



Approved by: _____

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Multimodal Development and Delivery

Commute Trip Reduction Program and Employee Transportation Benefits

I. Introduction

A. Purpose

The purpose of this Agency Policy is to establish policy goals for the Washington State Department of Transportation's (WSDOT's) Commute Trip Reduction (CTR) program and to establish qualifications, available benefits, eligibility, and rules for employees who participate in the program.

The Washington State Commute Trip Reduction program makes measurable differences for individuals, communities, and the economy. For WSDOT, the program supports employees by providing mutually beneficial strategies and solutions that reduce transportation-related pollution, reduce energy use, contribute to the goals established in the [Governor's Executive Order 16-07](#) *Building a Modern Work Environment*, and improve the performance of Washington state's transportation system.

B. Background

The CTR program is mandated by state law. The purpose of Washington's CTR law (Revised Code of Washington [\[RCW\] 70A.15.4000-4100](#)) is to improve air quality, reduce traffic congestion, and minimize energy consumption. The law establishes employer-based programs that encourage alternatives to drive-alone commuting.

The Legislature recognizes the crucial leadership role of state agencies in implementing effective commute reduction programs. Therefore, it is the policy of the state that the Department of Transportation and other state agencies, including institutions of higher education, aggressively develop substantive programs to reduce commute trips by state employees ([RCW 70A.15.4090](#)).

C. Supersession

This Agency Policy supersedes and replaces Secretary's Executive Order E 1086.02 *Commute Trip Reduction Program*, dated November 1, 2022. It also replaces and rescinds Secretary's Executive Order E 1117.00 *ORCA Benefits for WSDOT Employees Stationed in King, Pierce, and Snohomish Counties*, dated November 5, 2020. All references to the superseded E 1086.02 and the rescinded E 1117.00 now reference P 1086.03.

D. What Has Changed

This Agency Policy makes the following changes from E 1086.02:

- It updates the policy's title.
- It updates the contact information.
- It makes minor changes to clarify the existing language.
- In Section II, it provides examples of employee transportation benefits.
- In Subsection III.A, it clarifies employee status for program eligibility.
- In Subsection III.B, it adds text from a collective bargaining agreement.
- In Subsection III.I, it includes a note about working while commuting on public transportation. It also replaces the reference to the Telework page on insideDOT with a reference to WSDOT's *Telework Manual*.
- In Subsection III.L.1, it updates language about the One Regional Card for All (ORCA) card programs and integrates policy that was in the rescinded Secretary's Executive Order E 1117.00.
- In Subsections III.L.2 and III.L.3, it replaces the language about the State Agency Rider (STAR) Pass with language about the Right to Ride Program.
- In Subsection III.M, it updates the language about the vanpool subsidy.
- In Section V, it adds to and updates the list of references.
- In Section VI, it replaces a reference to the Secretary of Transportation with a reference to the Assistant Secretary, Multimodal Development and Delivery.

II. Policy

This Agency Policy establishes the following policy goals for the WSDOT Commute Trip Reduction program:

- Reduce fuel consumption, air pollution, and traffic congestion.
- Enhance employee morale, productivity, recruitment, and retention by providing transportation choices that support employees.
- Demonstrate leadership and serve as a model in managing demand on our transportation system for the private and public sectors.
- Support a modern work environment.

This Agency Policy also establishes:

- Qualifications for participation in the WSDOT CTR program.
- Eligibility requirements for employees to receive incentives or subsidies through the WSDOT CTR program, such as ORCA cards, free transit passes, and 100 percent vanpool fare subsidies.
- Rules for employees who participate in the WSDOT CTR program. Employees who participate in the program are directed to do so in accordance with this Agency Policy.

III. Information to Carry Out This Policy

The following information applies to all WSDOT locations statewide, except as noted otherwise.

A. Qualifications to Participate in the WSDOT CTR Program

1. Be an employee (full-time, part-time, temporary, or non-permanent) of WSDOT. Consultants are not eligible.
2. Register in [RideshareOnline.com](https://rideshareonline.com) using the WSDOT email address that associates the employee with the WSDOT network.

