Washington State Department of Transportation

Public Transportation Grant Guidebook

Appendix J:Commute trip reduction administrative workplan template

April 2026

Public Transportation Division

Contents

J.1 Commute trip reduction administrative workplan template J-2

Appendix J: Commute trip reduction administrative workplan template

The administrative workplan is a requirement of commute trip reduction program agreements with WSDOT. You must complete a workplan each biennium.

To develop your workplan, you must use the template on the following pages.

Your workplan must include the following categories and subcategories in the following order:

1. Organization
2. Agreement number
3. Contact
4. Employer engagement
    a. Identify worksites and employee transportation coordinators
    b. Engage and train employee transportation coordinators
5. Commute trip reduction plan, 2025-2029
6. Performance reporting
    a. Worksite surveys
    b. Program reports
7. Administration
    a. Financial management
    b. Program management
8. Guaranteed ride home for state workers (affects only Community Transit, King County Metro, City of Everett, Spokane County, and Thurston Regional Planning Council)
    a. Service provision

The template has example, optional subcategories. The template also has example activities and deliverables that meet the requirements of categories and subcategories.

Note: You may customize the activities and deliverables for your program needs.

WSDOT must approve your workplan before you submit your first invoice for reimbursement. Only activities in an approved workplan are eligible for reimbursement.

To request changes to an administrative workplan, submit the revised plan to your WSDOT contract manager with changes clearly indicated.

J.1 Commute trip reduction administrative workplan template

1. **Organization**

   [Organization's name]

2. **Agreement number**

   PTD[####]

3. **Local agency contact**

   [Project manager's name]

   [Project manager's phone number]

   [Project manager's email]

4. **Employer engagement**

   a. ***Identify worksites and employee transportation coordinators (required)***

      Example activities:

      - Identify prospective worksites.
      - Notify employers of legally required activities.
      - Verify and maintain list of worksites and employee transportation coordinators in survey and program report system.

      Example deliverables:

      - Letters to new worksites and employers.
      - List of worksites in survey and program report system.

   b. ***Engage and train employee transportation coordinators (required)***

      Example activities:

      - Conduct training sessions.

- Provide outreach and consultation.
- Provide technical assistance for worksite commute programs and employee surveys.
- Encourage employee transportation coordinators attend the Washington State Ridesharing Organization conference and other educational events.
- Host recognition and networking events.
- Send encouragement and reminder emails.

Example deliverables:

- Training slides and handouts.
- Newsletter for employee transportation coordinators.
- List of employee transportation coordinators who completed training or attended events.
- Copies of email invitations.
- Copies of award certificates.

c. Support distribution of information about transportation options to commuters

Example activities:

- Develop promotions calendar (e.g., Telework Appreciation Week – March; Bike expo and Earth Day – April; Bike to Work Month – May; Transit Month/ Get on Board – June; TDM Week – September; Rideshare Week and Switch Your Trips Washington – October).
- Promote commute options with employee transportation coordinators at wellness fairs, sustainability fairs, and other employee engagement events.
- Create promotions, produce materials, and distribute them to employee transportation coordinators.
- Convene colleagues from nearby jurisdictions to create regional promotions and share materials.

Example deliverables:

- Copy of promotions calendar.

- Examples of promotional materials.
- Case study documenting promotions results and ideas for future improvement.
- List of events attended.

d. Enable incentives, subsidies, and disincentives

Example activities:

- Promote the CTR business-and-occupation tax/public-utilities-tax credit.
- Establish contracts with employers to provide transit passes to their employees.
- Work with worksites to institute or increase parking fees or shift from monthly fees to daily fees.
- Provide education about new Public Rideshare program; subsidize the first
- three months.
- Foster competition among employers to offer commute incentives.
- Provide information to encourage employers to offer improved commute benefits; commute benefits offered by industry peer organizations, how commute benefits contribute to sustainability, effects of commute benefits on employee satisfaction, recruitment, or retention.
- Provide educational materials that indicate how much workers value commute benefits.
- Encourage state workers to take advantage of the new Public Rideshare Grant
- Program subsidy.
- Provide bike lights.
- Make a telework/compressed-work-week consultant available to employee
- transportation coordinators.
- Administer guaranteed ride home program.

