



## Unified Washington Military Department and National Guard Policy No. 13-03

<b>Title</b>	Commute Trip Reduction
<b>References</b>	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
<b>Cross-Reference Number:</b>	Military Department Policy HR-202-04
<b>Information Contact</b>	Human Resources Director, Building #33 Federal Human Resources: (253) 512-8347 State Human Resources: (253) 512-7941
<b>Effective Date</b>	March 1, 2013
<b>Mandatory Review Date</b>	March 1, 2017
<b>Revised</b>	New
<b>Approved By</b>	 Bret D. Daugherty, Major General The Adjutant General Director, Washington Military Department

### Purpose

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

### Scope

This policy applies to all state and federal civilian employees of the WMD and all members of the Washington National Guard (WNG).

## 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 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 worksite;
  - 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 members to school or a worksite.
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://www.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.
4. **Walking to Work:** Walking to work and not using any form of vehicle transportation.
5. **Bicycling to Work:** Using a non-motorized bicycle to commute to work
6. **Guaranteed Ride Home/SAFE Ride Home (SRH):** Employees who ride transit, carpool or Vanpool on any given day and encounter an emergency are eligible to use WMD's guaranteed ride home program (SAFE Ride Home). 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.
  - a. **State Employees:** During the standard workday 8:00-4:30 Monday through Friday, you may contact the Human Resources Office at 253-512-7941.
  - b. **Federal Employees:** During the standard workday 8:00-4:30 Monday through Friday, you may contact the Human Resources Office at 253-512-8347.

## **Policy**

The WMD encourages Employees to utilize available Commute Reduction activities to reduce traffic congestion and pollution. To help foster a climate of congestion reduction of single occupancy drivers the WMD will transfer all heavy maintenance and combat arms units to Joint Base Lewis McChord (JBLM). Likewise, the WMD prohibits military vehicle convoys to and from Camp Murray unless there is a case of federal or state emergencies. It is the WMD's goal to limit "pass through" traffic from outside Camp Murray to JBLM by restriction gate operational times.

## **Responsibilities**

1. The federal and state Human Resources Directors or their designees are appointed as the CTR Coordinators. The CTR Coordinators will maintain a CTR plan and administer the program. The CTR Coordinators shall promote all elements and activities of WMD's 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 ride matching, vanpooling opportunities, bus transit schedules and alternative commute methods.
  - b. Provide display posters and fliers promoting CTR to facilities on Camp Murray with state employees.
  - c. Administer promotions such as Bicycle to Work, Love to Ride, Relax Rewards, Wheel Options and Rideshare Week.
  - d. Prepare reports as required by RCWs and local regulation.

## **Procedure**

All current and new alternative commuters are eligible to participate in CTR Commute Trip Reduction program and program incentives prizes offered by Pierce Trips. Reasons to utilize commute reduction systems:

- a. Save Gas Money
- b. Less mileage on your personal vehicle
- c. Decrease road congestion
- d. Reduce your Carbon (pollution) Footprint
- e. Leave your stress behind
- f. Have someone to talk to during your commute
- g. Get some exercise
- h. Avoid Traffic
- i. Reduce the wear and tear on your vehicle
- j. Read a book
- k. Take a nap
- l. You will have access to an Emergency Ride Home

m. Win Cool Rewards through Pierce Trips

Attachment A – SAFE Ride Information

Attachment B – Commute Reduction Handout

## Attachment A



# Safe Ride Home

### **WHAT IS SAFE-Ride?**

The State Agency Free Emergency (SAFE)-Ride is available to state employees in Pierce County who ride the bus, drive or ride in a carpool or vanpool, walk, or bike to work. The program is funded through the State Agency Commute Trip Reduction (DTR) program at the Department of Transportation.

Think of SAFE-Ride as your smart commuting insurance policy. If you come to work by bus, vanpool, carpool, walking or bicycling and have an emergency occur during your work hours – such as a family illness, unexpected overtime, or a missed ride – you can take a taxi home and the SAFE-Ride – you can take a taxi home and the SAFE-Ride program will pick up the tab (excluding gratuity). SAFE-Ride will pay for up to 65 one-way miles and you may take up to eight (8) trips a year with no more than four (4) for unexpected overtime.

### **WHO IS ELIGIBLE?**

State employees assigned to a worksite in Pierce County are eligible for SAFE-Ride. You are eligible on any day you ride the bus, vanpool, carpool, bicycle, or walk to work

### **SAFE-Ride can be used for:**

- Employee or family illness
- Working late unexpectedly - i.e. your supervisor informs you **that day** that you must work overtime
- Missed normal ride home – i.e. your carpool driver had to leave early for an emergency
- Other emergency situation that may occur during the work day

### **SAFE-Ride CANNOT be used for:**

- Personal errands
- Pre-scheduled appointments or overtime
- Trips to the hospital in place of ambulance service
- Business related travel
- Injury while on the job
- Weather – including snow or acts of nature
- Building Closure

If your emergency requires an additional stop before going home (for example to pick up a sick child at school or daycare), do not worry. SAFE-Ride will take you there first and then take you both home or to your vehicle. The intermediate stop must be pre-approved by your SAFE-Ride Coordinator.

