



Commute Trip Reduction Overview

Commute Trip Reduction (CTR) Law

Washington's Commute Trip Reduction (CTR) program is a statewide effort to reduce traffic congestion and improve air quality by encouraging alternatives to drive alone commuting (carpool, transit, biking, walking, teleworking, etc.). Employers with *large worksites* in designated urban areas, such as Redmond, must participate in the program.

Who it Applies to in Redmond

Employers with 100 or more full-time employees at a single worksite who commute to work between 6 a.m. and 9 a.m.

- If your worksite recently reached that size, you must notify the City of Redmond's Program Administrator within 180 days.
- Employees assigned to a single Redmond worksite who telework full-time, part-time, or occasionally are considered CTR-affected.

Employer Requirements in Redmond (Local Implementation)

The City of Redmond has adopted CTR requirements into its municipal code ([Chapter 5.65](#)). Employers who meet the threshold must follow these key requirements:

Why Employers Offer These Benefits

- Improve recruitment and retention
- Reduce parking demand
- Support sustainability and Environmental, Social, and Governance goals
- Lower employee commuting stress
- Potential tax advantages



Quick Checklist for Redmond Employers (Affected by CTR)

- ✓ Appoint an Employee Transportation Coordinator (ETC)
- ✓ Develop and implement a written CTR program
- ✓ Conduct employee commute surveys (typically biennial)
- ✓ Submit annual program reports
- ✓ Act in good faith to encourage alternatives to driving alone
- ✓ Engage with City assistance programs (Go Redmond, etc.)

1. Designate an Employee Transportation Coordinator (ETC)

- Employers must appoint an ETC responsible for managing the CTR program and provide contact information to the City of Redmond CTR Program Administrator.
- The ETC role is the site's primary contact for surveys, commuting information, and program reporting.
- ETC info (name/contact) should be accessible to employees.

2. Develop and Implement a CTR Program

- Create a written CTR Program Description that outlines how you plan to encourage alternatives to drive alone commuting. (Example Program Description on page 6)
- The employer must carry out the plan in good faith – making genuine efforts to reduce drive alone trips. More information on good faith efforts and potential program incentives are listed below.

3. Employee Surveys

- Conduct the required CTR employee commute survey every two years to measure how employees travel to work.
- Use the results to inform and update your CTR efforts.



4. Reporting

- Submit a CTR program report to the City of Redmond CTR Program Administrator on an annual basis.
- Program report questions can be found [here](#).

Good Faith Effort:

Employers are expected to make a good faith effort to help employees reduce drive alone commuting – this generally means implementing strategies like:

- Information/promotions about transit options
- Incentives for carpool, vanpool or transit use
- Telework/flex schedule options where feasible

While Redmond’s code doesn’t define *each* strategy, these are common elements under the CTR law that show good faith.

Compliance & Penalties

The city can enforce CTR requirements and assess penalties if employers fail to implement a program or fail to survey and report as required. However, employers are *not penalized for not meeting drive alone rate goals* as long as they have implemented a good faith program.

Transportation Benefits

Employers can offer a variety of transportation benefits to reduce commuting costs, improve employee satisfaction, and support sustainability goals. Here are some common options:

1. Transit Pass Subsidies

- Employers partially or fully pay for transit (bus, light rail, etc.) passes.
- This can also be offered as a pre-tax commuter benefit, allowing employees to pay transit costs with pre-tax income.



2. Vanpool & Carpool Programs

- Employer-sponsored vanpools
- Carpool matching services (rideshareonline.com)
- Preferred parking for carpools and vanpools
- Carpool and vanpool incentives or rewards

3. Bicycle Benefits

- Secure bike parking
- Bike lockers
- Showers and changing facilities
- Bicycle purchase or repair reimbursement
- E-bike incentives

4. Parking Benefits

- Free or subsidized parking for carpools and vanpools
- Pre-tax parking deductions
- Reserved parking for carpools and vanpools

5. Rideshare Support

- Subsidized Uber/Lyft rides
- Emergency ride programs (such as a Guaranteed Ride Home program)
- Commute reimbursement programs

6. Shuttle Services

- Company-operated shuttles from transit hubs
- Partnerships with local shuttle providers

