

Travel Reduction Program (TRP) Overview

Transportation Coordinator (TC) Webinar
January 23, 2019





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Tech Tips

- Your microphone is muted. You can ask questions and give input using the controls on your screen.
- Click on Handout to open the PDF and access live links or print to take notes.
- The  symbol indicates an audience poll.  means we'll ask for a show of hands. Get ready to share your input!
- Webinar will be recorded and a link emailed.

Today's Session

- TRP Overview
- TC news
- Recap, future webinars



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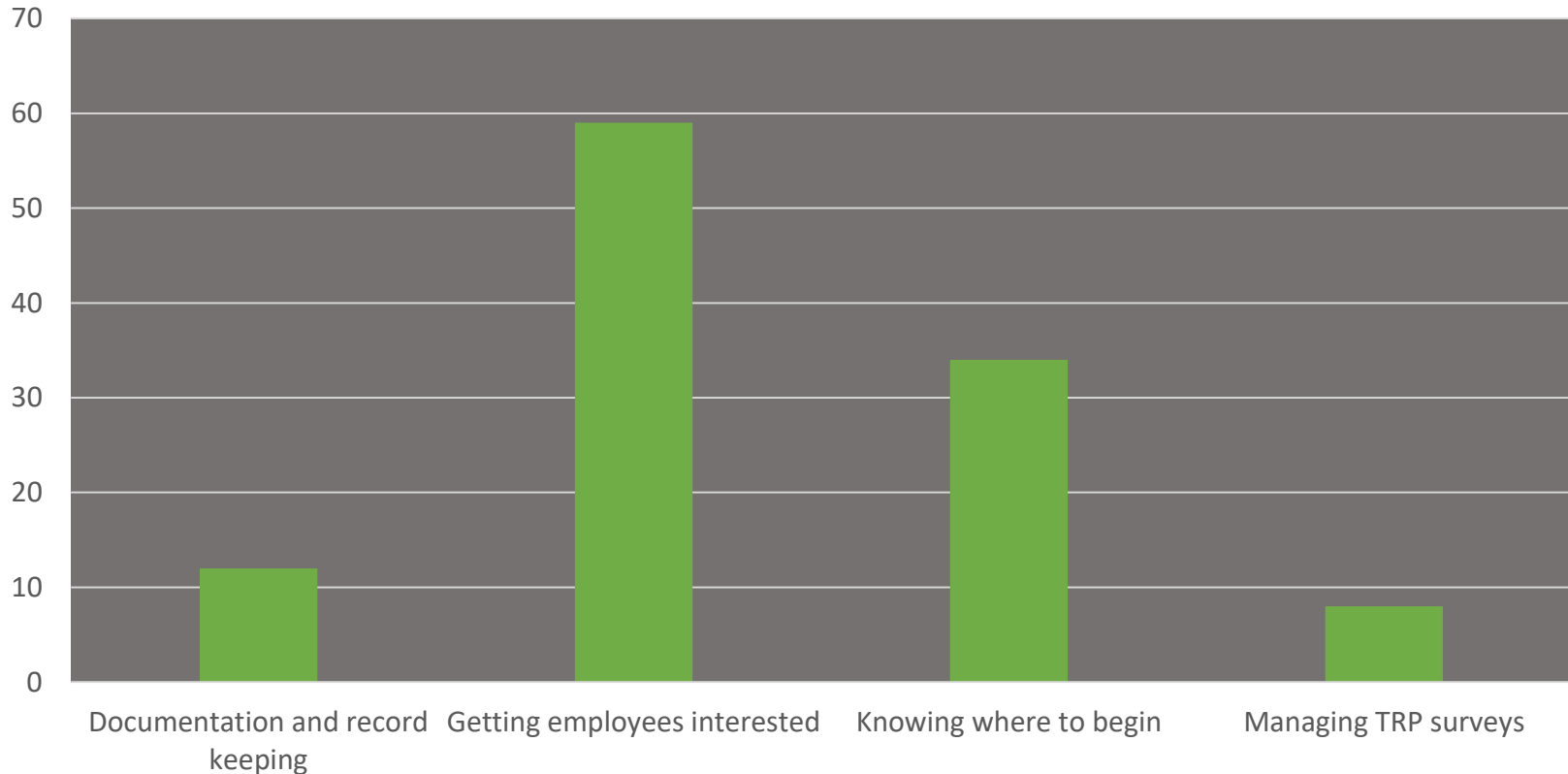


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Registrant Feedback

What's your biggest TRP challenge?



