

Employee Transportation Coordinator Training

City of Tukwila CTR Program



What is CTR?

In 1991, the Washington State Legislature passed the Commute Trip Reduction (CTR) Law. CTR Law requires employers to work with employees to reduce the number and length of drive-alone commute trips. (See RCW [70A.15.4040](#).)

Who is affected?

If your worksite has 100+ employees arriving at work between the hours of 6am and 9am, your company may be affected. Additionally, some sites are affected by the city's [CTR ordinance](#) as a condition of a City permit.



Requirements for Employers

- Designate an **Employee Transportation Coordinator**
- Develop a **CTR Program** to help employees reduce drive-alone commute trips
- Administer an employee [Survey](#) every two years
- Submit a [Program Report](#) every two years
- **Inform employees** of alternatives to driving alone and commuter benefits at least once a year





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Sustainable Transportation Options

- Transit: bus, train, rail, Via to Transit, etc.
- Active Transportation: walk, bike, roll
- Carpool
- Vanpool
- Telework
- Compressed Work Week

CTR Survey

Every other year, employers conduct an employee commute survey of employees to measure progress toward CTR goals.



Program Report

Every other year, employers fill out a questionnaire that asks about the strategies and program elements your organization uses to promote sustainable commute options to employees, such as transportation benefits.

- Employers report on programs *currently in place* to encourage alternatives to drive-alone commuting to their worksites
- Program Reports are reviewed for their completeness, inclusion of mandatory program elements, and the likelihood the program will result in trip reduction.
- Program reports are due on even years in the spring. Your CTR representative will notify you when the report is due.



Commute Trip Reduction 2022 Employer Program Report



See last page for submittal instructions

Employers affected by Washington State's Commute Trip Reduction (CTR) law must make a good faith effort to develop and implement a CTR program designed to reduce the number of drive-alone commute trips made to the worksite (see RCW [70A.15.4040](#) and City of Tukwila [Ordinance #2201](#)). This means, at a minimum, doing the following:

- Designate an Employee Transportation Coordinator (ETC).
- Develop a CTR program to help employees reduce drive-alone commute trips.
- Distribute information to employees about alternatives to driving alone.
- Survey employees about their commuting habits every two years.
- Submit a program report (this report) every two years.
- Exercise a good faith effort towards achievement of CTR goals.

Worksite Information

Worksite CTR ID number _____

Organization name _____

Branch/Division (if applicable) _____

Worksite street address _____

City _____

Zip code _____

Mailing address (if different than street address) _____

City _____

Zip code _____

Total number of employees: _____

Number of CTR-affected employees, including teleworkers (employees who work 35 hours or more per week who start the workday between 6:00 a.m. and 9:00 a.m. on two or more weekdays for at least 12 continuous months): _____

Promotion

Presentations, flyers, and company messages about your CTR program are useful tools that help your employees learn about and try alternative commutes. Details covered typically outline commute options and include:

- Name and contact information of your Employee Transportation Coordinator (ETC)
- Commuting resources
- Company policies that influence commute choice



CTR Documents & Resources

- City of Tukwila [CTR Ordinance #2201](#)
- RCW [70A.15.4040](#), State CTR Law
- City of Tukwila Website – tukwilawa.gov/ctr
- [WSRO](#) (Washington State Ridesharing Organization)
- TRANSP-TDM listserv – [subscribe](#)
- Qualified Fringe Benefit ([Section 132\(f\)](#) of the Internal Revenue Code) allow employees to use pre-tax income to purchase a transit pass or Vanpool/Vanshare fare
- [WA state CTR tax credit](#) for employers who provide CTR incentives

Questions? Please contact us.

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