

**92 ARW**

**Fairchild AFB WA**

**Commuter Trip Reduction (CTR)  
Management Plan**

**April 2000**

## TABLE OF CONTENTS

	<u>Page</u>
Definitions	3
Acronyms	5
<b>Chapter 1 - Introduction</b>	<b>6</b>
1.1. Purpose	6
1.2. Background	6
1.3. Objectives	6
1.4. Approach	6
<b>Chapter 2 - Responsibilities</b>	<b>7</b>
2.1. 92d Air Refueling Wing Vice Commander (EPC Chair )	7
2.2. Commute Trip Reduction Working Group Chairperson	7
2.3. Employee Transportation Coordinator (ETC)	7
2.4. Commute Trip Reduction Working Group Members	8
2.5. Public Affairs	8
2.6. Group/Squadron Commanders	8
<b>Chapter 3 - Recordkeeping</b>	<b>9</b>
3.1. Record Retention	9
3.2. Record Contents	9
<b>Chapter 4 - Methods to Reach Goals</b>	<b>10</b>
4.1. Heighten Employee Awareness	10
4.2. Education of Employees	10
4.3. Encourage Management Support	10
4.4. Promote Campaigns and Employee Participation	10
4.5. Investigate and Encourage Participation in Alternative Work Schedules	10
4.6. Investigate Issues to Support CTR Program	10

## DEFINITIONS

**Affected Employee:** Full-time employee who begins his or her regular workday at a single work site between 0600 and 0900 (inclusive) on two or more weekdays per week for 12 continuous months. The following classifications of employees are excluded from the definition of affected employees: (1) seasonal agricultural employees, including seasonal employees of processors of agricultural products; and (2) employees of construction work sites when the expected duration of the construction project is less than two years.

**Affected Employer:** An employer who employs 100 or more affected employees.

**Alternative Mode:** Any means of commute transportation other than that in which a single-occupancy vehicle (SOV) is the dominant mode.

**Alternative Work Schedules:** Programs such as compressed work weeks that eliminate commuting trips for affected employees. Changing the time of when an affected employee begins his/her work shift shall not be considered an alternative work schedule if it only moves trips out of the peak period and does not eliminate trips.

**Base year:** 1 Jan 92 through 31 Dec 92 on which goals for vehicle miles traveled (VMT) and SOV trips shall be based.

**Buspool:** A commuter bus service arranged specifically to transport employees to work.

**Carpool:** Any motor vehicle occupied by two to six people traveling together for their commute trip.

**Commute Trip:** A one-way trip made from a worker's home to a work site.

**Commute Trip Reduction (CTR) Program:** Affected employer's strategies to reduce the proportion of SOV commute trips and the commute trip VMT per affected employees.

**Compressed Work Week:** An alternative work schedule that regularly allows a full-time employee to eliminate at least one workday every two weeks by working longer hours during the remaining days, resulting in fewer commute trips by the employee.

**Dominant Mode:** The mode of travel used for the greatest distance of a commute trip.

**Employee Transportation Coordinator (ETC):** Designated person who is an employee of the affected employer and who is accessible to a worksite's employees in order to carry out the commute reduction requirements.

**Employer:** A sole proprietorship, partnership, corporation, unincorporated association, cooperative, joint venture, agency, department, district, or other individual or entity, whether public, nonprofit, or private, who employs workers.

**Full-time Employee:** A person other than an independent contractor scheduled to be employed on a continuous basis for 52 weeks a year for an average of 35 hours or more per week.

**High-occupancy Vehicle:** A vehicle containing two or more individuals for the purpose of commuting to work.

**Mode:** The means of transportation used by employees, including SOV, carpool, buspool, transit, ferry, bicycle, and walking.

**Single-occupancy Vehicle (SOV):** A motor vehicle occupied by one employee for commute purposes, including a motorcycle.

**Single Worksite:** Building or group of buildings on physically contiguous parcels of land or on parcels separated solely by private or public roadways or rights-of-way occupied by one or more affected employers.

**Telecommuting:** The use of telephones, computers, or other similar technology to permit an affected employee to work at home or at a location closer to home than the affected employer's principal work site.

**Transit:** A multiple-occupant vehicle operated on a for-hire, shared-ride basis, including bus, ferry, rail, shared-ride taxi, shuttle bus, or vanpool.

**Vanpool:** A vehicle occupied by 7 to 15 people traveling together for their commute trip.

**Vehicle Miles Traveled (VMT) per Employee:** The sum of the individual's vehicle commute trip lengths in miles made by affected employees over a set period divided by the number of affected employees during that period.

**Weekday:** Any day of the week except Saturday, Sunday, and legal holidays.

## ACRONYMS

**AFB:** Air Force Base

**CD:** Deputy Commander

**CTR:** Commute Trip Reduction

**EPC:** Environmental Protection Committee

**ETC:** Employee Transportation Coordinator

**RCW:** Revised Code of Washington

**SOV:** Single-occupancy Vehicle

**SPTG:** Support Group

**VMT:** Vehicle Miles Traveled

**WANG:** Washington Air National Guard

## 1. INTRODUCTION

**1.1. Purpose:** The Fairchild AFB Commute Trip Reduction (CTR) Plan is designed to establish management responsibilities and procedures for ensuring compliance with Revised Code of Washington (RCW) 70.94.521-551 and Spokane County Commute Trip Reduction Ordinance 990690.

**1.2. Background:** Washington State adopted the CTR law in 1991. The law requires employer-based programs that encourage employees to find alternatives to drive-alone commuting. CTR is especially important in Spokane County which has an area federally designated as a non-attainment area for Carbon Monoxide and Particulate Matter-10 and where 57% of the air pollution is caused by motor vehicles.