Example deliverables:

- Case study documenting results of promotions.
- Summary of benefit trends.

5. **Commute trip reduction plan**
6. **Performance reporting**

   a. ***Worksite surveys (required)***

   Example activities:

   - Review revised policies and tutorials.
   - Attend WSDOT trainings and workshops.
   - Consider use of equivalent data of instead of WSDOT worksite survey.
   - Survey worksites.
   - Provide training and technical assistance to employers.
   - Monitor online dashboards and help employers interpret and use dashboards
   - to guide their programs.
   - Analyze survey results and identify trends.

   Example deliverables:

   - Survey results.
   - Briefing paper on trends.

   b. ***Program reports (required)***

   Example activities:

   - Review revised policies and tutorials.
   - Attend WSDOT trainings and workshops.
   - Provide training and technical assistance to employee transportation coordinators.
   - Analyze program reports and identify trends.

   Example deliverables:

- Survey results.
- Briefing paper on trends.

c. *Worksite needs assessments*

Example activities:

- Obtain regular reports from employee transportation coordinators which include updates on progress toward CTR program requirements, activities, trip tracking, and/or worksite commute trends.
- Analyze reports from employee transportation coordinators, identify needs, and create action plan to meet needs.

Example deliverables:

- Reports.
- Briefing paper on trends.
- Action plan.

7. Administration

a. *Financial management (required)*

Example activities:

- Complete quarterly billing to WSDOT.
- Maintain financial records.
- Apply for additional grant funding (e.g., WSDOT Regional Mobility, Congestion Mitigation and Air Quality).

Example deliverables:

- Invoices
- Quarterly reports
- Financial records
- Grant application

b. *Program management (required)*

Example activities:

- Provide quarterly reports to WSDOT.

- Maintain employer information.
- Maintain plan and ordinance.
- Provide feedback to WSDOT to improve processes and program performance.
- Develop a two-year program schedule.

Example deliverables:

- Quarterly reports to WSDOT.
- Employer information list.
- Copy of local CTR plan.
- Copy of local CTR ordinance.
- Two-year program schedule.

c. Policymaker engagement

- Provide updates to executive management, city council, county council and/or transit board.

d. Community of practice

Example activities:

- Provide WSDOT a case study about your efforts to provide CTR services to vulnerable populations.
- Attend TDM Technical Committee, TDM Executive Board meetings, and CTR
- implementers meetings.
- Review and comment on the State CTR Plan, State CTR Report, and regional and local transportation plans.
- Participate in regional TDM forums, committees, boards, working groups.
- Participate in the TDM Technical Committee's Legislative Subcommittee, an Association of Commuter Transportation committee, or a Washington State Ridesharing Organization committee.

- Make a top-five presentation at a TDM Technical Committee meeting.

Example deliverables:

- Presentation slides
- Briefing paper
- Case study

8. **Guaranteed ride home for state workers (only for Community Transit, City of Everett, King County Metro, Spokane County and Thurston Regional Planning Council)**

   a. ***Service provision (required)***

   Example activities:

   - Review and update contracts with guaranteed ride home service providers.
   - Review and update processes to provide, track, invoice, and report rides.
   - Review and update policies that govern guaranteed ride home for state workers.

   Example deliverables:

   - Updated contracts.
   - Process flow charts or procedure descriptions.
   - Updated policies.

   b. ***State worker engagement***

   Example activities:

   - Provide information about guaranteed ride home to employee transportation coordinators and state workers at eligible worksites.
   - Promote new state worker rideshare benefit with guaranteed ride home.

   Example of a deliverable:

   - Copies of informational and promotional materials.

English

Title VI Notice to Public

It is the Washington State Department of Transportation's (WSDOT) policy to assure that no person shall, on the grounds of race, color, national origin, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its programs and activities. Any person who believes his/her Title VI protection has been violated, may file a complaint with WSDOT's Office of Equity and Civil Rights (OECR). For additional information regarding Title VI complaint procedures and/or information regarding our non-discrimination obligations, please contact OECR's Title VI Coordinator at (360) 705-7090.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing the Office of Equity and Civil Rights 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.