7. Commuter Stipends

- Monthly transportation allowance
- Mobility wallet (flexible funds for any commuting method)



8. Telework & Flexible Schedules

- Hybrid or remote work options
- Compressed workweeks (4/10s and 9/80s)
- Flexible start/end times to avoid peak traffic

9. Active Transportation Incentives

- Walking challenges
- Wellness rewards tied to active commuting
- Mileage-based incentives for biking or walking

City Support & Resources

Redmond's [Go Redmond](#) program offers free support to employers, including:

- Help developing and managing CTR programs
- Tools and grants to support commute alternatives
- Assistance with compliance
- Employer outreach and event support

Redmond CTR Program Administrator:

Kim Keeling

Email: khkeeling@redmond.gov

Phone: 425-556-2451



Example CTR Program Description

Company Name: ABC Company

Worksite Address: 12345 Main St., Redmond, WA

Number of Employees at Worksite: 250

Program Effective Date: January 1, 2026

1. Employee Transportation Coordinator (ETC)

Designated ETC:

Name: Jane Smith

Title: HR Operations Manager

Email: Jane.Smith@abccompany.com

Phone: (425) 555-1234

ETC Responsibilities:

- Serve as primary contact with City of Redmond CTR staff
- Administer employee commute surveys (biennial)
- Submit annual CTR reports
- Promote commute programs and incentives
- Coordinate transportation events and communications

2. Program Goals

ABC Company is committed to:

- Reducing drive alone commute trips during peak hours (6-9 AM)
- Supporting sustainable transportation options
- Improving employee commute satisfaction
- Contributing to regional congestion and emissions reduction



The company will make a **good faith effort** to implement strategies that encourage alternatives to single-occupancy vehicle (SOV) commuting.

3. Employee Commute Survey & Reporting

- Conduct the state-required CTR employee commute survey every two years
- Distribute electronically to all affected employees
- Submit results and required documentation to the City of Redmond
- File annual CTR progress reports as required

Survey results will guide program adjustments.

4. Commute Reduction Strategies

A. Telework & Flexible Scheduling

- Offer hybrid work options (minimum 2 days/week telework eligible roles)
- Allow flexible start times (before 7 AM or after 9 AM) where operationally feasible
- Encourage compressed workweeks (e.g., 9/80 or 4/10 schedules)

B. Transit Support

- Provide employer-subsidized ORCA transit passes (50% employer contribution)
- Promote local transit routes and trip-planning tools
- Host quarterly "Transit 101" informational sessions

C. Carpool & Vanpool Incentives

- Preferred parking for carpools and vanpools
- Emergency Ride Home program participation
- Monthly carpool prize drawings
- \$30/month carpool subsidy per participating employee

D. Bicycle & Micromobility Support

- Secure indoor bike storage
- On-site showers and lockers
- Annual bike-to-work event participation
- \$200 annual bike commuter reimbursement

E. Parking Management

- Charge for single-occupancy vehicle parking (\$75/month)
- Carpool/vanpool parking free
- Visitor parking limited to short-term use

F. Promotion & Communication

- New employee commute orientation
- Quarterly transportation newsletters
- Dedicated commute webpage on company intranet
- Participation in regional commute challenges

5. Monitoring & Continuous Improvement

ABC Company will:

- Review survey data after each biennial survey
- Adjust strategies if drive-alone rates increase
- Meet with City of Redmond staff if additional improvements are recommended
- Document all promotional and incentive activities



6. Good Faith Commitment

ABC Company affirms it will:

- Implement the above strategies in good faith
- Maintain an active Employee Transportation Coordinator
- Comply with all reporting requirements
- Cooperate with City of Redmond CTR staff

7. Guaranteed Ride Home

- Free ride home in case of an emergency when employees use alternative commuting methods such as public transit, carpooling, vanpooling, biking, or walking.
- Limited to 5 times per year.

8. Transit pass pre-tax payroll deductions

- Commuter benefit that allows employees to pay for eligible public transportation expenses using money deducted from their paycheck before taxes are applied.

9. On-site Transportation Fair

- Annual workplace event where transportation providers and mobility organizations come directly to an employer's location to share information about commuting options with employees.

Optional Add-Ons

Employers may also include:

- Parking cash-out program
- Commute pilot grants