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Why TRP?

OZONE

- Summertime – forms in heat and sunlight
- Caustic chemical
- Long-term exposure can result in scarring



Need more reasons? [Watch this!](#)



PM-10, PM 2.5

- Solid and liquid particles < 10 microns diameter
- Human hair = 70 microns
- Aggravates asthma, emphysema, other ills



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Who's Affected?

- Employers and schools with **50** or more employees **or** driving age students at a single site in Maricopa County.
- Employees who report to the worksite or school at least **3 days** each week for **6 months** out of the year must participate.
- Total participants in the program:*
 - **Companies:** 1,209
 - **Sites:** 3,094
 - **Employees and Students:** 797,000

*Source: Maricopa County Air Quality Department [2018 Annual Report](#)



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Program Goals



Single Occupant Vehicle (SOV) target rates:

- The first year target is a ten percent reduction from the baseline.
- The second through fifth year target is a ten percent reduction from the target of the previous year.
- The ultimate target for employee SOV rate is sixty percent.

Source: [Maricopa County TRP Ordinance](#)



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Employer Requirements

- **Appoint a Transportation Coordinator** to manage the program
- **Annual Survey** of employees at each worksite.
 - **TARGET SURVEY RESPONSE RATE IS 100%.**
 - If a site doesn't reach a **minimum 60%** survey return rate it may be required to re-survey, or a statistical penalty may be applied. This counts all missing surveys as SOVs.
- **Develop a Trip Reduction Plan**
 - The plan outlines the employer's incentives designed to reduce the drive-alone rate.
- **Implement the plan**
- **Keep records to prove implementation**



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TRP Annual Survey

- Each organization has a survey anniversary date at approximately the same each year.
- Survey employees and driving-age students who work or attend school 3 or more days per week, 6 months or more per year.
- Do not survey contractors, temporary employees, or volunteers.
- Recorded webinar: [Conducting TRP Annual Surveys](#).

Travel Reduction Program
Employee Survey of 7237823

Please include sex or ethnicity. Please use attention only when asked to report only (marked as such).

1. Enter the ONE letter that BEST describes your regular work schedule or TRP workday.
A - Full Time - 9 days/10 or more (includes) B - Full Time - 4 days/20 hrs/week C - Part Time - 4 days or more per week
D - Full Time - 4 days/10 hrs/week E - Full Time - 3 days (10 hrs/14 hrs) F - Part Time - 4 or 3 days per week
G - Full Time - 9 days/10 hrs or 2 weeks H - Full Time - 3 days (10 hrs/14 hrs) I - Full Time - 3 days per week

2. Enter your typical start time and end time. (If these vary, enter your average start/finish times) Example: 8:00 AM - 4:00 PM

3. On average, how many days do you use each of these modes to get to this employer's workplace? Do not include trip home.

4. Approximate travel time (minutes) for the vehicle you typically use to drive to this workplace (enter one of the Alternative Fuel Types listed below):
A - Electric B - Hybrid C - CNG/LPG

5. If you ride in a carpool or vanpool, how many other people ages 16 or older travel with you? Carpool: [] Vanpool: []

6. How many miles (one-way) do you travel from home to this workplace? Miles: []

7. How many minutes (one-way) does it usually take you to travel from home to this workplace? Minutes: []

8. If you are willing to make a change to your daily commute, which options interest you the most? (check all that apply)
Commuter Rail, Compressed Air, Mass, Transit (Bus/Light Rail), Telecommute, Electric Vehicle Charging Station, Bikes, Carpool, Vanpool, Walk/Bike