### **SAFE-Ride Program Criteria**

- You must have come to work that day by bus, carpool, vanpool, walking, or by bicycle.
- The trip must begin from your worksite and end at home or other location (park and ride lot).
- Emergency-related interim stops are permitted **ONLY** if requested by you and approved by the SAFE-Ride Coordinator prior to the ride.
- If the trip includes a ferry ride, the taxi will take you only as far as the ferry terminal.
- You are allowed up to eight (8) trips per year, with no more than four (4) trips due to unexpected working late.
- SAFE-Ride will pay the first 65 one-way miles of your trip. You must pay the driver for any additional miles.
- Gratuities are not included and are up to the discretion of the rider. Neither the State nor your Agency will reimburse for a gratuity.
- Unauthorized or inappropriate use of the program will result in termination of your SAFE-Ride privileges.
- WSDOT has contracted with a local taxi company for this service and therefore, neither your agency nor WSDOT are responsible for actual services provided and have no liability in the provision of such service.

If you need an emergency ride home, call your worksite SAFE-Ride Coordinator.

State Employee call SECURITY 253-512-8000 or HRO 253-512-7941  
Federal Employee call 253-512-8347

## **Attachment B**

carpoolwalkvanpoolbusbicycleworkfromhomecompressyourworkweek

*Take a moment and ask yourself,  
“Do I really need to drive alone to work today?”*

In our community, traffic congestion is getting worse, and gas prices are increasing. Employees are spending more time stuck in traffic on their way to work, and the quality of our lives, as well as our productivity, can suffer as a result.

If you are an employee who drives to work alone, consider **driving with someone else, riding the bus, joining a vanpool, walking or riding a bike, working from home or compressing your workweek**. Your use of a commute option just one day a week greatly contributes to the reduction of congestion and poor air quality.



Turn driving your car, sitting in traffic, spending gas money, and rushing into work late, into sleeping, relaxing, reading, chatting, arriving to work on time, feeling stress free and productive!

### **Take advantage of our commute trip reduction program**

#### ***The benefits are endless***

- On-site Employee Transportation Coordinator (ETC)
- Relax Rewards
- Emergency Ride Home
- Preferential vanpool parking
- Promotional events
- RideshareOnline.com – your personalized ride match service
- On-site ATM
- On-site Coffee Shop
- Off-site Local Food Services Available within walking distances

### **SAFE- Ride: State Agency Free Emergency Ride**

If you usually get to work using a commute option, or if you have just considered it, your worries about getting home in case of an emergency are over! Washington State offers SAFE-Ride, a state agency free emergency ride to assist state employees who choose a commute alternative such as carpooling, vanpooling, walking, bicycling, or riding the bus to work. If an emergency comes up during working hours – your illness or a family member’s, unexpected overtime, or a carpool partner who becomes ill at work – you can use the ERH program to get home. **It is fast, easy and free!**

The only requirement is that you used a commute option to get to work that day. Contact Susan Miles, ETC, at 253-512-7950 to arrange for your ride home.

### **Promotions & Prizes**

#### ***Use a Smart Commute and win!***

The Military Department encourages all employees to find an alternative to drive alone commutes as often as possible. The Washington State Ridesharing Organization offers promotions such as “Wheel Options” and Pierce County also offers a yearlong promotion, “Relax Rewards,” to encourage and reward employees to try alternative modes of transportation. All employees who participate in these campaigns will be eligible for prize drawings.



*One of the biggest myths about using a commute option is that you have to do it 100% of the time. That is not true! Sharing a ride, walking or bicycling one or two days a week does make a difference.*

Take a moment to find out more about your commute options:



PierceTrips.com is your one-stop center for commute options in Pierce County!

  

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Name

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Address *(Information kept confidential)*

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Zip Code                      Best Contact Phone

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Email Address

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Worksite:

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Worksite Address:

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Work Schedule/Hours:  
\_\_\_\_\_am/pm                  \_\_\_\_\_am/pm  
Arrive                                  Depart

My work schedule is flexible by:  
15 min.    30 min.    60 min.    Not Flexible

Additional Comments:

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**Return to:**  
State Employee - Susan Miles, State Human Resources  
Federal Employee – Rebekah Stromain, Federal Human Resources Office  
**OR**  
**Mail To:** Pierce Transit - Rideshare  
PO Box 99070

**Need a carpool partner? How about joining a vanpool?**

**Do not have access to a computer or the Internet?** Complete and return this section to your Employee Transportation Coordinator. Your work schedule and commute information will be matched with someone who has a similar commute and work schedule. Your personal information will be kept confidential, and you will be notified after a ride match has been run for you.

For more information, please contact:  
Employee Transportation Coordinator for agency options  
State - Susan Miles, 253-512-7950  
Federal – Rebekah Stromain – 253-512-\_\_\_\_