PRESIDING OFFICER NAME: BERNARD WARNER

DEPARTMENT: WASHINGTON DEPARTMENT OF CORRECTIONS

POLICY

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE 2/3/14
PAGE NUMBER 1 of 4
NUMBER DOC 190.610

TITLE COMMUTE TRIP REDUCTION

REVIEW/REVISION HISTORY:

Effective: 12/31/96
Revised: 4/15/97
Revised: 7/11/03
Revised: 12/1/06
Revised: 1/31/08
Revised: 3/1/10
Reviewed: 11/8/10
Revised: 2/3/14

SUMMARY OF REVISION/REVIEW:

III.C.2. - Adjusted limit on usage of the Emergency Ride Home Program for unexpected need to work beyond normal hours

APPROVED:

Signature on file

BERNARD WARNER, Secretary
Department of Corrections

12/30/13
Date Signed
REFERENCES:

DOC 100.100 is hereby incorporated into this policy; RCW 70.94.527

POLICY:

I. The Department supports the commute trip reduction law by developing, supporting, and promoting programs that encourage alternatives to single occupancy vehicles to reduce commute trips, fuel usage, and vehicle miles traveled by employees.

DIRECTIVE:

I. Implementation

A. Department work sites that meet the following criteria will implement Commute Trip Reduction Programs:

1. Located in affected counties per RCW 70.94.527, and
2. Have 100 or more full-time employees who report to work between 6:00 a.m. and 9:00 a.m. at least 2 days a week.

B. Affected work sites that are unable to meet the requirements of a Commute Trip Reduction plan due to special characteristics of their operations or location will request waiver or modification of the requirements. Requests will be submitted to the Headquarters Commute Trip Reduction Coordinator.

C. Unaffected work sites may choose to implement a Commute Trip Reduction Program.

D. Subsidies to implement Commute Trip Reduction Programs will depend on the funding availability from the budget of each site.

II. Responsibilities

A. The Headquarters Commute Trip Reduction Coordinator will:

1. Assist other Department work sites with their reporting requirements,
2. Assist in resolving commuting issues and problems, and
3. Meet reporting requirements for Headquarters.

B. Affected work sites will designate a local Employee Transportation Coordinator to:

1. Chair a local Commute Trip Reduction Committee to promote and support commute trip reduction ideas and activities,
2. Coordinate commute trip reduction plans with the Headquarters Commute Trip Reduction Coordinator, and

3. Complete any local reporting requirements.

C. The Headquarters Commute Trip Reduction Coordinator and local Employee Transportation Coordinators will promote and provide a positive climate for commute trip reduction efforts, and will support activities such as:

1. Carpooling/vanpooling,
2. Pedestrian incentives,
3. Electric vehicle incentives,
4. Public transit,
5. Commuter ride matching,
6. Emergency ride home,
7. Telecommuting, and
8. Alternative and flexible work schedules.

III. Emergency Ride Home Program

A. Work sites with a Commute Trip Reduction Program will implement an Emergency Ride Home Program.

B. Work sites without a Commute Trip Reduction Program may implement an Emergency Ride Home Program.

C. Employees using alternative methods of travel may use the Emergency Ride Home Program when:

1. The employee or his/her family member suffers an illness,
2. The employee unexpectedly needs to work beyond normal duty hours at the request of his/her supervisor. No more than 8 emergency rides may be taken for this reason in a 12 month period.
3. The employee missed, or will miss, connections with the planned ride home due to an unexpected change in the schedule of others, or
4. Other emergency situations occur during the workday.

D. The Emergency Ride Home Program will not be used:

1. For personal errands,
2. For medical or other appointments,
3. For business related travel,
4. If the employee is working late with advance notice or at his/her initiative, 
5. In place of ambulance service in cases of work related employee injury or illness, 
6. Due to weather conditions, including snow or an act of nature, and 
7. If the employee has advance notice that his/her planned ride home will be unavailable.

E. The Emergency Ride Home Program is offered to employees in Thurston, Pierce, King, Spokane, and Snohomish counties and is funded by the Department of Transportation’s Commute Trip Reduction Program. The Emergency Ride Home Programs in Clark, Kitsap, Yakima, and Whatcom counties will be provided to employees in commute trip affected work sites.

1. An Emergency Ride Home taxi trip will begin at the work site and end at either the eligible employee’s primary residence or the location of the employee’s personal vehicle (e.g., Park and Ride lot, ferry terminal).
   a. Intermediate stops will only be permitted if they are an emergency, authorized in advance by the Commute Trip Reduction Coordinator, local Employee Transportation Coordinator, or designated Emergency Ride Home Program Coordinator, and approved by the taxi company (e.g., to pick up a necessary prescription at a pharmacy, pick up a sick or injured child at daycare or school).

2. The first 65 miles of the cost of a metered trip will be covered under the terms of the program. The employee will be responsible for paying any additional cost directly to the driver. Driver’s tips will not be covered.

F. Questions regarding the Emergency Ride Home Program may be directed to the Headquarters Commute Trip Reduction Coordinator, local Employee Transportation Coordinator, or designated Emergency Ride Home Coordinator.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None