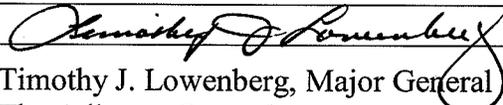




Department Policy No. HR-202-04

Title:	Commute Trip Reduction
Previous Number:	03-802-05
Authorizing Source:	RCW 70.94.521-551 – Washington Commute Trip Reduction RCW 43.01.230 – Use of public funds for Commute Trip Reduction State Administration and Accounting Manual (SAAM) sections 12.20.55 and 12.20.60 – Commute Trip Reduction
Information Contact:	Human Resources Director Building #33 (253) 512-7941
Effective Date:	August 1, 2004
Mandatory Review Date:	October 1, 2010
Revised:	October 1, 2008
Approved By:	 Timothy J. Lowenberg, Major General The Adjutant General Washington Military Department Director

Purpose

Washington State's Commute Trip Reduction (CTR) law requires employers to implement programs that encourage alternatives to drive-alone commuting to worksite. Reducing commute trips helps improve air quality, reduce traffic congestion, and decrease the use of petroleum fuels. CTR law affects worksite of 100 or more full-time employees. Under the current law, Camp Murray is the only Military Department worksite that must comply with the CTR provisions. Employees from any Military Department worksite are eligible to participate in the CTR Program.

Scope

This policy applies to all state employees of the Military Department. This policy does not apply to federal personnel to include Active Guard and Reserves (AGRs) and traditional guardsmen in a federal military status or military technicians.

Responsibilities

1. The Human Resources Director or their designee is appointed as the CTR Coordinator. The CTR Coordinator will maintain a CTR plan and administer the program. The CTR Coordinator shall promote all elements and activities of the Department program as well as statewide activities by the following methods:
 - a. Include information about commute trip reduction and alternative modes of transportation in the New Employee Orientation. This includes commute information on:
 - Ride matching, vanpooling opportunities, transit schedules
 - b. Provide display posters and fliers promoting CTR to facilities on Camp Murray with state employees.
 - c. Administer promotions such as Oil Smart and Rideshare Week.
 - d. Prepare required reports as required by RCWs and local regulation.
2. The supervisor shall:
 - Validate the commute trip reduction monthly calendar submitted by the employee
 - Submit to the CTR Coordinator within 5 days of receipt.
3. The employee shall:
 - Use the alternative commute mode(s) a minimum of 50% or more of his/her regular monthly work days.
 - Complete and submit a commute trip reduction monthly calendar or vanpool ridership report each month.
 - Comply with the guidelines set forth in this policy.

Definitions

1. **Carpool:** A motor vehicle occupied by two or more people commuting a minimum of five miles each trip that results in a reduction of a minimum of one motor vehicle trip. Persons under 16 years of age commuting in a carpool do not count as carpool members because they do not eliminate a vehicle trip. Riders typically prorate and share the cost of fuel, and/or take turns driving in their personal vehicles. Not all members of the carpool need to be state employees. Carpooling includes:

- Being dropped off by your carpool at your work site.

- Driving your single occupant vehicle (SOV) to a park & ride lot and joining a carpool; or
- Carpooling with an adult (16 years or older) family member to school or a worksite.

Carpooling is NOT:

- Being dropped off by a family member or friend who returns home, or who comes from home to pick you up; or
- Sharing the ride with someone younger than 16 years of age.

2. **Vanpool:** A vanpool consists of 7–10 people sharing their commute in a passenger van, generally riding to the same place of employment. One-way commuting distances typically begin at 10 miles, but frequently operate at much greater distances. Employees must follow the vanpool rules published by the applicable transit agency:

Thurston County Intercity Transit: <http://www.intercitytransit.com/page.cfm?ID=0018>

Pierce County Transit: <http://www.piercetransit.org/>

King County Metro: <http://transit.metrokc.gov/tops/van-car/vp-startkit.html>

3. **Public Transit/Bus Service:** Public transit is a multiple-occupant vehicle operated on a for-hire or shared ride basis, including but not limited to buses and commuter trains. Employees who ride the bus on any given day and encounter an emergency are eligible to use the Department's guaranteed ride home program (SAFE Ride Home).

4. **Guaranteed Ride Home/SAFE Ride Home (SRH):** A free ride home for employees who use commute alternatives (vanpool, carpool, transit, etc.). See the SAFE Ride home attachment for conditions under which an employee may qualify for this program. The proponent of the program will be the Security Division due to their 24/7 coverage of Camp Murray.

Financial incentives:

Financial incentives help the agency reach its CTR goals for single occupant vehicles (SOV) and vehicle miles traveled (VMT) rates. WMD may pay the following rates for eligible employees participating in commute trip reduction (except for telecommuters/teleworking). Each employee is entitled to apply for one (1) incentive. Each division is responsible to budget for CTR incentives. The eligible employee must commute/participate a minimum of three (3) days per week:

- a. \$25 per month for walking, bicycling, or carpooling;
- b. A \$30 voucher for purchase of a monthly pass for public transit; or

- c. 50% of the cost of vanpool participation for each agency employee in the vanpool.

NOTE: When a cash incentive is provided for walking, bicycling, or carpooling, the incentive is considered a taxable benefit. Subsidies provided for public transportation (bus, ferry and vanpool) are not considered a taxable benefit per IRS Rules. Non-commuting days for telework, compressed workweek, or days off for any reason are not eligible for financial incentives.

PROCEDURE:

To be eligible for the financial incentives, all current and new alternative commuters must fill out a CTR Commute Trip Reduction Registration form and return it to the CTR Coordinator.

1. Walkers, bicyclers or carpoolers: Submit their signed monthly commute-tracking calendar to their supervisor for verification by the end of each month. The supervisor will review and approve the form and transmit to the CTR Coordinator by the 5th of each month. Not later than the 10th of the month, the CTR Coordinator will forward the approved monthly calendar to the payroll office for processing. Commute trip calendar's received after 40 days of completion will not be processed.
2. Public transit: Employees using public transit must submit their signed monthly commute-tracking calendar to their supervisor for verification by the 10th of the following month. The supervisor will review and approve the form and transmit to the CTR Coordinator. Not later than the 25th of the month, the CTR Coordinator will provide the employee a voucher worth \$30 for the purchase of a monthly bus pass. To verify transit expenditures, the employee must submit the bus pass receipt or other appropriate evidence with his or her commute-tracking calendar. Commute trip calendars received after 40 days of completion will not be processed.
3. Vanpool: To receive reimbursement for vanpooling, the vanpool must conform to transit authority rules and confirm their participation by filling out the forms (vanpool agreement) provided by the transit agency; a copy of the forms must be provided to the agency CTR coordinator. The agency CTR Coordinator will forward a copy to the Finance Division. The Department will pay up to 50% of the cost of the vanpool fee for each Military Department employee participating in the vanpool. The transit agency shall bill the agency directly for the participating employee(s). To verify monthly participation, a copy of the monthly ridership report must be provided to State Finance as back-up to the invoice.

Attachment A – SAFE Ride Information

Attachment B – Commute Trip Reduction Registration

Attachment C – Commute Trip Reduction Financial Incentives Monthly Calendar