9. Which, if any, facilities would motivate you to use an alternative mode? (check all that apply)
Commuter facility, Carpool parking, Carpool reward, Free parking, High Production Address award

10. Which transportation improvements would make it possible for you to reduce your drive-time and/or commute? (check all that apply)
Clearer transit service (Bus/Light Rail), Dependability to support, Better infrastructure conditions, More HOV lanes, More frequent transit service (Bus/Light Rail), Dependability to support, More bike facilities on streets, More secure alternative modes

11. Are you: Male [] Female []

12. What is your age? 18 to 24 years [] 25 to 34 years [] 35 to 44 years [] 45 to 54 years [] 55 years or older []

13. In what city do you live? []

14. What is your home zip code? []

15. What are the best (3) major areas closest to your home? Example: MOUNTAIN VIEW, GLENDALE, PHOENIX

16. Enter the ONE letter that BEST describes your primary work activity on a regular basis.
A - Management B - Business/Finance/Insurance C - Computer/Engineering/Science D - Construction/Manufacturing/Equipment E - Government/Service/Security F - Government/Service/Security G - Health Care/Human Resources/Hospitality H - Information Technology I - Manufacturing/Production J - Retail/Kiosk K - Sales/Lobby L - Transportation/Travel/Mailing M - Office and Administrative Support N - Food and Beverage O - Other (Specify) P - Other (Specify) Q - Other (Specify) R - Other (Specify)



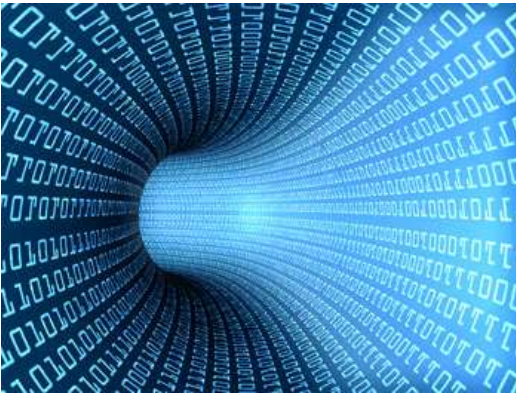
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E-survey vs. Paper Survey



- Surveys may be paper, electronic, or a combination
- Multiple entries from same computer OK
- E-survey is easy, less waste, cleaner data; saves time, energy and *you* from chasing paper
- View [Maricopa County's TRP Survey FAQs](#)

Survey Tips

- Use [posters](#) to announce surveys.
- Distribute surveys promptly and request quick replies.
- Offer incentives.
- Return paper surveys separated by site.



Every year employees and driving-age students are required to complete a brief survey. Your answers help us reach travel reduction goals!

Participation is easy and confidential. Look for the paper or electronic survey, which only takes a few minutes to complete.

For questions contact your Transportation Coordinator (TC):

Name: _____

Phone: _____

Email: _____

Please complete survey by: _____



Trip Reduction Plan

Maricopa County
Air Quality Department

Travel Reduction Plan HAVE COPY & SUBMIT

Travel Reduction Program
1001 N. Central Avenue
Suite 125
Phoenix, Arizona 85006
Phone: 602-506-6750
Fax: 602-506-6669

Organization: _____ Total Employee Count: _____
 Business operates _____ days per week, starting at _____ AM and ending at _____ PM or 24 hours.
 Trans. Count. (TC): _____ Phone: _____ Fax: _____
 Address: _____ City: _____ State: _____ Zip: _____
 E-mail: _____ Yes No No

Effective Travel Reduction Strategies/Projected Expenses – Select the measures to be implemented within 30 days of submitting this plan. The qualifications/budget for each measure should encourage employee alternate mode usage throughout the entire plan year and take into consideration all mandatory sites. Call (602) 262-7433 for assistance.

