



# CTR PROGRAM REPORT

A standard report completed by CTR-affected worksites that describes transportation programming and amenities, especially the actions taken to promote alternative commute modes (i.e., non-drive alone).

## How often must an employer submit a CTR Program Report?

The City of Seattle requires CTR-affected employers to submit a Program Report biennially, online, on even years. Newly affected work sites must complete their first Program Report within six months of becoming affected by the Law.

## What is the Program Summary?

The Program Summary is any piece of communication used to describe transportation benefits and options to employees. Examples include a flyer, brochure, intranet site, and website.

The screenshot shows a web browser window with the title 'Commuter Trip Reduction Program Report'. The browser's address bar shows 'https://www.surveymonkey.com/survey/...'. The form content is as follows:

- Commuter Trip Reduction Program Report**
- Company and ETC Contact Information**
- \* 1. Organization Name:
- 2. If your organization has multiple worksites, please enter the name of the worksite that this report covers:
- \* 3. Commuter Trip Reduction Identification Number (provided in email):
- \* 4. Worksite Street Address:
- \* 5. Worksite Zip Code:

Example question from Program Report



# CTR PROGRAM REPORT CHECKLIST

- Locate the most recent Program Report completed for your work site.
- Find out how transportation benefits and amenities are communicated to employees.
- Ask Human Resources and Facilities whether any transportation benefits or amenities have changed.
- Annually assess transportation benefits and amenities employee communications.
  - Is everything covered
  - Is it clear how to access benefits and amenities
  - Is it clear who can answer questions about benefits and amenities
  - Are supervisors aware of transportation offerings
- Revise employee communications as needed.
- Attend a Commute Seattle Program Report/ Summary training.

## Resources

- **Program Report Questions Template**
- **Completed Program Report**
- **Program Summary template**
- **Program Summary key elements**
- **Program Report and Summary webinar**