentation for state agencies.
- Build a coordinated network of aligned state agency CTR programs.

Goal 3: Improve commute trip reduction data collection, analysis, and dissemination

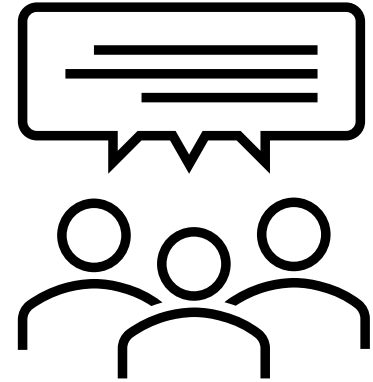
- Strengthen data quality and usability of commute surveys and program reports.
- Increase ETC participation in data reporting and analysis efforts.

Goal 2: Provide guidance and informational support to network of state agency CTR staff and leadership.

Strategy	Activity	Outputs	Performance Measures
Provide up to date guidance and policy documentation for state agencies.	Provide ETCs with clearly defined responsibilities.	• Documentation of responsibilities • Promotional and educational materials • Policy templates • Documentation of rideshare opportunities • Update Joint Comprehensive Plan • Create a CTR best practices document for state agencies	• Policy documents updated on time / in accordance with RCW • Documents available on website • Success stories • Online guidance resources • Readable and clear ETC guidelines
	Support development of promotional and educational materials, including topics such as state CTR benefits and rideshare opportunities.		
	Ensure review and maintenance of state CTR webpages for accuracy and functionality.		
	Biennially review and update the Joint Comprehensive CTR Plan.		
Build a coordinated network of aligned state agency CTR programs.	Collect and connect agency contacts for regular communication	• Templates • Guidance • Online highlights • Certificates	• Effective networking tools and use • Agencies accessing tools and site • Communication reach • Resources developed/shared • New/expanded positions • Shared resource libraries created • Click rates
	Semiannually recognize ETC efforts.		
	Provide opportunity to share program resources and insights.		
	Encourage full/part-time ETC positions based on agency size and complexity.		

Next steps

- Gather and collate information from today
- Post resources on state agency CTR website
- Identify gaps in action plan and next first steps



Questions & Ideas
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