

Commute Trip Reduction (CTR) Large Worksite Sample Survey Policy

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This Commute Trip Reduction Large Worksite Sample Survey Policy describes the requirements and steps for performing a sample survey.

Purpose of this policy

Large worksites may choose to survey a smaller sample of employees to reduce survey administrative burden, rather than distribute the survey to every employee. The larger the number of employees, the lower the percentage of responses needed to achieve the required level of confidence (95%) and margin of error (3%).

Sample survey policy

With this policy, WSDOT sets forth the following requirements for performing a sample survey:

1. Worksites have at least 1,000 employees to survey, and ideally 1,500 or more.
2. Worksites contact their [jurisdiction representative](#) to secure permission to use a sample survey.
3. Jurisdictions inform [WSDOT](#) of a worksite's intent to perform a sample survey. Please note: if WSDOT is not made aware, the worksite's resulting numbers on the Employer Survey Report and biennial aggregate report will be incorrect.
4. Worksites and jurisdictions must ensure that survey participants are selected randomly – please contact [WSDOT](#) for more information.

Number of responses required

The minimum responses required will depend on the number of employees at the worksite.

Total Employees	Minimum Responses Required
1000	517
1500	624
2000	697
2500	749
3000	788
3500	818
4000	843

To get the specific number of required survey responses for your worksite, you may use this [sample size calculator](#). Choose 95% for confidence level, 3 for confidence interval, input your survey-eligible employees in the "Population" box, and push "Calculate." Example for worksite with 2,654 employees:

Determine Sample Size

Confidence Level: 95% 99%

Confidence Interval:

Population:

Sample size needed:

Number of employees to survey

The required number of responses represents the minimum number of surveys returned, not the number of surveys distributed.

For example, a worksite with 2,000 total employees requires 697 responses. To calculate the number of surveys to distribute, multiply the number of required responses by 2. For example, if 697 responses are required, 1,394 surveys should be randomly distributed ($697 * 2 = 1394$).

This requires the employees to respond at a 50% rate, the same rate required for sites surveying without sampling, in order to achieve the minimum number of surveys returned.

Random sample documentation

Worksites are required to keep documentation detailing the methodology used to create their random selection of their employees. If issues arise, the documentation will need to be submitted to WSDOT for verification.

For more information

For more information or comments about this policy, please contact Michael Wandler at 206-464-1215, or wandlem@wsdot.wa.gov.