



**Washington State
Department of Transportation**

Public Transportation Grant Guidebook

Chapter 8: Commute trip reduction programs

DRAFT

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Public Transportation Division

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Chapter 8: Commute trip reduction programs

This chapter covers the requirements for commute trip reduction programs. Regardless of grant program or project type, you must follow the general requirements for all projects outlined in Chapter 1 and the specific requirements for state grants detailed in Chapter 3.

This chapter covers the following sections:

- 8.1 [About commute trip reduction programs](#)
- 8.2 [Grant programs that typically provide funding](#)
- 8.3 [Match considerations for commute trip reduction programs](#)
- 8.4 [Required submittals](#)
- 8.5 [Subsidies, incentives, and rewards](#)
- 8.6 [State agency guaranteed ride home](#)

8.1 About commute trip reduction programs

The Washington State Commute Trip Reduction (CTR) Law affects worksites with 100 or more full-time employees who begin their shifts between 6 and 9 a.m. on weekdays in the nine most populous counties in the state.

The city, county, or region (or their designee) is responsible for developing and implementing the jurisdiction's CTR program, which includes creating CTR plans, identifying affected worksites, and ensuring that those worksites deliver their CTR programs.

Worksites develop and manage their own CTR programs based on:

- Transportation demand management (TDM) strategies identified as having the greatest impact on their employees.
- Locally adopted goals for reducing vehicle trips and vehicle miles traveled.

Worksites conduct CTR surveys every other year to measure vehicle miles traveled and the mode choices of their employees. WSDOT and jurisdictions use these survey results to report on collective progress toward drive-alone and vehicle miles traveled reduction targets.

Source: [RCW 70A.15.4000-4110](#)

8.2 Grant programs that typically provide funding

- State CTR formula grants

8.3 Match considerations for commute trip reduction programs

WSDOT doesn't require match for the state-funded CTR formula grants. However, WSDOT encourages you to use local funds to supplement these state grant awards.

You may also apply for CTR formula grants to be used as match for state-funded Regional Mobility and Federal Congestion Mitigation Air Quality (CMAQ) grants to support TDM services in CTR-affected cities, counties, and regions.

Source: POL-549

8.4 Required submittals

WSDOT requires the following submittals from local CTR programs.

What?	When?
1. Administrative work plan.	No later than Sept. 30 of odd-numbered years.
2. Performance measurement.	As requested by WSDOT within the two-year agreement.
3. Worksite program reports.	As requested by WSDOT within the two-year agreement.
4. Four-year region, county, and city CTR plan review.	As requested by WSDOT within the two-year agreement.
5. Worksite exemptions, if applicable.	As requested by WSDOT within the two-year agreement.

8.4.1 Administrative work plan

You must submit an administrative work plan covering the two years of your grant agreement. You must provide the work plan to WSDOT no later than Sept. 30 of odd-numbered years.

The work plan must describe required and elective activities that you may claim against your grant award.

See **Appendix [XXXX]** for a template of the work plan. WSDOT expects you to use the template.

For changes to your work plan, see **Section XXXX: Change Request** in Chapter 1.

Source: *Commute Trip Reduction Contract, Section 6, Administrative work plan*

8.4.2 Performance measurement

8.4.2.1 *Surveying*

All CTR-affected worksites must survey employees at least once every biennium using either WSDOT's survey tool or a WSDOT-approved alternative performance measurement method.

Worksites should make employee surveys available to employees for two weeks, with an optional third week, if needed to increase response rates.

WSDOT limits surveying to a two- to three-week period to ensure the validity of survey data. Surveying for longer periods will bias the data (e.g., holidays, inclement weather, vacations, road construction).

Source: [WAC 468-63-030\(3\)\(a\)](#)

8.4.2.2 *Worksites must survey all employees*

Worksites must survey all assigned employees, including full-time remote workers, teleworkers, and those who don't meet the definition of CTR-affected criteria (e.g., don't arrive between 6 and 9 a.m. or are not full time).

The survey tool will determine which employees are CTR affected and enable implementers and worksites to view results by:

- CTR-affected employees only
- All employees

Source: [WAC 468-63-030\(3\)\(a\)](#)

8.4.2.3 *Response rate guidance*

Employee count	Target response rate
Under 200	70%
200-500	60%
501-1,000	50%
1,001-5,000	30%
Over 5,000	10%

A worksite's target response rate depends on the number of employees at the worksite, as shown in the table above. This is because, at larger sites, fewer employees need to respond to achieve a representative sample.

These response rates are targets, not requirements. A worksite must make a good-faith effort (as determined by the implementer(s) and verified by WSDOT) to reach the target response rates. If a worksite makes a good-faith effort but fails to meet the target response rate, the worksite doesn't need to resurvey.

