

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 an annual [Program Report](#) every year
- **Inform employees** of alternatives to driving alone and commuter benefits at least once a year





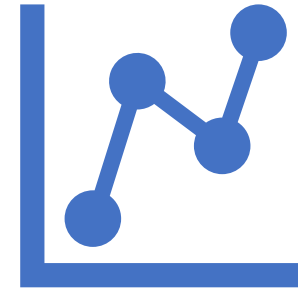
Sustainable Transportation Options

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



CTR Survey

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



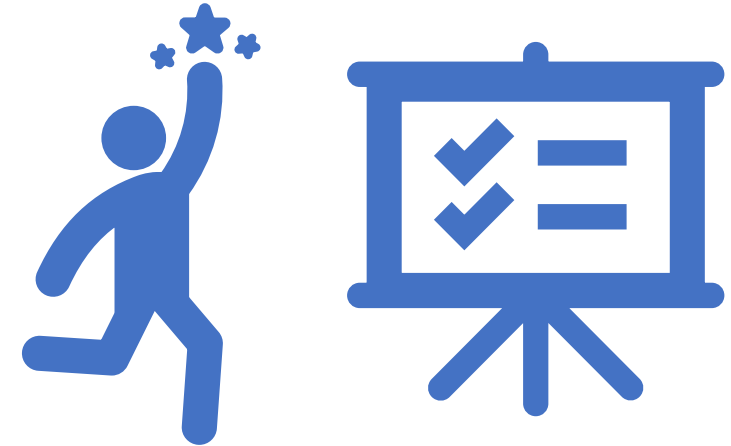
Performance Targets

To calculate performance targets, a 3% reduction in drive-alone rate (DAR) is used for each worksite. This DAR performance target was established during the 2023-2025 survey cycle.

Performance Target Formula

Current worksite DAR % x 97% = DAR Performance Target

Example: A Tukwila worksite's current DAR is 60.0%
 $60.0\% \times 97\% = 58.2\%$ DAR Performance Target



What if my worksite does not meet the target?

If your worksite does not meet your DAR target, you will need to revise your CTR program. The City will work with the employer to identify modifications to achieve CTR goals. You will submit your revised CTR program to the City for approval.



Program Report

Every year, employers complete a report 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.



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 [2025-2029 CTR Plan](#)
- City of Tukwila Website – tukwilawa.gov/ctr
- [WSRO](#) (Washington State Ridesharing Organization)
- TDM Professionals 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

Questions? Please contact us.

Alison Turner

Sustainable Transportation Program Manager

alison.turner@tukwilawa.gov

206.433.7142

Chris Andree

Sustainable Transportation Outreach Coordinator

christopher.andree@tukwilawa.gov

206.433.7140

Katelyn Saechao

Sustainable Transportation Communications Specialist

katelyn.saechao@tukwilawa.gov

206.431.3677

