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Secretary of Transportation

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Date

Commute Trip Reduction Program

I. Introduction

A. Purpose

The purpose of this Secretary's Executive Order is to establish policy goals for the Washington State Department of Transportation's (WSDOT's) Commute Trip Reduction (CTR) program and to establish qualifications, eligibility, and rules for employees who participate in the program.

The Washington State Commute Trip Reduction program makes measurable differences for individuals, communities, and the economy. For WSDOT, the program supports employees by providing mutually beneficial strategies and solutions that reduce transportation-related pollution, reduce energy use, contribute to the goals established in the [Governor's Executive Order 16-07 Building a Modern Work Environment](#), and improve the performance of Washington state's transportation system.

B. Background

The CTR program is mandated by state law. The purpose of Washington's CTR law (Revised Code of Washington [\[RCW\] 70.94.521-551](#)) is to improve air quality, reduce traffic congestion, and minimize energy consumption. The law establishes employer-based programs that encourage alternatives to drive-alone commuting.

The Legislature recognizes the crucial leadership role of state agencies in implementing effective commute reduction programs. Therefore, it is the policy of the state that the Department of Transportation and other state agencies, including institutions of higher education, aggressively develop substantive programs to reduce commute trips by state employees ([RCW 70.94.547](#)).

C. Supersession

This Secretary's Executive Order supersedes and replaces the prior version with the same title, dated March 8, 2013. All references to the superseded E 1086.00 now reference E 1086.01.

D. What Has Changed

- This revision updates Subsections I.A and I.B to emphasize reducing pollution and energy use and to reference [Governor's Executive Order 16-07](#) and [RCW 70.94.547](#).

- This revision updates Section II to include enhancement of employee retention as a policy goal.
- This revision updates and rearranges the content in Section III to provide clear and current information:
 - It replaces detailed information about the WSDOT ORCA (One Regional Card for All) pass with a summary about ORCA passes.
 - It removes detailed information about TranBen vouchers and transit pass reimbursement, as this information is now available on the intranet.
 - It also removes information about driving and plugging in electric vehicles.
 - In item III.G.6, it notes that employees should notify the payroll office upon separation.
 - In Subsection III.H, it adds language about parking passes.
 - In Subsection III.I, it provides additional information about telework options.
 - In Subsection III.J, it provides additional information about compressed work schedules and flex time.
 - In Subsection III.K, it removes the option of using a personal vehicle for an emergency ride home.
 - In Subsection III.L, it provides additional information about the State Agency Rider (STAR) Pass.
- This revision updates the list of references in Section V to replace outdated forms and provide current information.
- In Section VI, this revision adds language about leadership review and replaces references to the Chief of Staff with references to the Director of the Public Transportation Division.

II. Secretary's Executive Order

This Secretary's Executive Order establishes the following policy goals for the WSDOT Commute Trip Reduction program:

- Reduce fuel consumption, air pollution, and traffic congestion.
- Enhance employee morale, productivity, recruitment, and retention by providing transportation choices that support employees.
- Demonstrate leadership and serve as a model in managing demand on our transportation system for the private and public sectors.

This Secretary's Executive Order also establishes:

- Qualifications for participation in the WSDOT CTR program.
- Eligibility requirements for employees to receive incentives or subsidies through the WSDOT CTR program.
- Rules for employees who participate in the WSDOT CTR program. Employees who participate in the program are directed to do so in accordance with this Secretary's Executive Order.

III. Information to Carry Out This Secretary's Executive Order

The following information applies to all WSDOT locations statewide, except as noted otherwise.

A. Qualifications to Participate in the WSDOT CTR Program

1. Be an employee of WSDOT (consultants are not eligible).
2. Register in [RideshareOnline.com](https://rideshareonline.com) using the WSDOT email address that associates the employee with the WSDOT network.

B. Qualifications to Become Eligible for Incentives and Subsidies

Use eligible commute options for at least 60 percent of the home-to-work commute distance.