Worksites can complete surveys in WSDOT's survey system or through a WSDOT-approved alternative method.

Source: [WAC 468-63-030\(3\)\(a\)](#)

8.4.2.4 *Alternate performance measurement method and equivalent surveying data*

Worksites may collect employee commute survey data using a WSDOT-approved alternative approach.

Source: *POL-703*

8.4.3 Worksite program reports

Every CTR-affected worksite must complete an employer-report survey and program description (i.e., program report) at least once per biennium. Worksites usually complete program reports in the year they do not conduct the employee survey.

The worksite's employee transportation coordinator completes the report. An executive at the worksite verifies and signs the report.

WSDOT doesn't accept equivalent data for program reports. Worksites must submit program reports via the WSDOT-provided survey tool.

Source: *POL-704*

8.4.4 Region, county, and city commute trip reduction plans

Jurisdictions must review their CTR plans annually to ensure consistency with all applicable plans related to their CTR program.

Source: [WAC 468-63-040](#)

8.4.5 Worksite exemptions

Jurisdictions can exempt worksites from participation in a CTR program if worksites have special circumstances described in their local ordinances that prohibit them from participating in the program.

Jurisdictions may exempt worksites from participating in a CTR program for the remainder of the biennium upon review by the TDM Technical Committee. Jurisdictions must reevaluate exempted worksites in the following biennium to ensure they continue to meet the exemption criteria.

For jurisdictions without an exemption process, Appendix [XXXX] contains the process and requirements for worksites to request exemption.

Source: [RCW 70A.15.4020 \(1\) and \(9\)](#)

8.5 Subsidies, incentives, and rewards

Your CTR program may use subsidies, incentives, and rewards to promote non-single-occupancy-vehicle (SOV) modes of travel.

See **Appendix [XXXX]** for WSDOT's standards for the use of state funds for incentives. You and your subcontractors must follow WSDOT's standards for the state portion of your funding.

You may use private, federal, and local funds to provide subsidies, incentives, and rewards beyond those permitted under WSDOT's standards. If interested, you should explore the policies and guidance associated with these funding sources.

Appendix [XXXX] also contains a methodology for using incentives to support behavior change. This proposed process is intended to guide change in travel behavior. However, your use of incentives isn't limited to this methodology. WSDOT intends this guidance to offer flexibility in applying incentive funds to support local efforts aimed at changing the travel behavior within your jurisdiction.

Source: CTR Contract, Section 10, Use of state funds for incentives

8.6 State agency guaranteed ride home

WSDOT provides reimbursement for expenses incurred for guaranteed rides home available to state-employed commuters assigned to certain worksites (i.e., Community Transit, King County Metro, City of Everett, Spokane County, and Thurston Regional Planning Council).

A guaranteed ride home is available to state-employed commuters who, on a given day, need to leave work due to a personal or family emergency but didn't drive themselves to work (e.g., carpooled, biked, or rode the bus).

Source: [RCW 43.01.220](#)

English

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It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

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.

Español

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Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a wsdotada@wsdot.wa.gov o llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

한국어-Korean

제6조 관련 공지사항

워싱턴 주 교통부(WSDOT)는 1964년 민권법 타이틀 VI 규정에 따라, 누구도 인종, 피부색 또는 출신 국가를 근거로 본 부서의 모든 프로그램 및 활동에 대한 참여가 배제되거나 혜택이 거부되거나, 또는 달리 차별받지 않도록 하는 것을 정책으로 하고 있습니다. 타이틀 VI에 따른 그/그녀에 대한 보호 조항이 위반되었다고 생각된다면 누구든지 WSDOT의 평등 및 민권 사무국(OECR)에 민원을 제기할 수 있습니다. 타이틀 VI에 따른 민원 처리 절차에 관한 보다 자세한 정보 및/또는 본 부서의 차별금지 의무에 관한 정보를 원하신다면, (360) 705-7090으로 OECR의 타이틀 VI 담당자에게 연락해주시고.

미국 장애인법(ADA) 정보

본 자료는 또한 평등 및 민권 사무국에 이메일 wsdotada@wsdot.wa.gov 을 보내시거나 무료 전화 855-362-4ADA(4232)로 연락하셔서 대체 형식으로 받아보실 수 있습니다. 청각장애인은 워싱턴주 중계 711로 전화하여 요청하실 수 있습니다.

