

# Welcome to CTR Surveying Training

King County Metro Transit  
(Updated 2019)

# Agenda

1. Welcome
2. What is Commute Trip Reduction (CTR)?
3. Why are you surveying your employees?
4. Who do I survey?
5. Methods of surveying
6. Conducting your survey
7. Post survey

# What is CTR?

If your worksite has 100 or more employees your company may be affected by Washington State's Commute Trip Reduction (CTR) law. CTR protects our environment by encouraging employers and employees to find alternatives to driving alone to work. Large employers play a critical role in reducing drive-alone trips and promoting transit, biking, walking, teleworking and alternative work schedules.

# Why and who are we surveying?

Washington State's Commute Trip Reduction (CTR) Law was passed by the Legislature in 1991 with goals to improve air quality, reduce traffic congestion, and reduce the consumption of petroleum fuels through employer-based programs that encourage the use of alternatives to driving alone. Alternatives include riding the bus or train, carpooling, vanpooling, bicycling, walking, working a compressed work week or teleworking

## **Q: Who do I survey?**

A: 1) Everyone OR

2) Only CTR affected employees, who are those that:

- Employees working at least 35 hours/week
- Beginning work between 6 - 9 am

- Work two or more weekdays
- In a position intended to last at least 12 continuous months

# Getting your survey set up

**Q: When should I conduct our survey?**

A: Every jurisdiction is assigned a month in which to conduct their surveys.

You will be given the option to select the week you want to conduct the survey.

*Best practices:*

- Don't survey before or after a holiday
- Allow two weeks to prepare before beginning your survey

# Method of surveying

## Q: How can I survey my employees?

A: You can either use electronic or paper surveys depending on your company's needs

### Best practices: electronic

- Saves time and paper
- Easy for employee's to complete when they have the time
- Survey can be amended to include some supplemental questions that you may want

### Best practices: paper

- Good for worksites with employees without email or computer access
- You are responsible for distributing and collecting surveys
- Its best to do these together at an event or meeting to make sure they are turned in



# Conducting your survey

## *Messaging:*

1. Buy-in from all levels of the organization is important, a message from your executive management team can be effective in encouraging your staff
2. Be prepared to survey using posters, flyers, intranet announcements, and team meetings so that your employees are prepared to complete the survey by the deadline
3. Some workplaces find incentives such as small gift cards, or food to be effective in driving survey completion

# Conducting your survey

*During the survey window:*

1. Make sure to check in to see what percent of the surveys have been completed so that you can hit (and pass) the minimum requirements
2. Send out a reminder to fill out the survey at least once a week, or more if the completion rate is low to moderate
3. A follow up email from executive management may be a good way to ensure survey completion



# Post survey

**Q: What will I find out from doing this survey?**

A: Roughly two weeks after the survey closes you will receive information about how your employees get to work, what percent don't drive to work alone (NDAT), Vehicle Miles Traveled (VMT), and response rate

**Q: Will we know if we “passed”?**

A: Yes, you will find out how you matched up to your jurisdictions goals, if you haven't met them we will work with you to find ways to improve

# Thank you!

Thank you for attending this training, if you have any questions, concerns, or feedback please let us know!

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