“Agencies will provide commute trip reduction incentives consistent with agency policies and within available resources” ([Washington Federation of State Employees Collective Bargaining Agreement](#), Section 25.2; see also the [Professional and Technical Employees Local 17 Collective Bargaining Agreement](#), Section 24.2). Future program cost increases may require program benefit changes.

C. Commute Options Eligible for Incentives

1. Carpooling.
2. Bicycling.
3. Walking.

D. Commute Options Eligible for Subsidies

1. Vanpooling.
2. Riding public transit.

E. Commute Options Not Eligible for Incentives or Subsidies

1. Driving alone in a vehicle or on a motorcycle.
2. Carpooling with children under sixteen when a vehicle trip is not eliminated.
3. Getting a ride from someone who then returns home.
4. Leaving work to pick up a coworker and returning to the worksite.
5. Using a compressed work schedule.
6. Teleworking.

F. Tracking Requirements with RideshareOnline.com

1. Employees that are eligible for incentives or subsidies must track the qualifying portion of their commute in [RideshareOnline.com](https://rideshareonline.com) for every day they commute to an official duty station or alternative duty station.

2. Employees must fill out their calendars by the fifth day of the following month to be eligible for incentives or subsidies.
3. Employees are responsible for tracking their own commutes.

G. Taxable Cash Incentive Program for Carpoolers, Bicyclists, and Walkers

1. To be eligible for the taxable cash incentive, employees are required to carpool, bicycle, or walk as their commute mode. This program is different from the transit/vanpool subsidy program. The taxable cash incentive is added to the employee's paycheck each quarter.
2. Incentives are earned for each qualifying commute trip from home to work and from work to home. The incentive rate is published on the [Subsidies and Incentives](#) intranet page.
3. Incentives will not be paid for mid-shift travel or business trips.
4. The employee is required to use the eligible commute option for 60 percent of the home-to-work commute distance to be eligible for the cash incentive.
5. The cash incentive is added to the second paycheck of the month (following the end of the quarter) issued on or near the 25th of the month. If an employee fails to complete [RideshareOnline.com](#) monthly calendars on or before the fifth of each month following the qualifying commute trip(s), payment will not be issued.
6. Upon separation of employment from WSDOT, employees must notify the payroll office to coordinate the final payment of incentives in the final paycheck.

H. Parking Passes

Participating Headquarters employees may receive up to five free parking passes per month for use in the Plaza Garage on the Capitol Campus.

Employees must track their daily commute trips in [RideshareOnline.com](#) to be eligible for the parking passes.

I. Telework

1. The CTR program does not provide a monetary incentive payment for teleworking.
2. Teleworking counts towards an employee's CTR participation for reducing vehicle trips to the worksite.
3. The telework program is designed to facilitate and promote an efficient work environment and reduce drive-alone commutes. Employees may include work completed during their commute as part of their workday if they have a current telework agreement and prior supervisor approval. This applies when employees can work safely and effectively while commuting as a passenger in a non-drive-alone vehicle.
4. For more information about teleworking, or teleworking during your commute, visit the [Telework Program](#) intranet page.

J. Compressed Work Schedules and Flex Time

WSDOT authorizes many different work schedules that allow employees to compress their work hours into fewer days and then have a day off. For instance, an employee may work four 10-hour days and have the fifth day off.

Flex time allows employees some flexibility in when they arrive and leave (for example, flexing start and end times by 15 minutes to catch a bus). Work schedules other than the standard 8:00 a.m. to 5:00 p.m. schedule are also considered flex time. For a list of approved WSDOT work schedules, please see the [Payroll Information for Employees](#) intranet page.

1. Employees are required to obtain management approval before changing schedules or work hours.
2. The CTR program does not provide a monetary incentive payment for an employee's day off when working a compressed workweek or flex schedule.
3. An employee's compressed work and flex schedule may count toward the employee's CTR participation for commute options that require a participation percentage as long as the employee is eliminating a trip to the workplace during the month.