B. Qualifications to Become Eligible for Cash Incentive

1. When the qualifying mode is carpooling, rolling, or walking, at least 60 percent of the home-to-work commute distance must be completed by one or a combination of these modes.
2. If you are a ferry commuter, your ferry ride is not counted as part of your commute distance. You can qualify for an incentive if you use an approved incentive mode for at least 60 percent of the land-based portion of your commute.
3. Employees will not receive an incentive payment if they receive a subsidy for riding transit or vanpooling.

“Agencies will provide commute trip reduction incentives consistent with agency policies and within available resources” (Washington Federation of State Employees Collective Bargaining Agreement, Section 25.2).

“Agencies may provide commute trip reduction incentives consistent with agency policies and within available resources” (Professional and Technical Employees Local 17 Collective Bargaining Agreement, Section 24.2).

C. Commute Options Eligible for Cash Incentive

1. Carpooling.
2. Rolling: the use of bicycles or tricycles, wheelchairs and other mobility assistance devices, and low-speed micromobility devices that may be either human- or electric-powered. Such devices include foot scooters, electric-assist bicycles, skateboards, and other small, lightweight, wheeled conveyances that do not require a driver’s license for operation. For incentive tracking purposes within [RideshareOnline.com](https://rideshareonline.com), choose “Bike” as your commute mode.
3. Walking.

D. Subsidized Commute Options

1. Vanpooling.
2. Riding public transit.

E. Commute Options Not Eligible for Cash Incentive

1. Driving alone in a vehicle or on a motorcycle.
2. Carpooling with children under sixteen when a vehicle trip is not eliminated.

3. Getting a ride from someone who then returns home.
4. Leaving work to pick up a coworker and returning to the worksite.
5. Using a compressed work schedule.
6. Using a ride service such as Uber or Lyft.
7. Teleworking.
8. Riding public transit or a ferry.

F. Tracking Requirements with RideshareOnline.com

1. Employees who are eligible for incentives or subsidies must track the qualifying portion of their commute using RideshareOnline.com for every day they commute to an official duty station or alternative duty station.
2. Employees must fill out their calendars by the fifth day of the following month to be eligible for incentives or subsidies.
3. Employees are responsible for tracking their own commutes.

G. Carpooling, Rolling, and Walking Qualification

1. To be eligible for the cash incentive, the employee must carpool, roll, and/or walk at least 60 percent of the home-to-work commute distance.
2. The cash incentive is added to the employee's paycheck each quarter. The incentive is taxable.
3. Incentives are earned for each qualifying commute trip from home to work and from work to home. Incentives will not be paid for mid-shift travel or business trips.

H. Taxable Cash Incentive Payment

1. The incentive rate is published on the [Your commute page on insideDOT](#).
2. The cash incentive is added to the second paycheck of the month (following the end of the quarter) issued on or near the 25th of the month. If an employee fails to complete RideshareOnline.com monthly calendars on or before the fifth of each month following the qualifying commute trip(s), payment will not be issued.
3. Upon separation of employment from WSDOT, employees must notify the payroll office to coordinate the final payment of incentives in the final paycheck.

I. Telework

1. The CTR program does not provide a monetary incentive payment for teleworking.
2. Teleworking counts toward an employee's CTR participation for commute options that require a participation percentage.
3. The telework program is designed to facilitate and promote an efficient work environment and reduce drive-alone commutes.
4. Employees may include work completed during their commute as part of their workday if they have a current telework agreement and prior supervisor approval.

This applies when employees can work safely and effectively while commuting on public transportation or as a passenger in a non-drive-alone vehicle.

5. For more information about teleworking or teleworking during your commute, see WSDOT's [Telework Manual](#) M 3020.

J. Compressed Work Schedules and Flex Time

WSDOT authorizes many different work schedules that allow employees to compress their work hours into fewer days and then have a day off. For instance, an employee may work four 10-hour days and have the fifth day off.

