

**Source:** Department of Licensing

Sample new employee message

**Subject:** Commute Trip Reduction Program – Earn extra money by commuting

Good morning and welcome to DOL,

I wanted to share our Commute Trip Reduction (CTR) Incentive Program and introduce you to many ways for you to earn incentives (up to \$502 in 2024) and save money by commuting. If you prefer to call and go over the options, please reach out to me directly.

Our agency offers all employees incentives to use an alternative to driving alone to work when joining the [Commute Trip Reduction \(CTR\) Subsidy Program](#). To sign up for the CTR Program submit a completed [CTR Program Registration Form](#).

**Incentives:** Review the [Commute types](#) the following incentives:

**Vanpoolers:** The entire vanpool fare is paid by DOL.

**Carpoolers, bikers, walkers** or those who ride a **free bus** are entitled to \$1/each way (\$2/day).

- This includes all free buses: Intercity Transit (Thurston County) or Orca passes (Pierce, Snohomish and King County).
  - HLB parkers: Carpoolers can split costs for parking.

**HLB (Plaza Garage):**

- Parking is \$35/month. Sign up with the [DES Parking Office](#).
  - For questions call the DES Parking Office at (360) 725-0030.
- Biker Lockers in Plaza Garage (HLB): Register online to receive the code for the [Bicycle Cage](#).

**Zero Fare:**

- Intercity Transit, Mason Transit, and Grays Harbor Transit are all free to ride.
  - You can also earn \$2/day (\$1/each way) when riding the free bus.
- [ORCA Cards](#) - State-issued ORCA Cards are for all state employees with an official duty station in King/Pierce/Snohomish County.
  - You do not need to be a union member to receive this card.

Please reach out to me for more information.