K. Emergency Ride Home

In the event of an emergency arising during an employee's regularly scheduled work hours, the emergency ride home program is available to any WSDOT employee who uses a CTR-eligible commute option on the day the service is requested. This program is also called Guaranteed Ride Home, State Agency Free Emergency (SAFE) Ride program, and Home Free Guarantee, depending on what region the duty station is located in.

1. Authorized Emergency Trips

- a. Personal or family-member illness.
- b. Vehicle not available for planned trip home (for example, carpool driver leaves work early due to an emergency, leaving riders without a way home).
- c. Working late unexpectedly at the request of a supervisor (limit four trips per fiscal year).
- d. Other emergency situations occurring throughout the workday.

2. Unauthorized Trips

- a. Prescheduled appointments of any kind.
- b. Prescheduled overtime.
- c. Business-related travel.
- d. Personal errands.
- e. Trips to the hospital in lieu of ambulance services.
- f. Acts of nature, terrorism, or inclement weather.

3. **Origins and Destinations of Trips**

- a. To be eligible for an emergency ride home, the employee's trip needs to originate at the assigned work location and terminate at the employee's home or another authorized location (e.g., a park and ride lot or childcare provider).
- b. Emergency-related interim stops are permitted if they are approved ahead of time by the employee transportation coordinator (ETC) when the trip is requested.
- c. If the commute includes a ferry ride, the ride home is required to terminate at the terminal, prior to boarding the ferry.

4. **Approved Mileage**

The first 65 miles of the emergency ride home are paid for by the CTR program. The rider is required to pay the difference if the ride exceeds 65 miles. Any gratuities paid to cab drivers are payable at the employee's discretion and are not reimbursable.

5. **Ride Limitations**

The CTR program provides up to eight emergency rides home per employee each fiscal year. However, only four may be the result of unexpected overtime as requested that day by a supervisor.

6. **Employee Transport in a State Vehicle**

Employees may use state vehicles with the agreement of the approving authority of the organization to which the vehicle is assigned. As per Office of Financial Management (OFM) and WSDOT guidelines, state-owned vehicles may be used for emergency ride home programs under the following conditions:

- a. Employees may drive a CTR participant home in a state vehicle. The employee driving the participant is not required to take leave to do so.
- b. Participants may use a state-owned vehicle to drive themselves home, provided that a vehicle is available and the employee is able to return the vehicle before the agency needs it. This option is useful for employees that are required to work late unexpectedly.
- c. Participants that drive themselves are required to be physically and emotionally able to drive and possess a valid Washington State Driver License.
- d. Participants that drive themselves may use the vehicle to get home and back only or with a preapproved interim stop. Family members or other non-state employees are not allowed in WSDOT vehicles.

L. Transit Pass Programs

1. **STAR Pass**

The State Agency Rider (STAR) Pass is available to eligible state employees through the State Agency CTR Program. Eligibility is determined by the location of the employee's assigned duty station. For more information on eligibility, please see <http://www.ctr.wa.gov/employees/starpass.htm>.

Participants are encouraged to use their STAR Pass for midday business-related trips and non-work-related trips, including evening and weekend trips.

Employees who have a STAR Pass are eligible to receive incentives for walking, biking, and carpooling.

Employees are required to return their STAR Pass immediately upon termination of employment from state service, or upon transferring to a position outside of an eligible county.

2. **ORCA Pass**

The ORCA pass is available to state employees whose official workstations are located in King County through the State-Issued ORCA Transit Passport program. The ORCA pass allows employees to ride fare-free on Community Transit, Everett Transit, King County Metro Transit, Kitsap Transit, Pierce Transit, and Sound Transit. Participants are encouraged to use their ORCA pass for midday business trips and non-work-related trips, including evening and weekend trips. This program is not part of the CTR program but is a benefit to offset the cost of living in King County.