Flex time allows employees some flexibility in their arrival and departure times (for example, flexing start and end times by 15 minutes to catch a bus). Work schedules other than the standard 8:00 a.m. to 5:00 p.m. schedule are also considered flex time. For a list of approved WSDOT work schedules, please see the [Work schedules page on insideDOT](#).

1. Employees are required to obtain management approval before changing schedules or work hours.
2. The CTR program does not provide a monetary incentive payment for an employee's day off when working a compressed workweek or flex schedule.
3. An employee's compressed work and flex schedule may count toward the employee's CTR participation for commute options that require a participation percentage as long as the employee is eliminating a trip to the workplace during the month.

K. Emergency Ride Home

In the event of an emergency arising during an employee's regularly scheduled work hours, the emergency ride home program is available to any WSDOT employee who uses a CTR-eligible commute option on the day the service is requested. This program is also called Guaranteed Ride Home, State Agency Free Emergency (SAFE) Ride program, and Home Free Guarantee, depending on what region the duty station is located in.

1. **Authorized Emergency Trips**
 - a. Personal or family-member illness.
 - b. Vehicle not available for planned trip home (for example, carpool driver leaves work early due to an emergency, leaving riders without a way home).
 - c. Working late unexpectedly at the request of a supervisor (limit four trips per fiscal year).
 - d. Other emergency situations occurring throughout the workday.
2. **Unauthorized Trips**
 - a. Prescheduled appointments of any kind.
 - b. Prescheduled overtime.
 - c. Business-related travel.

- d. Personal errands.
- e. Trips to the hospital in lieu of ambulance services.
- f. Acts of nature, terrorism, or inclement weather.

3. Origins and Destinations of Trips

- a. To be eligible for an emergency ride home, the employee's trip needs to originate at the assigned work location and terminate at the employee's home or another authorized location, such as a park and ride lot or childcare provider.
- b. Emergency-related interim stops are permitted if they are approved ahead of time by the Employee Transportation Coordinator (ETC) when the trip is requested.
- c. If the commute includes a ferry ride, the ride home is required to terminate at the terminal, prior to boarding the ferry.

4. Approved Mileage

The first 65 miles of the emergency ride home are paid for by the CTR program. The rider is required to pay the difference if the ride exceeds 65 miles. Any gratuities paid to cab drivers are payable at the employee's discretion and are not reimbursable.

5. Ride Limitations

The CTR program provides up to eight emergency rides home per employee each fiscal year. However, only four may be the result of unexpected overtime as requested that day by a supervisor.

6. Employee Transport in a State Vehicle

Employees may use state vehicles with the agreement of the approving authority of the organization to which the vehicle is assigned. In accordance with Office of Financial Management (OFM) and WSDOT guidelines, state-owned vehicles may be used for emergency ride home programs under the following conditions:

- a. Employees may drive a CTR participant home in a state vehicle. The employee driving the participant is not required to take leave to do so.
- b. Participants may use a state-owned vehicle to drive themselves home, provided that a vehicle is available, and the employee is able to return the vehicle before the agency needs it. This option is useful for employees who are required to work late unexpectedly.
- c. Participants who drive themselves are required to be physically and emotionally able to drive and possess a valid Washington State Driver License.
- d. Participants who drive themselves may use the vehicle to only get home and back or with a preapproved interim stop. Family members or other non-state employees are not allowed in WSDOT vehicles that are being used for an emergency ride home.

L. Transit Card and Pass Benefits

1. ORCA Cards: State-issued and CTR

There are two types of ORCA cards for employees:

- State-issued ORCA cards: These cards are available to state employees whose permanent, official duty stations are in King, Pierce, and Snohomish counties.
- CTR ORCA cards: These cards are available to employees with a permanent, official duty station inside Kitsap County or whose official residence is in King, Kitsap, Pierce, or Snohomish counties.

