



Employee Transportation Coordinator Request Form

Educate your employees and make your worksite more connected, convenient, and sustainable—at no cost to you!

Go Redmond is excited to offer free transportation resources and amenities to eligible MMP-* and CTR-affected worksites and Employee Transportation Coordinators in Redmond. These resources help educate, support and incentivize your employees to not drive alone to work and on everyday trips.

Providing transportation options can also be a valuable employee benefit that increases employee satisfaction while supporting your sustainability goals and helping you meet the requirements of the Commute Trip Reduction law and/or your MMP agreement.

How it works

Choose the resources and amenities that would be most useful for you and your employees. Go Redmond provides them at no cost to your business. In exchange, the Employee Transportation Coordinator (ETC) agrees to:

- Implement periodic CTR promotional packages to encourage employees to not drive alone to work
- Make the resources available to employees (not customers or visitors)
- Promote the resources and amenities to employees (not customers or visitors)
- Distribute or check out items as appropriate
- Provide basic maintenance and care
- Include program modifications in annual CTR/MMP reporting
- Participate in a follow-up survey after each promotion is completed or after amenities have been installed/distributed

**These resources and amenities cannot be used to complete a required element of an MMP.*

Why offer these resources and amenities?

A more knowledgeable employee base: Periodic promotional packages related to transportation options help educate employees about available transportation resources and can incentivize employees to try new commute modes.

A better employee experience: Transportation amenities and incentives give employees more convenient options for commute and everyday trips—and can make your workplace more attractive to people who want the option of traveling without a car.

A sustainability benefit: Helping employees walk, bike, take transit, or use shared mobility can reduce vehicle trips and support your business's environmental and sustainability goals.

An amenity without the amenity cost: Go Redmond pays for the resources. Your worksite provides the space and helps employees access and care for them.

A more connected community: Shared transportation resources can give employees opportunities to interact with their work neighborhood and make it easier to take advantage of nearby businesses, parks, transit, and other community destinations.

Meet regulatory requirements of the Commute Trip Reduction law: These resources and support the transportation benefits available to your employees and help you meet the requirements of the state CTR law.

Ready to add a new amenity or resources to your worksite?

Your worksite is eligible to request any of the resources and amenities on the following application. Simply select the promotional packages and amenities that would be most useful to your employees. Go Redmond will work with you to determine what is feasible for your worksite and coordinate delivery or installation of amenities. Available while supplies last. Requests are not a guarantee you will receive all items.

Requests are due November 1, 2026 to goredmond@redmond.gov. There is no cost to your worksite to participate.

Do you have other transportation needs? Talk to us about any other ideas you have that would help your employees commute without a car!



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CTR-Affected Employer Name: _____

Employee Transportation Coordinator: _____

Email: _____

Phone: _____

What new amenities would you like to offer your employees?

- ☐ **Bike Racks** — bike racks provide convenient bicycle parking for employees and visitors.
- ☐ **Bike Repair Stand** — A shared repair station with tools for basic bicycle maintenance and repairs.
- ☐ **Lobby Umbrella Station** — A shared umbrella stand and umbrellas employees and visitors can borrow on rainy days.
- ☐ **Guaranteed Ride Home vouchers** — Five \$50 Lyft or Uber vouchers that employees can use for an emergency ride home on days that they walk, bike, ride transit or rideshare. (Vouchers can be distributed only to employees, not customers or visitors.)
- ☐ **ORCA Cards** — Up to 50 ORCA cards pre-loaded with \$15 each for employees to try transit, including bus and light rail, to be distributed by the ETC. *(ORCA Cards can be distributed only to employees, not customers or visitors. Available only to businesses not currently participating in the ORCA Business Passport program.)*
- ☐ **Lime Scooter & E-Bike Credits** — Free ride credits employees can use to try shared scooters and e-bikes for short trips to be distributed by the ETC.
- ☐ **Neighborhood Transportation Maps** — Easy-to-use maps showing nearby transit, walking and biking routes, and other ways to get around without a car.

What promotional packages would you like to offer your employees?

Each package includes basic communication text and graphics and a range of prizes. The promotions are designed to be used during the months identified and will be further supported by messaging on Go Redmond and the Rideshare Online calendar.

- ☐ **CTR Survey (Spring or Fall)** incentivizes employees to take the required biennial CTR Survey. The number of \$25 Amazon gift cards distributed will be based on the number of employees at your worksite. (This promotion does not include graphics.)
- ☐ **New Year New Commute (January/February)** encourages employees to try a new commute mode or get back to an old alternative. Prizes include gift cards to local Redmond businesses and Go Redmond socks.
- ☐ **Cash for Carpools (March)** encourages employees to start, join, or continue carpooling. Prizes include gift cards to local Redmond businesses and Brown Bear car wash tickets.
- ☐ **Bike Everywhere Month (May)** encourages employees to use their bike for work and personal trips. Prizes include gift cards to Edge and Spoke and Molly Moon's, Go Redmond bike locks and Move Redmond bike repair kits.
- ☐ **Ride Transit Month (June)** encourages employees to use transit for work and personal trips. Prizes include gift cards to local Redmond businesses, foldable shopping bags and Move Redmond station area access maps.
- ☐ **Walkin' on Sunshine (July)** encourages employees to walk to work and on personal trips like lunch. Prizes include gift cards to local Redmond businesses, Go Redmond bandanas, and free Lime codes.
- ☐ **Reboot Your Commute (September)** encourages employees to try a new commute mode or get back to an old alternative. Prizes include gift cards to local Redmond businesses and Go Redmond charging cables.
- ☐ **Switch Your Trips (October)** encourages employees to switch their drive alone commute to a more sustainable mode. Prizes include gift cards to local Redmond businesses and Go Redmond umbrellas.
- ☐ **Ride in the Rain (November)** encourages employees to continue or try riding their bike or transit or sharing their ride in a carpool or vanpool. Prizes include gift cards to local Redmond businesses and Go Redmond lunch bags.