Español

Notificación de Titulo VI al Público

La política del Departamento de Transporte del Estado de Washington (Washington State Department of Transportation, WSDOT) es garantizar que ninguna persona, por motivos de raza, color u origen nacional, según lo dispuesto en el Título VI de la Ley de Derechos Civiles de 1964, sea excluida de la participación, se le nieguen los beneficios o se le discrimine de otro modo en cualquiera de sus programas y actividades. Cualquier persona que considere que se ha violado su protección del Título VI puede presentar una queja ante la Oficina de Equidad y Derechos Civiles (Office of Equity and Civil Rights, OECR) del WSDOT. Para obtener más información sobre los procedimientos de queja del Título VI o información sobre nuestras obligaciones contra la discriminación, comuníquese con el coordinador del Título VI de la OECR al (360) 705-7090.

Información de la Ley sobre Estadounidenses con Discapacidades (ADA, por sus siglas en inglés)

Este material puede estar disponible en un formato alternativo al enviar un correo electrónico a la Oficina de Equidad y Derechos Civiles a wsdotada@wsdot.wa.gov o llamando a la línea sin cargo 855-362-4ADA(4232). Personas sordas o con discapacidad auditiva pueden solicitar la misma información llamando al Washington State Relay al 711.

한국어-Korean

제6조 관련 공지사항

워싱턴 주 교통부(WSDOT)는 1964년 민권법 타이틀 VI 규정에 따라, 누구도 인종, 피부색 또는 출신 국가를 근거로 본 부서의 모든 프로그램 및 활동에 대한 참여가 배제되거나 혜택이 거부되거나, 또는 달리 차별받지 않도록 하는 것을 정책으로 하고 있습니다. 타이틀 VI에 따른 그/그녀에 대한 보호 조항이 위반되었다고 생각된다면 누구든지 WSDOT의 평등 및 민권 사무국(OECR)에 민원을 제기할 수 있습니다. 타이틀 VI에 따른 민원 처리 절차에 관한 보다 자세한 정보 및/또는 본 부서의 차별금지 의무에 관한 정보를 원하신다면, (360) 705-7090으로 OECR의 타이틀 VI 담당자에게 연락해주십시오.

미국 장애인법(ADA) 정보

본 자료는 또한 평등 및 민권 사무국에 이메일 wsdotada@wsdot.wa.gov 을 보내시거나 무료 전화 855-362-4ADA(4232)로 연락하셔서 대체 형식으로 받아보실 수 있습니다. 청각장애인은 워싱턴주 중계 711로 전화하여 요청하실 수 있습니다.

русский-Russian

Раздел VI Общественное заявление

Политика Департамента транспорта штата Вашингтон (WSDOT) заключается в том, чтобы исключить любые случаи дискриминации по признаку расы, цвета кожи или национального происхождения, как это предусмотрено Разделом VI Закона о гражданских правах 1964 года, а также случаи недопущения участия, лишения льгот или другие формы дискриминации в рамках любой из своих программ и мероприятий. Любое лицо, которое считает, что его

средства защиты в рамках раздела VI были нарушены, может подать жалобу в Ведомство по вопросам равенства и гражданских прав WSDOT (OECR). Для дополнительной информации о процедуре подачи жалобы на несоблюдение требований раздела VI, а также получения информации о наших обязательствах по борьбе с дискриминацией, пожалуйста, свяжитесь с координатором OECR по разделу VI по телефону (360) 705-7090.

