

Introduction to Commute Trip Reduction (CTR)



What is CTR?

Commute Trip Reduction (CTR) requires employers in the most congested areas of Washington to encourage employees to reduce the number and length of drive-alone commute trips made to their worksite.

The Commute Trip Reduction Law (RCW 70.94.521-551) was adopted in 1991 as part of the Washington Clean Air Act.

The law was developed to reduce:



Air Pollution and Greenhouse Gases



Traffic Congestion



Energy Consumption

How does this help employees?

You're joining an amazing network of state, local and private organizations committed to improving the environment and traffic congestion in the Pacific Northwest. There are many business reasons for having a robust transportation program at your worksite:

- Finding and keeping good employees
- Reducing tardiness and absenteeism
- Freeing up parking

What do we have to do?

As an identified employer, you will develop and implement an approved CTR Program to reduce the number and length of drive-alone commute trips made to your worksite. Program elements include:

- Designate an Employee Transportation Coordinator (ETC) to develop, implement, and promote the approved CTR Program
- Distribute information to employees at least twice a year
- Complete quarterly CTR reporting
- Implement measures designed to increase employee use of transportation options
- Host annual "transportation fair" available to all employees

How do we get started?

- Identify an Employee Transportation Coordinator (ETC)
- Complete a worksite Program Elements Survey that will be sent to you via email
- Schedule a baseline CTR survey for all employees at the worksite
- Schedule a follow up meeting with Community Transit to review survey results and develop your worksite plan

TIP

Tips for choosing a great ETC

- Access to management and other employees
- Excellent communication skills and enjoys working with others
- Flexible work responsibilities and schedule
- Exceptional organization and coordination skills
- Interest in travel options, or someone who already commutes by bicycle, carpool, vanpool, walking or bus

ETC/Employer Requirement	Description
Designate Employee Transportation Coordinator	The Employee Transportation Coordinator (ETC) is the point of contact on-site between the employer and its workforce and between the employer and Community Transit to track the employer's progress in meeting CTR requirements.
ETC Basic Training	A new ETC is required to attend an ETC basic training session within six months of appointment.
Distribute Information to Employees	The employer will distribute information about non-drive alone commute options and the worksite transportation program at least twice a year to employees.
CTR Reporting Quarterly	The employer is required to complete the Quarterly Employer Report with Community Transit.
Data Collection	The employer shall collect data on the progress of their worksite transportation program through the Commute Trip Reduction Survey, online logging, and/or other methods.
Non-Drive Alone Tools and Strategies	The employer will implement tools and strategies to encourage non-drive alone commute behavior by their employees.
Advanced Training/ ETC Networking	The ETC is required to attend at least 6 hours of networking meetings or advanced trainings per year. Trainings and networking meetings may include in-person, web based curriculum, surveys, or other specified promotional activities.
Annual Worksite Promotion of Employer CTR Program	Employers are required to hold at least one annual "transportation fair" or equivalent promotion which is available to all employees at each affected worksite.
Employer Notification	The employer is required to notify Community Transit when there are proposed changes to their CTR program, changes in ETC or contact information, and/or changes in number of employees at the worksite.
Good Faith Effort	The employer must make a "Good Faith Effort" toward meeting worksite trip reduction goals, which means working with Community Transit.

Reach out to us for help building a successful CTR Program.
We're here for you!

communitytransit.org/CommuteTripReduction
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