1) Alternate Mode User (AMU) Drawings:

Frequency	Price Value	Annual Value*
<input type="checkbox"/> Monthly [12] x	\$ _____ = \$ _____	
<input type="checkbox"/> Bi-Monthly [6] x	\$ _____ = \$ _____	
<input type="checkbox"/> Quarterly [4] x	\$ _____ = \$ _____	
<input type="checkbox"/> Semi-Annual [2] x	\$ _____ = \$ _____	
<input type="checkbox"/> Annually [1] x	\$ _____ = \$ _____	

2) Other AMU Incentives:

	Price Value	Annual Value*
<input type="checkbox"/> New AMU/Move Closer	\$ _____	\$ _____
Award Frequency: <u>At Registration</u>		
<input type="checkbox"/> Best AMU	\$ _____	\$ _____
Award Frequency: <u>Monthly</u>		
<input type="checkbox"/> Point Program	\$ _____	\$ _____
Points earned = \$ _____ price value		
<input type="checkbox"/> All AMU's awarded	\$ _____	\$ _____
Award Frequency: <u>Yearly (1st)</u>		

3) Guaranteed Ride Home: Free Ride Home for AMU's in the event of emergency.

Ride provided by: Taxi Company vehicle Co-worker, mileage paid

4) TRP Activity:

	Annual Budget*
<input type="checkbox"/> TCA Workshop/Webinar Participation	\$ _____
<input type="checkbox"/> AMU parties → Freq. <u>Yearly (100%)</u>	\$ _____
<input type="checkbox"/> Valley Metro/Go to TRP Training	\$ _____
<input type="checkbox"/> TRP Fair → Freq. <u>Yearly (100%)</u>	\$ _____
<input type="checkbox"/> Bike/Rideshare Month Participation Awards	\$ _____
<input type="checkbox"/> High Pollution Advisories: Employer Prizes	\$ _____
<input type="checkbox"/> Awards for rideshare matching at ShareTheRide	\$ _____
<input type="checkbox"/> Offer internal zip code (rideshare) matching	\$ _____

5) Van/Carpool Parking: Total spaces (for all employee sites) permanently marked for registered participants: _____

Are these spaces covered? All Some

Each user must (select at least one):

Provide name/license plate number **5) Annual Budget*** \$ _____

Display dash/hang tag (TC keeps list of users issued a tag)

6) Transportation Subsidy:

Transport	Subsidy	Pay/Frequency	Annual Budget*
<input type="checkbox"/> Walk	_____	Monthly	\$ _____
<input type="checkbox"/> Bike	_____	Monthly	\$ _____
<input type="checkbox"/> Carpool	_____	Monthly	\$ _____
<input type="checkbox"/> Vanpool	_____	Monthly	\$ _____
<input type="checkbox"/> Bus/Rail	_____	Monthly	\$ _____

Reimburse Co. buys/directly issues passes

* Don't include labor costs. Promoting our most vital, natural resource, air. www.maricopa.gov/air Complete user page →

- Lists the incentives offered to encourage alternative mode use
- One company – one plan; some incentives may be site-specific
- Updated annually
- Online training available



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Common Plan Measures

- Prize drawings for new or continuing users
- Guaranteed emergency ride home
- Preferred carpool or vanpool parking
- Subsidies (employer helps with the cost of alternative mode commutes)
- Telework and compressed work schedules



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Record Keeping Basics



- Provide documentation to show incentives were implemented
- Acknowledgment from winners and receipts for expenditures are key
- Organization eliminates last-minute scramble at audit time
- [Pre-Audit Checklist](#) helps you stay on track
- Recorded webinar: [TRP Record Keeping and Communication](#)

Site Coordinator Duties

- Update bulletin board(s) and information area(s)
- Monitor carpool/vanpool parking spaces
- Manage Guaranteed Ride Home requests
- Conduct prize drawings and incentives per the approved plan



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Valley Metro Resources

- [Commute Solutions coordinators](#)
- Free, self-paced [Intro to TRP training](#)
- [Recorded webinars](#)
- Sample forms and promotions in the [TRP library](#)
- Reach your employees with a live or virtual [lunch and learn session](#)
- Manage prize drawings, communicate with employees, run reports with a custom sub-site of [ShareTheRide.com](#)