Закон США о защите прав граждан с ограниченными возможностями (ADA)

Эту информацию можно получить в альтернативном формате, отправив электронное письмо в Ведомство по вопросам равенства и гражданских прав по адресу wsdotada@wsdot.wa.gov или позвонив по бесплатному телефону 855-362-4ADA(4232). Глухие и слабослышащие лица могут сделать запрос, позвонив в специальную диспетчерскую службу штата Вашингтон по номеру 711.

tiếng Việt-Vietnamese

Thông báo Khoản VI dành cho công chúng

Chính sách của Sở Giao Thông Vận Tải Tiểu Bang Washington (WSDOT) là bảo đảm không để cho ai bị loại khỏi sự tham gia, bị từ khước quyền lợi, hoặc bị kỳ thị trong bất cứ chương trình hay hoạt động nào vì lý do chủng tộc, màu da, hoặc nguồn gốc quốc gia, theo như quy định trong Mục VI của Đạo Luật Dân Quyền năm 1964. Bất cứ ai tin rằng quyền bảo vệ trong Mục VI của họ bị vi phạm, đều có thể nộp đơn khiếu nại cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng (OECR) của WSDOT. Muốn biết thêm chi tiết liên quan đến thủ tục khiếu nại Mục VI và/hoặc chi tiết liên quan đến trách nhiệm không kỳ thị của chúng tôi, xin liên lạc với Phối Trí Viên Mục VI của OECR số (360) 705-7090.

Thông tin về Đạo luật Người Mỹ tàn tật (Americans with Disabilities Act, ADA)

Tài liệu này có thể thực hiện bằng một hình thức khác bằng cách email cho Văn Phòng Bảo Vệ Dân Quyền và Bình Đẳng wsdotada@wsdot.wa.gov hoặc gọi điện thoại miễn phí số, 855-362- 4ADA(4232). Người điếc hoặc khiếm thính có thể yêu cầu bằng cách gọi cho Dịch vụ Tiếp âm Tiểu bang Washington theo số 711.

Arabic - الغ َربِيَّة

في ضمان عدم استبعاد أي شخص، على أساس العرق أو اللون أو االصل القومي من المشاركة في أي من (WSDOT) إشعار للجمهور تتمثل سياسة وزارة النقل في والية واشنطن 6العنوان ويمكن ألي شخص 1964.برامجها وأنشطتها أو الحرمان من الفوائد المتاحة بموجبها أو التعرض للتمييز فيها بخالف ذلك، كما هو منصوص عليه في الباب السادس من قانون الحقوق المدنية لعام للحصول على معلومات إضافية بشأن إجراءات . التابع لوزارة النقل في والية واشنطن(OECR)يعتقد أنه تم انتهاك حقوقه التي يكفلها الباب السادس تقديم شكوى إلى مكتب المساواة والحقوق المدنية أو بشأن التزاماتنا بعدم التمييز بموجب الباب السادس، يرجى االتصال بمنسق الباب/الشكاوى و السادس في مكتب المساواة والحقوق المدنية على الرقم 7090-705 (360).

معلومات قانون االمريكيين ذوي اإلعاقة (ADA)

:أو عن طريق االتصال بالرقم المجاني,wsdotada@wsdot.wa.govيمكن توفير هذه المواد في تنسيق بديل عن طريق إرسال رسالة بريد إلكتروني إلى مكتب المساواة والحقوق المدنية على يمكن لألشخاص(4232) 855-362-4ADA
على الرقم Washington State Relayالصم أو ضعاف السمع تقديم طلب عن طريق االتصال بخدمة 711.

中文 – Chinese

《权利法案》Title VI公告

<華盛頓州交通部(WSDOT)政策規定，按照《1964　　年民權法案》第六篇規定，確保無人因種族、膚色或國籍而被排除在WSDOT任何計畫和活動之外，被剝奪相關權益或以其他方式遭到歧視。如任何人認為其第六篇保護權益遭到侵犯，則可向WSDOT的公平和民權辦公室(OECR)提交投訴。如需關於第六篇投訴程式的更多資訊和/或關於我們非歧視義務的資訊，請聯絡OECR的第六篇協調員，電話 (360) 705-7090。

