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 workplaces 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.

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

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