

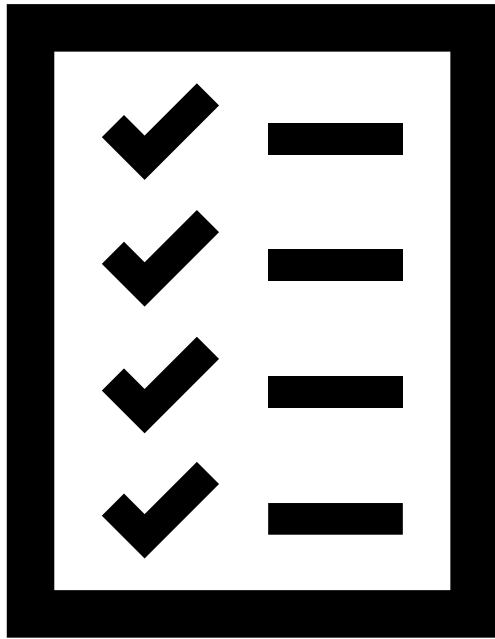
Welcome to CTR Employer Program Report

King County Metro Transit
(Updated 2019)

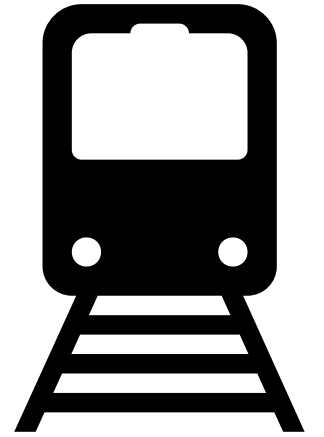
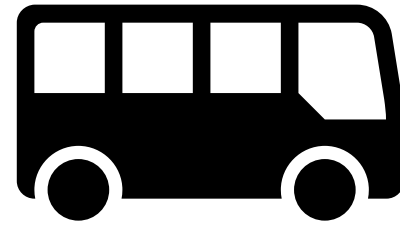
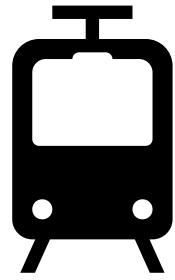
Agenda

1. Employer Program Report
2. Elements of an Employer Program Report
3. Newly effected sites
4. Thank You!

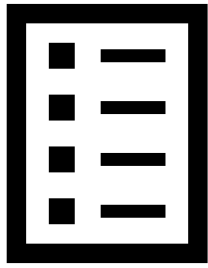
Program Report



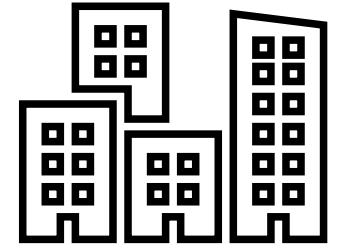
A program report- is a standardized questionnaire form used to fill in answers about your site.



**What are the elements of an
Employer Program Report?**



[Example of the
Employer Program
Report
Questionnaire](#)



Employers report on programs
currently in place to encourage
alternatives to drive-alone commuting
to their worksites



Employer Program Reports are ***reviewed*** and ***approved*** by your jurisdiction to ensure the likelihood it will ***result in trip reduction***

***Good Faith Effort –
(RCW 70.94.534)***

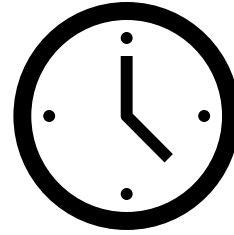
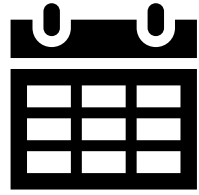


**Did I make
the grade?**

The employer is ***working collaboratively*** with the jurisdiction to continue its existing program or is ***developing and implementing*** program modifications likely to result in ***improvements*** to the program over an ***agreed*** upon length of time.



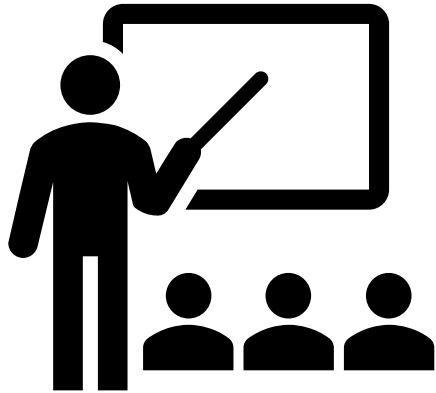
Employer Program Reports are ***reviewed*** and ***approved*** by your jurisdiction to ensure the likelihood it will ***result in trip reduction***



The program report takes place on the even year in the spring. Your CTR representative will give you 45 days advance notice of your due date.

When is the Program Report due?

CTR affected sites have a past program report on file for reference unless they are a newly affected site.



Newly effected sites (*slightly different process*)

- ✓ Have 90 days to complete a baseline survey once your worksite becomes affected
- ✓ Within 90 days **AFTER** receiving the baseline survey results – complete and submit a program report to the jurisdiction for review and approval
- ✓ After the baseline survey and program report process is complete, the newly affected site will be added to their jurisdiction bi-annual timeline

Thank you!

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

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