

CCS Administrative Procedure

2.00.01 – D Commute Trip Reduction Program

Implementing Board Policy [2.00.01](#)

Contact: Vice President of Student Services

1.0 Commute Trip Reduction Objective and Responsibilities (summary of Board of Trustees Policy 2.00.01)

In compliance with Governor Executive Order 01-03, "Establishing a Strong Telework and Flexible Work Hours program to Help Reduce traffic Congestion and Improve Quality of Life," signed June 5, 2001, Community Colleges of Spokane has adopted the following procedure to ensure on-going compliance with the Commute Trip Reduction Law, [RCW 70.94.521-551](#), that affects all state agencies, boards, commissions and institutions of higher education whether or not they are affected by the Commute Trip Reduction Law.

- 1.1 Washington State's Commute Trip Reduction Law was adopted by the 1991 Legislature and incorporated into the Washington Clean Air Act as [RCW 70.94.521 - 551](#). Its intent is 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 the single occupant vehicle (SOV) for the commute trip. CCS has responsibility to ensure each of our institutions comply with this directive.
- 1.2 Each CCS organizational unit with 100 or more employees physically working at its organizational site will develop an institutional Commute Reduction Program that complies with the elements of this procedure. The goal of each plan will be to identify and establish commute alternatives and programs that will reduce employee SOV use and vehicle miles traveled to and from work; promoting and providing a positive climate for commute trip reduction elements; and support related activities.
- 1.3 As stated in Executive Order 01-03, "telework and flexible work hour studies have shown economic and organizational benefits to employers resulting from less sick leave, reduced hiring and training costs, increased employee productivity and morale, and reduced space and parking needs." Further, the order states "telework and flexible work hours are viable tools for reducing commute trips, eliminating pollutants released into the atmosphere, and saving energy by reducing the consumption of gasoline." As directed, Community Colleges of Spokane has adopted procedures that define specific criteria and procedures for telework and flexible work hours (see administrative procedures 2.00.01-C and E respectively).
- 1.4 Each unit shall include information about their CTR program in employee information packets and/or through their orientation processes.

2.0 Definitions

The following definitions are specific to the terms of this procedure and do not modify or revise similar terms as used in related procedures or collective bargaining agreements.

- 2.1 Telecommuting: the use of telecommunications and computer technologies that allow an employee to perform some or all of his/her assigned duties at other than the normally assigned workplace.
- 2.2 Commute Trip Reduction Coordinator (CTRC): The unit's assigned employee responsible for implementation of the unit's commute trip reduction plan. The CTRC is assigned the following specific responsibilities:
 - 2.2.1 primary contact with the Department of General Administration (GA)
 - 2.2.2 responsible for the overall development of the agency's CTR program
 - 2.2.3 oversee the implementation of the CTR program
 - 2.2.4 responsible for the coordination of the program

- 2.3 Employee Transportation Coordinator (ETC): Individual assigned at the unit's worksite level and responsible for implementation of the transportation elements of the unit's commute trip reduction plan at that worksite. The ETC is assigned the following specific responsibilities:
- 2.3.1 Coordinate worksite's CTR program
 - 2.3.2 Coordinate the worksite's guaranteed ride home program
 - 2.3.3 Report worksite information to agency CTRC
- 2.4 Single Occupant Vehicle (SOV): commutes made by a single person in a vehicle.

3.0 Program Elements

Each institutional Commuter Reduction Program will include the following elements, specific to the needs and unique issues of that institution:

- 3.1 CTRC and ETC information: The names, addresses, and phone numbers of the unit's Commuter Trip Reduction Coordinator (CTRC) and Employee Transportation Coordinators (ETC).
- 3.1.1 The CTRC may also serve as ETC.
 - 3.1.2 Contact information for these individuals should be posted conspicuously within the unit, including name, location, and telephone number.
- 3.2 Commuter Trip Reduction Committee: each unit shall also appoint a CTR Committee which shall be chaired by the CTRC and charged by the appointing authority with responsibility for measuring the effectiveness of the program and identifying program elements that may enhance or improve the program. The charge shall also include the following:
- 3.2.1 Purpose of the committee
 - 3.2.2 Timeline for meetings
 - 3.2.3 Membership
- 3.3 Commuter Trip Reduction Program: a document outlining the program elements shall be produced and made available to the unit's employees. The document shall include, at a minimum:
- 3.3.1 Brief description of each program element designed to further the goal of this procedure to include all CTR program elements that are available to the employees.
 - 3.3.2 Employee education and promotion practices designed to educate employees and promote the CTR program.
 - 3.3.3 Plan for distribution of Information: process by which the unit will distribute commuter trip reduction information to employees. Programs should describe how the information will be distributed, the methods that will be used, and the frequency of the distribution.
 - 3.3.3.1 Distribution should be done at least once a year.
 - 3.3.3.2 Distributed materials should include information about alternatives to single-occupant vehicle commuting.
 - 3.3.4 Plan for monitoring and reporting plan effectiveness: process through which the unit will monitor and report its CTR program. This will include provision for an employee survey to be completed once every two years, to include:
 - 3.3.4.1 number and percentage of commuter trips, by mode of transportation (drove alone, carpool, vanpool, bus, bike, walk, etc.),
 - 3.3.4.2 reasons for driving alone: number and percentage of employees that cite each reason (saves time, no one to share ride, etc.), and
 - 3.3.4.3 answers to "How likely would you be to use alternative commuter modes if . . ."
 - 3.3.4.3.1 number and percentage of employees that cite each reason (immediate ride home in case of emergency, improved access to transit, etc.) shall be tracked.

- 3.3.5 Worksite information: each plan shall list the physical worksites covered by the plan and shall include the following information for each worksite:
- 3.3.5.1 physical address of each participating worksite.
 - 3.3.5.2 name, address, and phone number of the worksite's Employee Transportation Coordinator (ETC). One ETC may oversee several worksites.
 - 3.3.5.3 general site description, including type of business, number of buildings, etc.
 - 3.3.5.4 site transportation characteristics/services, including main arterials in the vicinity, distance to bus stops, ferry terminals, bike lanes, sidewalks, restaurants and shopping; whether bicycles or fleet cars are available for employee use; parking availability and costs, and any parking problems.
 - 3.3.5.5 employee information, such as number of full-time and/or affected employees, and a brief description of major occupation categories. Does or could the employee mix affect commute trip reduction? If so, please describe.
 - 3.3.5.6 possible barriers to meeting the CTR goals, such as collective bargaining; employees need personal vehicles for work; employees are on-call or work multiple or rotating shifts; employees report to one site and work at another; etc.
 - 3.3.5.7 CTR program elements that are available to the employees. If available, include information distribution and promotional events.