

# CTR/TMP Survey



A survey about transportation choices completed by employees at Commute Trip Reduction (CTR) and/or Transportation Management Program (TMP) affected worksites.

## What's involved?

- Employees answer questions about how they commute.
- Responses are aggregated and measure progress towards worksite Drive Alone Rate (DAR) reduction goals.

## How is the survey taken?

The state-provided **Employee Questionnaire** is available in paper or online format and takes less than 5 minutes.

## Who administers the survey?

The designated work site Employee Transportation Coordinator (ETC) distributes and collects the surveys.

## How often must an employer/worksite complete a survey?

The City of Redmond requires CTR-affected employers to administer an employee survey biennially on odd years. Newly affected work sites must complete their first employee survey within 90 days of becoming affected by the Law.

TMP-affected sites administer a survey annually until their goal has been met, then biennially as long as they remain at goal.

Worksites that do not obtain the minimum required 50% response rate will field the survey again at a date agreed upon with the City of Redmond.

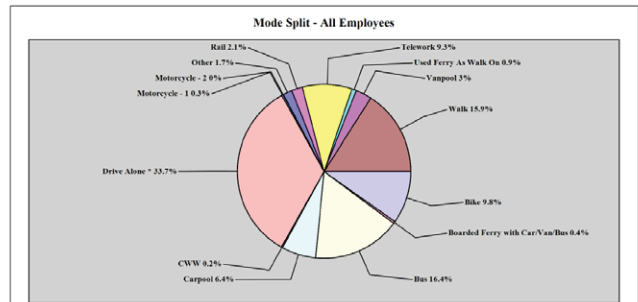
## What is the Survey Report?

WSDOT processes the surveys and the City of Redmond provides the results to the ETCs. The Survey Report includes your worksite's overall DAR and progress towards your DAR goal, how employees commute, why employees choose these commute options, where employees commute from, and responses to any supplemental questions requested by the employer.

CTR Survey

### Commute Trips By Mode - All Employees

Q.4a: Last week, what type of transportation did you use each day to commute TO your usual work location? (Mode used for the longest distance.)



| Mode           | Trips During This Survey Week | % of Trips During This Survey Week | % of Trips During Previous Survey Week | Employees Who Used This Mode at Least Once During This Survey Week | % of Employees Who Used This Mode at Least Once During This Survey Week | % of Employees Who Used This Mode at Least Once During Previous Survey Week |
|----------------|-------------------------------|------------------------------------|----------------------------------------|--------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Drive Alone *  | 1,411                         | 33.7%                              | 42.1%                                  | 414                                                                | 46.3%                                                                   | 55.9%                                                                       |
| Carpool        | 268                           | 6.4%                               | 8.7%                                   | 98                                                                 | 11.0%                                                                   | 15.4%                                                                       |
| Vanpool        | 126                           | 3.0%                               | 2.6%                                   | 34                                                                 | 3.8%                                                                    | 3.4%                                                                        |
| Motorcycle - 1 | 12                            | 0.3%                               | 0.5%                                   | 5                                                                  | 0.6%                                                                    | 0.8%                                                                        |
| Motorcycle - 2 | 2                             | 0.0%                               | 0.0%                                   | 1                                                                  | 0.1%                                                                    | 0.2%                                                                        |

Section of Survey Report

## CTR/TMP SURVEY CHECKLIST

- Inform your leadership and supervisors of the survey at least two months in advance (some worksites will need additional time)
  - Confirm a date to start the survey with City of Redmond
  - Attend an ETC training, training dates will be provided
  - Revise employee survey communications as needed, templates will be provided
  - Arrange for incentives for employees who complete the survey, incentives are available at [www.goredmond.com/grants](http://www.goredmond.com/grants)
  - If conducting the online survey, prepare the online account with either domain or individual email information
  - If conducting the paper survey, determine how you will distribute and collect paper surveys
  - The day the survey starts, send notification to employees, and plan time to respond to questions
  - The week of the survey, check the completion rate and send reminders to employees and supervisors
  - Notify the City of Redmond when you have reached the required response rate and are ready for the survey to be closed (if online) or collected (if paper)
- 

### Resources

- Survey communication templates
- Survey testing and upload instructions
- Survey directions
- Survey response rate policy
- Survey privacy policy
- Survey report example
- Acronyms

### Contact

If you have any questions or need any information please contact:

Kim Keeling  
425-556-2451  
[khkeeling@redmond.gov](mailto:khkeeling@redmond.gov)

For more information please visit:  
[www.goredmond.com/regulations](http://www.goredmond.com/regulations)