《美国残疾人法案》(ADA)信息

可向公平和民權辦公室發送電子郵件wsdotada@wsdot.wa.gov或撥打免費電話

855-362-4ADA(4232)，以其他格式獲取此資料。听力丧失或听觉障碍人士可拨打711联系Washington州转接站。

Af-soomaaliga – Somali

Ciwaanka VI Ogeysiiska Dadweynaha

Waa siyaasada Waaxda Gaadiidka Gobolka Washington (WSDOT) in la xaqiijiyo in aan qofna, ayadoo la cuskanaayo sababo la xariira isir, midab, ama wadanku kasoo jeedo, sida ku qoran Title VI (Qodobka VI) ee Sharciga Xaquuqda Madaniga ah ah oo soo baxay 1964, laga saarin ka qaybgalka, loo diidin faa'iidooyinka, ama si kale loogu takoorin barnaamijyadeeda iyo shaqooyinkeeda. Qof kasta oo aaminsan in difaaciisa Title VI la jebiyay, ayaa cabasho u gudbin kara Xafiiska Sinaanta iyo Xaquuqda Madaniga ah (OECR) ee WSDOT. Si aad u hesho xog dheeraad ah oo ku saabsan hanaannada cabashada Title VI iyo/ama xogta la xariirta waajibaadkeena ka caagan takoorka, fadlan la xariir Iskuduwaha Title VI ee OECR oo aad ka wacayso (360) 705-7090.

Macluumaadka Xeerka Naafada Marykanka (ADA)

Agabkaan ayaad ku heli kartaa qaab kale adoo iimeel u diraaya Xafiiska Sinaanta iyo Xaquuqda Madaniga ah oo aad ka helayso wsdotada@wsdot.wa.gov ama adoo wacaaya laynka bilaashka ah, 855-362-4ADA(4232). Dadka naafada maqalka ama maqalku ku adag yahay waxay ku codsan karaan wicitaanka Adeega Gudbinta Gobolka Washington 711.

Translation Services

If you have difficulty understanding English, you may, free of charge, request language assistance services by calling 360-705-7921 or email us at: PubTrans@wsdot.wa.gov

Español - Spanish

Servicios de traducción

Aviso a personas con dominio limitado del idioma inglés: Si usted tiene alguna dificultad en entender el idioma inglés, puede, sin costo alguno, solicitar asistencia lingüística con respecto a esta información llamando al 360-705-7921, o envíe un mensaje de correo electrónico a: PubTrans@wsdot.wa.gov

tiếng Việt-Vietnamese

các dịch vụ dịch thuật

Nếu quý vị không hiểu tiếng Anh, quý vị có thể yêu cầu dịch vụ trợ giúp ngôn ngữ, miễn phí, bằng cách gọi số 360-705-7921 hoặc email cho chúng tôi tại: PubTrans@wsdot.wa.gov

한국어-Korean

번역 서비스

영어로 소통하는 것이 불편하시다면, 360-705-7921 으로 전화하시거나 다음 이메일로 연락하셔서 무료 언어 지원 서비스를 요청하실 수 있습니다: PubTrans@wsdot.wa.gov

русский-Russian

Услуги перевода

Если вам трудно понимать английский язык, вы можете запросить бесплатные языковые услуги, позвонив по телефону 360-705-7921 или написав нам на электронную почту: PubTrans@wsdot.wa.gov

Arabic - اَلْعَرَبِيَّةُ

الترجمة دمات خ

عن اللغوية المساعدة خدمات طلب ثًا مجا فيمكنك ،الإنجليزية اللغة فهم في صعوبة تجد كنت إذا

الإلكتروني البريد عبر مراسلتنا أو 360-705-7921 بالرقم الاتصال يق طر:PubTrans@wsdot.wa.gov

Af-soomaaliga - Somali

Adeegyada Turjumaada

Haddii ay kugu adag tahay inaad fahamtid Ingiriisida, waxaad, bilaash, ku codsan kartaa adeegyada caawimada luuqada adoo wacaaya 360-705-7921 ama iimayl noogu soo dir: PubTrans@wsdot.wa.gov

中文 – Chinese

翻译服务

如果您难以理解英文，则请致电：360-705-7921，或给我们发送电子邮件：PubTrans@wsdot.wa.gov，请求获取免费语言援助服务