The screenshot shows the 'Commute Solutions' page. At the top, it states: 'We are committed to help residents and employers find alternatives to driving alone. Together, our mission is to reduce driving alone and traffic congestion, and to improve air quality.' Below this, there are two main sections: 'For Individuals' and 'For Employers'. The 'For Individuals' section includes links for Carpool, Bike, Walk, Vanpool, Commuting Cost Calculator, and ShareTheRide.com. The 'For Employers' section includes links for Travel Reduction Program, Resource Library, Transportation Coordinator Kits, Materials Order Form, Telework/Work Schedule Options, Event calendar, Employee Platinum Pass, High Pollution Advisories, ShareTheRide Custom Subsite, Receive Newsletter, and Internal Fare Outlet. Below these sections is a 'Campaigns and Contests' section with six featured items: 'Change Your Game Plan', 'Clean Air Campaign Awards', 'Valley Bike Month APRIL 2018', 'Rideshare Month', and 'Contests'.



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Maricopa County Resources



**CLEAN AIR
MAKE
MORE**

[Maricopa County TRP](#) staff

- Provides and processes TRP annual surveys
- Monitors employer compliance
- Advises on plan development
- Offers information, news and tools at [Clean Air Make More](#)
- Generates [annual reports of program results and costs](#)
- [TRP Task Force](#) oversees the program – members needed!



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TC Update



COMMUTE·SOLUTIONS

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Happy Birthday to Us!

- [Railversary](#) marked 10 years of Valley Metro light rail service
- More than 3,500 attendees enjoyed live music, food trucks, entertainment and more
- [See the photo album](#)



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Rail Quality of Life Report



- Released in conjunction with Railversary
- [Experience the interactive report](#)
- View the [4 minute video](#)

TRP Task Force Interest

There will be openings soon on the TRP Task Force. Are you interested?

- [Task Force ensures the TRP is administered fairly and efficiently.](#)
- [Monthly meetings, may attend by phone](#)
- Contact your [Commute Solutions coordinator](#) for more info or [simply apply.](#)



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2019 Emissions Notice



Employers with 100 or more employees at a single work site are [required to notify](#) their employees of Vehicle Emissions Inspection Program requirements.

- 2019 Emissions Notice – [English](#)
- 2019 Emissions Notice – [Spanish](#)



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Onboard Surveys In Process



- On-board surveys with bus and light rail passengers are being conducted until May 2019.
- Helps us learn how riders are using the system and make improvements.
- [Read more here.](#)

Commuter Challenge Parties

Rideshare Month Commuter Challenge winning teams enjoyed their victory parties and limited-edition shirts:

- *Chillin' Commuters* small team (5-10 members) won a party at [P.F. Chang's The Waterfront](#)
- *The Matrix Carpool* medium team (11-15 members) went to [Scott Conant's Mora Italian](#)
- *ADE Contenders* large team (16-20 members) enjoyed [Culinary Dropout](#), Phoenix
- Next up: Valley Bike Month Team Challenge, April 1 - 30



The Matrix Carpool members celebrate their win at Mora Italian.



The ADE Contenders enjoyed Culinary Dropout at the office.



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2019 Transit Calendar



Winner: Nina P.

BASIS Chandler Primary South, Chandler

Ride Along with Friends, Family & Heroes on Valley Metro!

- Created from Cool Transit Stuff winning contest entries
- Nearly 400 entries
- [See the list of winners](#)
- [Download the calendar](#)



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- Find rider alerts
- Share your photos and thoughts
- Get the latest news, information and inspiration



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Summary

- Travel Reduction Program Overview
- TC Update
- Upcoming webinars
 - [February 27, 10 a.m.](#) – Easy Rider – Bicycle Commuting
 - [March 27, 10 a.m.](#) – TRP Recordkeeping and Communication
- Access [recorded webinars and slides](#)

Can't make it during a scheduled webinar? Register anyway; we'll email you the recording!



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