

CTR Annual Report Guide

- Question 1 Your worksite's CTR ID number was sent to you along with the password that you use to access the online annual reporting system.
- Question 14 WCOG doesn't require worksites to designate a "Program Manager". Write the name of the person who signs your annual report on this line or check the box that indicates that you are also the program manager.
- Questions 19-20 Multiple worksites provide separate totals for each worksite.
- Question 20 The definition of a CTR-affected employee is someone who works full-time, 12 months / year and is scheduled to arrive at the worksite between 6 a.m. and 9 a.m. at least two days a week.
- Question 25 A WCOG Smart Trips staff member meets with each new ETC individually to train him/her. Everyone can answer yes to this question. *Note that further training happens at the meetings that WCOG hosts for ETCs. You will be more comfortable and competent at running your CTR program if you attend these meetings.*
- Question 26 Survey training is required the first time that an ETC administers a CTR survey. WCOG staff members provide individual training for ETCs who miss the group training meetings. If you have administered a CTR survey, you can answer yes to this question.
- Question 28 Several Whatcom County CTR employers have multiple locations/worksites. Multiple worksites are defined as buildings separated by more than a single street or right of way. Answer yes to this question, even if not all locations are CTR-affected. There is a place for you to indicate how many of your locations are CTR affected.
- Question 31-42 If you've created CTR promotional materials for your worksite, please attach samples. (The easiest way to do this is to create a file folder and put a copy of anything that you create in that folder as the year progresses.)
- Question 31 WCOG makes worksite program brochures that summarize each employer's CTR program. If you can't remember when you distributed these brochures, please contact Kirsten at Kirsten@wcog.org or 676-6974. She can tell you when she made them for you. An annual CTR information distribution is one of the five things that the law requires of each worksite. Having brochures available in a display board is not sufficient to comply with this requirement.
- Question 34 Examples of promotional materials that you might have posted:
Employee Transportation Maps
Flyers for promotions that were unique to your worksite

Employee photo posters
Flyers for www.RideshareOnline.com
Posters for Wheel Options spring or fall campaigns
Posters for EverybodyBike spring campaign
WTA materials

- Question 37 Mark the yes column if you hosted a targeted mode meeting or participated in the spring or fall Wheel Options, EverybodyBike Month, or an event of your own this past year.
- Question 54-66 There is a little redundancy in the questions about parking charges. I think this section makes more sense for employers in bigger cities. Please answer all of the questions, even if you end up providing the same answer several times.
- Question 72 If you provide WTA bus passes to employees, answer yes. If employees get their own passes, but you provide a financial subsidy toward the cost of the passes (partial or 100%), answer no to this question and yes to question 73.
- Question 73-80 If you provide a financial incentive to employees for everyday that they record a Smart Trip, please record that information here. You can determine the average number of walkers, cyclists, ridesharers and bus riders using Smart Trips reports or your own calendar system.
- Question 87 If you provide prizes for promotional campaigns; rewards for a certain number of recorded Smart Trips; or hold a monthly or quarterly Smart Trips worksite prize drawing please indicate that here.
- Question 102a Mark yes only if *your vehicles* are used for Guaranteed Ride Home.
- Question 102d Most employers who have fleet vehicles allow them to be used in this way.
- Question 103c Yes, the WTA-sponsored Emergency Ride Home service is available at your worksite.
- Question 103e Yes, you provide an “internal ridematch service” when you help employees find carpool partners using maps, email, newsletters or posted notices.
- Question 103f Yes, RideshareOnline.com is available to employees at your worksite.
- Question 106 Yes, your worksite is participating in Whatcom Smart Trips, which is funded by a public-private partnership. You may also be participating in the CTR Trip Reduction Performance Program, public health/safety programs or other programs that help your worksite achieve its CTR goals.