**1.3. Objectives:** To improve air quality, reduce traffic congestion, and reduce consumption of petroleum fuels by encouraging the use of alternatives to SOVs for commute trips. The state has established minimum program requirements and goals to evaluate the success of the program.

The table below summarizes the goals and Fairchild AFB's progress to date. The reduction goals are for either SOV or VMT. Fairchild has met each reduction goal in VMT.

Year	Goal	VMT Results	VMT % Reduction	SOV Results	SOV % Reduction
1992	Baseline	15.07	Baseline	83.26%	Baseline
1995	15%	9.62	<u>36.2%</u>	76%	8.72%
1997	20%	8.93	<u>40.1%</u>	74.1%	11.0%
1999	25%	8.6	<u>42.9%</u>	72.0%	13.5%
2005	35%				

**1.4. Approach:** Fairchild has established a CTR working group to the Environmental Protection Committee to implement the program. The subcommittee is chaired by the deputy support group commander, and the membership is comprised of representatives from each squadron in the support group and logistics group along with a representative from the medical group, the operations group, and each associate unit other than the WANG. The 141 WANG has their own CTR program.

## **2. RESPONSIBILITIES**

**2.1. 92d Air Refueling Wing Vice Commander (EPC Chair).** Sign the Washington State Commute Trip Reduction Employer Annual Report and Program Description.

### **2.2. Commute Trip Reduction Working Group Chairperson (92 SPTG/CD)**

**2.2.1.** Ensure compliance with Spokane County Commute Trip Reduction Ordinance 990690.

**2.2.2.** Ensure the CTR plan is reviewed at least annually and updated as required.

### **2.3. Employee Transportation Coordinator (ETC)**

**2.3.1.** Collect information pertaining to employee transportation issues and CTR reduction policies.

**2.3.2.** Examine current literature on commute alternatives.

**2.3.3.** Attend workshops and information meetings.

**2.3.4.** Provide transportation management information to management and employees.

**2.3.5.** Provide information for the newcomers briefings.

**2.3.6.** Coordinate the CTR subcommittee meetings.

**2.3.7.** Implement CTR policies.

**2.3.8.** Maintain current regulatory guidance and notify appropriate personnel of changes and interpretations that affect their activities.

**2.3.9.** Analyze data and survey results to make program recommendations.

**2.3.10.** Prepare and submit annual progress report.

**2.3.11.** Seek and encourage management support for the CTR program.

**2.3.12.** Monitor program progress toward SOV and/or VMT rate goals.

**2.3.13.** Coordinate the CTR biennial survey in 2001, 2003, and 2005.

**2.3.14.** Maintain required records as stated in Chapter 3.

**2.3.15.** Attend the Spokane County Basic ETC Training Course.

## **2.4. Commute Trip Reduction Working Group Members**

**2.4.1.** Inform employees about commute alternatives.

**2.4.2.** Distribute and administer employee surveys in 2001, 2003, and 2005.

**2.4.3.** Actively and continuously market alternative transportation modes to include promoting bicycle use, placing CTR promotional information on unit bulletin boards, and sending electronic mail messages to unit members.

**2.4.4.** Attend working group meetings.

**2.5. Public Affairs.** Assist the ETC in distributing information and publicizing articles to ensure base population is aware of the program.

## **2.6. Group/Squadron Commanders**

**2.6.1.** Appoint a representative to the CTR Working Group.

**2.6.2.** Ensure squadron personnel are briefed on the program and the importance of their participation.

### **3. RECORDKEEPING**

**3.1. Record Retention.** CTR records must be maintained for at least 24 months.

#### **3.2. Record Contents**

**3.2.1. Background Information.** General description of the employment site location, transportation characteristics and surrounding services including unique conditions experienced by the affected employer or its employees.

**3.2.2. Employee Information.** Number of employees affected by the CTR program and whether the affected employer chooses to make its CTR program applicable to all its full-time employees, regardless of when their work shift begins.

**3.2.3. Initial Survey.** Initial employer commute transportation surveys that established baseline conditions on the number of VMTs and SOVs of its affected employees.

**3.2.4. Employee Transportation Coordinator Data.** The appointment letter stating who the ETC is and the phone number at which the ETC can be contacted.

**3.2.5. Information Distribution.** Copy of all the articles/flyers and publicity of campaigns that are distributed to the affected employees.

**3.2.6. Annual Progress Report.** Copy of all reports submitted to the county.

**3.2.7. Regulatory Guidance.** Copy of the county CTR ordinance and any other guidance or regulations that are distributed relating to this program.

## **4. PLAN TO REACH ESTABLISHED GOALS**

### **4.1. Heighten Employee Awareness**

**4.1.1.** Distribute CTR program information to all employees to establish 100 percent contact at least annually.

**4.1.2.** Post CTR promotional materials on bulletin boards throughout Fairchild AFB.

**4.1.3.** Send electronic messages about CTR issues.

**4.1.4.** Publish articles in the base newspaper.

### **4.2. Education of Employees**

**4.2.1.** Provide information on CTR at base newcomer's briefings.

**4.2.2.** Provide Family Services information to hand out and place in newcomer's packages throughout the year.

**4.2.3.** Send electronic messages with CTR information.

### **4.3. Encourage Management Support**

Brief goals and accomplishments at EPC.

### **4.4. Promote Campaigns and Employee Participation**

**4.4.1.** Conduct at least three campaigns promoting alternate commute modes annually.

**4.4.2.** Distribute ride match applications annually.

### **4.5. Investigate and Encourage Participation in Alternative Work Schedules**

### **4.6. Investigate Issues to Support CTR Program**

**4.6.1.** Guaranteed ride home program.

**4.6.2.** Submitting programs for county grants.

**4.6.3.** Transit financial incentives.