

Source: Department of Licensing

CTR Information on the DOL intranet site

What does the Agency Transportation Officer (ATO) and Commute Trip Reduction (CTR) Coordinator do?

- Manages ORCA passes for staff with duty stations in Pierce, King, and Snohomish Counties
- Assists staff with vanpool benefits which are free to the employee, paid for by Intercity Transit
- Determines if staff meet specific requirement ferry and bus pass reimbursements
- Develops policies and procedures for agency transportation and CTR programs
- Conducts vehicle operator training to employees across the agency
- Ensures vehicles meet DES vehicle utilization guidelines
- Manages and oversees new vehicle purchases
- Monitors DES Transportation Policies for any changes that may impact DOL
- Prepares vehicle invoicing
- Manages incentive program for employees who use alternative commute methods like walking, riding the bus, carpooling, or bicycling

Commute Trip Reduction (CTR)

DOL is committed to reducing the number of single occupant vehicles traveling to the worksite by encouraging employees to use alternatives to driving alone. For more information see CTR Law [RCW 70A.15.4100](#).

CTR Program goals

- Reduce auto-generated air, water pollution, & energy consumption
- Reduce traffic & parking lot congestion
- Promote the Governor's Green House Gas Emissions Initiative
- Promote sustainability

What commute options are available for incentives or subsidies?

Incentives

- Carpooling
- Bicycling
- Walking

Subsidies

- Vanpooling
- Walk On Ferry
- Riding public transit (when bus pass purchased)

What commute options are not eligible for incentives or subsidies?

- Driving alone in a vehicle or on a motorcycle
- Leaving work to pick up a coworker & returning to the worksite
- Carpooling with children under sixteen when a vehicle trip is not eliminated
- Getting a ride from someone who then returns home
- Using a compressed work schedule

Taxable incentive program

To be eligible for the taxable incentive, employees are required to carpool, bicycle, walk, or utilize free bus rides as their commute mode.

- Incentives are earned for each qualifying commute trip from home to work and from work to home
- CTR Calendars must be submitted by the 5th of each month, or subsidies may be denied
- The incentive rate is \$1 per trip, up to \$2 a day