Employees who use the State-Issued ORCA Transit Passport are eligible to receive incentives for walking, biking, and carpooling.

Employees stationed in ORCA service areas outside King County may request an ORCA card through the WSDOT CTR program for commute trips only. This program is different from the State-Issued ORCA Transit Passport. Employees pay a copay and WSDOT covers the remaining cost of the pass. Employees who have the WSDOT-issued ORCA pass are not eligible for incentives for walking, biking, or carpooling.

Employees are required to return their ORCA pass immediately upon separation from state service or upon transfer to another agency.

3. **Other Transit Passes**

Employees in areas that are not serviced by ORCA or Intercity Transit will be reimbursed by WSDOT toward their monthly bus pass by WSDOT's CTR Program. The amount of reimbursement varies according to the cost of the transit pass.

If an employee receives a financial subsidy directly from WSDOT for vanpooling or riding transit, the employee is not eligible for incentives for walking, biking, or carpooling.

M. Vanpool Services

1. Vanpoolers can earn \$50 toward their vanpool fare if they commute in ways other than driving alone for 60 percent of their commute trips per month. Commute trips are defined as all non-drive-alone trips, including vanpooling, teleworking, and using a compressed workweek. Vanpoolers can earn \$25 toward their vanpool fare if they commute in ways other than driving alone for 30 percent of their commute trips per month.

2. Vanpool fares that are less than \$50 are subsidized at a level rounded down to the nearest \$5 increment below the fare. For example, if the vanpool fare is \$38, the employee receives a commute subsidy of \$35. Vanpoolers receiving reimbursement through the payment voucher process will be reimbursed up to \$50 toward their vanpool fare.
3. Employees receiving a subsidy for vanpool are not eligible for incentives for walking, biking, or carpooling.

N. WSDOT Assumes No Liability for Participation

The agency assumes no liabilities for any accidents or incidents occurring while employees are participating in the CTR program or alternative-mode commute activities. Eligible commute option users are exempt from industrial insurance coverage or workers' compensation during the time that they spend in an alternative commute mode ([RCW 51.08.013](#)).

IV. Contact for More Information

For questions or concerns about this Secretary's Executive Order, contact your employee transportation coordinator. WSDOT designates an employee transportation coordinator in each of its regions. Contact information is available on the [Employee Transportation Coordinators](#) intranet page.

V. References

- [RCW 51.08.013](#) "Acting in the course of employment"
- [RCW 70.94.521-551](#) *Transportation demand management*
- [Governor's Executive Order 16-07](#) *Building a Modern Work Environment*
- [Collective Bargaining Agreement](#) by and between the State of Washington and Professional and Technical Employees Local 17
- [Collective Bargaining Agreement](#) by and between the State of Washington and the Washington Federation of State Employees
- Policy Statement [P 2048](#) *State-Issued ORCA Transit Passport Card Program for WSDOT King County Employees*
- [Employee Transportation Coordinators](#) intranet page
- ORCA Transit Agreement and ORCA Transit Cancellation form ([DOT Form 310-108](#))
- ORCA Vanpool Agreement form ([DOT Form 310-109](#))
- [Payroll Information for Employees](#) intranet page
- [RideshareOnline](#) website
- [Subsidies and Incentives](#) intranet page
- [Telework Program](#) intranet page
- [Your Commute](#) intranet page
- Washington State Agency Commute Trip Reduction Program [STAR Pass](#) program webpage

VI. Review and Update Requirements

When changes are necessary to update this document, inform the Director of the Public Transportation Division. The Director of the Public Transportation Division reviews this document periodically and proposes updates for leadership review and approval by the Secretary of Transportation.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equal Opportunity at wsdotada@wsdot.wa.gov or by calling toll free, 855-362-4ADA(4232). Persons who are deaf or hard of hearing may make a request by calling the Washington State Relay at 711.