These ORCA cards allow unlimited, fare-free access on the transportation systems listed on the [Your commute page on insideDOT](#). State-issued and CTR ORCA cards do not cover trips on Washington State Ferries.

Employees who obtain any ORCA card are eligible to receive incentives for walking, rolling, and carpooling when they use these modes for at least 60 percent of their total commute distance.

Employees who leave state service, switch their designated duty station, move out of King, Kitsap, Pierce, or Snohomish counties, or lose their card must notify their regional ETC immediately. ETC contact information is available on the [Your commute page on insideDOT](#).

2. Right to Ride Program Pass

The Spokane Transit Authority (STA) Right to Ride Program pass is a free transportation incentive available to eligible WSDOT employees. The pass provides 100 percent fare coverage on regularly scheduled transportation services from Spokane Transit.

Employees whose official residence or official duty station is in Spokane County are eligible for an STA Right to Ride Program pass.

Employees who leave state service, switch their designated duty station outside Spokane County, move out of Spokane County, or lose their pass must notify their regional ETC immediately. ETC contact information is available on the [Your commute page on insideDOT](#).

3. Transit Passes

Employees in areas that are not serviced by the ORCA card or Right to Ride pass are eligible for a transit pass through WSDOT's CTR program if they commute in ways other than driving alone for at least 60 percent of their commute trips per month. Qualifying commute trips are defined as all non-drive-alone trips, including riding transit, using a compressed workweek, and teleworking.

Tracking through RideshareOnline.com is required for all employees who receive a financial subsidy directly from WSDOT's CTR program for riding transit.

If an employee receives a financial subsidy directly from WSDOT's CTR program for riding transit, the employee is not eligible for incentives for walking, rolling, or carpooling. The employee is also not eligible for a subsidy for vanpooling.

M. Vanpool Services

1. WSDOT will cover 100 percent of an employee's qualifying vanpool fare when participating in a public transit agency vanpool program.
2. Employees receiving a subsidy for vanpooling are not eligible for incentives for walking, rolling, or carpooling. These employees are also not eligible for a subsidy for riding transit.
3. To participate in the vanpool subsidy, employees must contact their regional ETC. ETC contact information is available on the [Your commute page on insideDOT](#).
4. Tracking through RideshareOnline.com is required for all vanpool subsidies.

N. WSDOT Assumes No Liability for Participation

The agency assumes no liabilities for any accidents or incidents occurring while employees are participating in the CTR program or alternative-mode commute activities. Eligible commute option users are exempt from industrial insurance coverage or workers' compensation during the time that they spend in an alternative commute mode ([RCW 51.08.013](#)).

IV. Contact for More Information

For questions or concerns about this Agency Policy, contact your regional ETC. ETC contact information is available on the [Your commute page on insideDOT](#).

V. References

- [RCW 51.08.013](#) "Acting in the course of employment"
- [RCW 70A.15.4000-4100](#) *Transportation demand management*
- [Governor's Executive Order 16-07](#) *Building a Modern Work Environment*
- OFM [Collective bargaining agreements webpage](#)
- [Secretary's Executive Order E 1099](#) *Building a Modern Work Environment*
- WSDOT [Telework Manual](#) M 3020
- [Commute Trip Reduction for Washington state agencies](#) website
- [Employee Commute Trip Reduction \(CTR\) Incentive Program: CTR One Regional Card for All \(ORCA\) Cardholder Rules of Use form](#) (DOT Form 319-016)
- [ORCA State-Issued Business Cardholder Rules of Use form](#) (DOT Form 310-110)
- [RideshareOnline.com](#) website
- [Telework page on insideDOT](#)
- [Work schedules page on insideDOT](#)
- [Your commute page on insideDOT](#)

VI. Review and Update Requirements

When changes are necessary to update this document, inform the Director of the Public Transportation Division. The Director of the Public Transportation Division reviews this document periodically and proposes updates for leadership review and approval by the Assistant Secretary, Multimodal Development and Delivery.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.