русский-Russian

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Закон США о защите прав граждан с ограниченными возможностями (ADA)

Эту информацию можно получить в альтернативном формате, отправив электронное письмо в Ведомство по вопросам равенства и гражданских прав по адресу wsdotada@wsdot.wa.gov или позвонив по бесплатному телефону 855-362-4ADA(4232). Глухие и слабослышащие лица могут сделать запрос, позвонив в специальную диспетчерскую службу штата Вашингтон по номеру 711.

tiếng Việt-Vietnamese

Thông báo Khoản VI dành cho công chúng

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ khước quyền lợi, hoặc bị kỳ thị trong bất cứ chương trình hay hoạt động nào vì lý do chủng tộc, màu da, hoặc nguồn gốc quốc gia, theo như quy định trong Mục VI của Đạo Luật Dân Quyền năm 1964. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị vi phạm, đều có thể nộp đơn khiếu nại cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng (OECR) của WSDOT. Muốn biết thêm chi tiết liên quan đến thủ tục khiếu nại Mục VI và/hoặc chi tiết liên quan đến trách nhiệm không kỳ thị của chúng tôi, xin liên lạc với Phái Trí Viên Mục VI của OECR số (360) 705-7090.

Thông tin về Đạo luật Người Mỹ tàn tật (Americans with Disabilities Act, ADA)

Tài liệu này có thể thực hiện bằng một hình thức khác bằng cách email cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng wsdotada@wsdot.wa.gov hoặc gọi điện thoại miễn phí số, 855-362- 4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

العربية - Arabic

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معلومات قانون الأمريكيين ذوي الإعاقة (ADA)

أو عن طريق الاتصال بالرقم المجاني wsdotada@wsdot.wa.gov يمكن توفير هذه المواد في تنسيق بديل عن طريق إرسال رسالة بريد إلكتروني إلى مكتب المساواة والحقوق المدنية على يمكن للأشخاص (4232) 855-362-4ADA. على الرقم Washington State Relay الصم أو ضعاف السمع تقديم طلب عن طريق الاتصال بخدمة 711.

中文 – Chinese

《权利法案》Title VI公告

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855-362-4ADA(4232)，以其他格式獲取此資料。听力丧失或听觉障碍人士可拨打711联系Washington州转接站。

Af-soomaaliga – Somali

Ciwaanka VI Ogeysiiska Dadweynaha

Waa siyaasada Waaxda Gaadiidka Gobolka Washington (WSDOT) in la xaqiijiyo in aan qofna, ayadoo la cuskanaayo sababo la xariira isir, midab, ama wadanku kasoo jeedo, sida ku qoran Title VI (Qodobka VI) ee Sharciga Xaquuqda Madaniga ah ah oo soo baxay 1964, laga saarin ka qaybgalka, loo diidin faa'iidooyinka, ama si kale loogu takoorin barnaamijyadeeda iyo shaqooyinkeeda. Qof kasta oo aaminsan in difaaciisa Title VI la jebiyay, ayaa cabasho u gudbin kara Xafiiska Sinaanta iyo Xaquuqda Madaniga ah (OECR) ee WSDOT. Si aad u hesho xog dheeraad ah oo ku saabsan hanaannada cabashada Title VI iyo/ama xogta la xariirta waajibaadkeena ka caagan takoorka, fadlan la xariir Iskuduwaha Title VI ee OECR oo aad ka wacayso (360) 705-7090.

Macluumaadka Xeerka Naafada Marykanka (ADA)

Agabkaan ayaad ku heli kartaa qaab kale adoo iimeel u diraa Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso wsdotada@wsdot.wa.gov ama adoo wacaya laynka bilaashka ah, 855-362-4ADA(4232). Dadka naafada maqalka ama maqalku ku adag yahay waxay ku codsan karaan wicitaanka Adeega Gudbinta Gobolka Washington 711.

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Español - Spanish

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tiếng Việt-Vietnamese

các dịch vụ dịch thuật

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한국어-Korean

번역 서비스

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русский-Russian

Услуги перевода

Если вам трудно понимать английский язык, вы можете запросить бесплатные языковые услуги, позвонив по телефону 360-705-7921 или написав нам на электронную почту: PubTrans@wsdot.wa.gov

العربية - Arabic

الترجمة خدمات

عن اللغوية المساعدة خدمات طلباً ما فيمكنك، الإنجليزية اللغة فهم في صعوبة تجد كنت إذا

الإلكتروني البريد عبر مراسلتنا أو 7921-705-360 بالرقم الاتصال بق طر: PubTrans@wsdot.wa.gov

Af-soomaaliga - Somali

Adeegyada Turjumaada

Haddii ay kugu adag tahay inaad fahamtid Ingiriisida, waxaad, bilaash, ku codsan kartaa adeegyada caawimada luuqada adoo wacaaya 360-705-7921 ama iimayl noogu soo dir: PubTrans@wsdot.wa.gov

中文 – Chinese

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