



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
8/30/21

PAGE NUMBER
1 of 5

NUMBER
DOC 190.610

POLICY

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
- Revised: 5/25/21
- Revised: 8/30/21
- Reviewed: 8/23/24

SUMMARY OF REVISION/REVIEW:

Reviewed only. No changes made.


APPROVED:

Signature on file

CHERYL STRANGE, Secretary
Department of Corrections

8/28/24

Date Signed

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY DEPARTMENT WIDE</p>		
	<p>REVISION DATE 8/30/21</p>	<p>PAGE NUMBER 2 of 5</p>	<p>NUMBER DOC 190.610</p>
	<p>TITLE COMMUTE TRIP REDUCTION</p>		

REFERENCES:


DOC 100.100 is hereby incorporated into this policy; [RCW 70A.15.4020](#)

POLICY:

- I. The Department has established a Commute Trip Reduction (CTR) plan 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 worksites that meet the following criteria will implement CTR 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 worksites that are unable to meet the requirements of a CTR 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 CTR Coordinator.
 - C. Unaffected worksites may choose to implement a CTR program.
 - D. Subsidies to implement CTR programs will depend on the funding availability from the budget of each site.
- II. Responsibilities
 - A. The Headquarters CTR Coordinator will:
 1. Assist other Department worksites with their reporting requirements,
 2. Assist in resolving commuting issues and problems, and
 3. Meet reporting requirements for Headquarters.
 - B. Affected worksites will designate a local Employee Transportation Coordinator to:
 1. Coordinate CTR plans with the Headquarters CTR Coordinator,
 2. Complete any local reporting requirements, and

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY DEPARTMENT WIDE</p>		
	<p>REVISION DATE 8/30/21</p>	<p>PAGE NUMBER 3 of 5</p>	<p>NUMBER DOC 190.610</p>
	<p>TITLE COMMUTE TRIP REDUCTION</p>		

3. Chair a local CTR Committee to promote and support CTR ideas and activities.

C. The Headquarters CTR Coordinator and local Employee Transportation Coordinators will promote and provide a positive climate for CTR 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
8. Alternative and flexible work schedules

III. Emergency Ride Home Program

A. Worksites with a CTR Program will implement an Emergency Ride Home Program.


1. Worksites without a CTR Program may choose to implement an Emergency Ride Home Program.

B. Employees using alternative methods of travel must be registered with the Headquarters CTR Coordinator/ETC to use the Emergency Ride Home Program when:

1. The employee or the employee's family member suffers an illness.
2. The employee unexpectedly needs to work beyond normal duty hours at the request of the employee's supervisor. Employees may take up to 8 emergency rides in a 12 month period for work beyond normal duty hours that is not mandatory.
3. The employee missed, or will miss, connections with the planned ride home due to an unexpected change in the schedule of others.
4. Other emergency situations occur during the workday.

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

1. For personal errands,
2. For medical or other appointments,

 <p>STATE OF WASHINGTON DEPARTMENT OF CORRECTIONS</p> <p>POLICY</p>	<p>APPLICABILITY DEPARTMENT WIDE</p>		
	<p>REVISION DATE 8/30/21</p>	<p>PAGE NUMBER 4 of 5</p>	<p>NUMBER DOC 190.610</p>
	<p>TITLE COMMUTE TRIP REDUCTION</p>		

3. For business related travel,
 4. If the employee is working late with advance notice or at the employee's 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 the employee's planned ride home will be unavailable.
- D. 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 CTR Program. The Emergency Ride Home Programs in Clark, Kitsap, Yakima, and Whatcom counties will be provided to employees in commute trip affected worksites.
1. An Emergency Ride Home taxi trip will begin at the worksite 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 one of the following 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).
 - 1) CTR Coordinator,
 - 2) Local Employee Transportation Coordinator, or
 - 3) Designated Emergency Ride Home Program Coordinator.
 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, including driver's tips.
- E. Questions regarding the Emergency Ride Home Program may be directed to the Headquarters CTR 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



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
8/30/21

PAGE NUMBER
5 of 5

NUMBER
DOC 190.610

POLICY

TITLE

COMMUTE TRIP REDUCTION

DOC FORMS:

None