



**Guide to Completing the CTR Program Report**

Please be sure to complete all questions. If a particular question does not apply, make sure to answer “no” or “N/A” as applicable. To take as much uncertainty out of completing the form as possible, we’ve provided the following information about how to complete certain questions:

**CTR Program Report Questions**

<p><b>Questions 1-18: Worksite Description</b></p>
<p><b>Questions 19-23: Employee Information</b></p> <p><b>Questions 19 &amp; 20</b>          Enter number of employees assigned to <b>this worksite only</b>. Do not include temporary or contract workers in these employee counts. A CTR-affected employee is an employee who works 35 or more hours per week in a position intended to last 12 months who begins their regular work day between 6 – 9 am on at least two week days each week.</p>
<p><b>Questions 24-30: ETC Information</b></p>
<p><b>Questions 31-42: Program Information and Promotion</b></p> <p><b>Questions 31 &amp; 32</b>          The City of Seattle's CTR Ordinance requires distribution of the CTR program summary at least <i>twice</i> a year and to new employees at their time of hire.</p> <p>CTR affected worksites are required to include a copy of their current CTR Program Summary when submitting the report. The Summary should describe your commuter program and resources; the summary typically includes: ETC name and contact information, resources for commuting options and company policies that influence commute choice.</p> <p><b>Question 37</b>          Check "yes" if you distribute promotional materials (such as for Wheel Options, Bike to Work Week or any other turn-key commuter promotion) to your employees.</p>

**Questions 42, 70, 85, 92, 100 & 103**

Use these areas to note any anticipated changes to a particular program element in the next 12 months. For initial CTR programs, use these areas to indicate the elements your worksite plans to implement in the next 6 months.

**Questions 43-53: Worksite Characteristics**

**Questions 54-70: Worksite Parking Information and Parking Management**

**Questions 57 & 58**

Include the total number of parking spaces owned (not leased from a property or building manager) that are available for employee use. Do not include public/street parking spaces.

**Questions 59 - 61**

Include the total number of parking spaces leased from a property or building manager that are available for employee use as well as the approximate cost per space included in your lease.

**Question 69**

You may also use this area to indicate if your organization does not provide any parking for employees.

**Questions 71-85: Financial Subsidies**

**Question 71**

For ORCA Passport, enter the number of cards *distributed* to employees. If you purchase monthly passes, enter the average number of passes purchased each month. For Passport, enter a maximum face (trip) value of \$4.75

a. If your organization pays for some or all of the cost of monthly transit passes or Passport enter the amount or percent covered.

b-d. Most Passport programs include: bus, train (rail), vanpool, and vanshare subsidies and a Guaranteed Ride Home program (see question 102c).

**Questions 72, 73, 75 & 76**

Enter subsidy information for these modes, if it is *not* given in the form of a pass as captured in question 71.

**Question 74**

Use this question to capture any ferry pass or subsidy you provide employees, excluding the King County Water Taxi service which accepts ORCA PugetPasses and Passport (captured in question 71).

**Question 77**

Use this question to describe any subsidy that you give employees to carpool, *separate* from discounted or free parking.

**Question 80**

If you give a subsidy amount to employees regardless of their commute mode, please check yes and indicate that amount.

**Question 82**

Indicate a tax credit (i.e. B&O tax) or grant only for the year in which you are reporting.

**Question 86: Financial Incentives****Question 86**

Answer yes if you offer incentives or prize drawings provided by employer funds, such as: commuter drawings and carpool/vanpool driver incentives. If yes, explain using the space provided.

**Questions 87-92: Site Amenities****Questions 93-100: Work Schedules and Schedule Changes****Question 97 - 100****Questions 97-99**

Pertains to employee schedule changes that have already occurred. Question 100 pertains to plans to shift employees outside of the 6-9 am commute window within the next 12 months. These are employer-mandated employee schedule changes, not flextime.

**Questions 101-105: Other Programs****Question 101a**

Do not check "yes" unless you are using *company owned fleet vehicles* to provide your employees a Guaranteed Ride Home in case of emergency.

**Question 102c**

If you offer a guaranteed ride home program (even though no employees may be utilizing it) mark the section "yes." Also check "yes" if a guaranteed ride home is included in your Passport program.

**Question 102e**

Check "yes" if you conduct ridematching on a proactive basis for your employees. Use question

102f to indicate that you distribute public agency ridematch applications or forward [www.RidehareOnline.com](http://www.RidehareOnline.com) link to employees.

**Question 106: CTR Program Costs**

**Question 106**

In lieu of a separate survey, the DOT has added questions to the program report to collect an estimate of employer costs to administer the CTR program. Although optional, the DOT is requesting you provide an estimate of monetary costs to your organization, such as staff time, transit passes, parking subsidies and other incentives, as well as in-kind contributions you receive from organizations other than city/county governments and transit organizations.

**Question 107: Report Preparation**

Employer Commitment & Signature