Managing Multiple Travel Reduction Program (TRP) Sites

Transportation Coordinator webinar

August 24, 2016
To hear us, turn up speakers or headset volume. Your microphone is muted.

Ask questions and answer polls using the controls on your screen.

Click on Handout to open and access live links or print to take notes.

The symbol indicates an audience poll. Get ready to share your input!

Webinar will be recorded and a link emailed.
Overview

- Welcome and introductions
- Managing multiple TRP sites
- Transportation Coordinator (TC) updates
- Upcoming webinars
Travel Reduction Program – 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 at least 3 days each week for 6 months or more per year

Program Participants:*

- Organizations: 1,158
- Sites: 2,985
- Employees and driving age students: 796,000+

*Source: Maricopa County Air Quality Department 2015 Annual Report
TRP Employer Requirements

- **Appoint a TC** to manage the program
- **Annual Survey** of eligible employees at each worksite
  - MINIMUM SURVEY RESPONSE RATE IS 60%, *tracked by site*
  - If a site doesn’t reach a minimum rate, the company may be asked to re-survey
  - Critically low response rates may result in a statistical penalty – missing surveys count as drive-alone commuters and/or a Notice of Violation may be issued

Order updated TRP Annual Survey promotional posters available [here](#).
TRP Employer Requirements

- Develop the TRP Annual Plan
  - The plan outlines the employer’s TRP incentives
  - One company, one plan; incentives may vary by site
  - When submitting the plan, attach the multi-site form

- Implement the plan and keep records to document
Typical Site Coordinator Duties

- Collect paper TRP Annual Surveys and return to TC
- Manage Guaranteed Ride Home program
- Update bulletin boards and information areas
- Monitor carpool/vanpool parking spaces
Annual TRP Surveys

- Survey options: paper, electronic, combination
- Site coordinators help meet minimum response rates
- Keep paper surveys separated by site; return to main TC before due date
- Remember! The survey is Maricopa County’s only tool to monitor success in reducing drive-alone rates
TC Tips – Managing Paper Surveys

- “I label the surveys with employee's names and track their return so I know who to keep reminding.”

- “I sit at a table with clipboards and help employees complete them correctly.”

- “Each site manages their surveys then submits to me.”

- “We use paper surveys, and we separate them by departments so we know we get them all.”

- “We run reports to come up with teams and we have a representative from each site to distribute.”

Responses to Commute Solutions’ July 27 survey on managing multiple TRP sites.
Guaranteed Ride Home

- Provides emergency transportation to registered alternative mode users
- Prepare clear policies and procedures
- Share with at least one contact and backup person per site

Order Guaranteed Ride Home posters and other promotional materials here. ShareTheRide.com 602.262.RIDE (7433)
Updating Communications

- Paper TC kits are mailed quarterly; contact Jeff Reid jreid@valleymetro.org to join the list
- Also available on the Commute Solutions webpage
- Sign up for weekly Commute Solutions Notices and stay in the know on TRP
Managing Carpool and Vanpool Parking

- Carpool and vanpool parking must permanently marked or otherwise communicated.
- Must have a list of registered users.
- Must control and enforce policies.
- Find templates and sample forms [here](#).
Contests and Promotions

- **ShareTheRide** custom subsite recommended for communications, tracking and contests
- Available to all employees, all sites, all shifts
- Saves paper, reduces waste, streamlines record keeping
- Request a free custom subsite for your organization [here](#).
**Templates Make Tracking Easy**

Examples of forms shared by TCs with multiple sites
TC Tips – Managing Multiple Sites

- Webinar question: If you manage multiple TRP sites, what's your best tip for staying on top of that process?
  - “Having regular communication with identified leaders at each site.” Michael F.
  - “Organization, planning ahead.” Deanna P.
  - “Remain extremely organized and use your calendar to record due dates etc.” Patricia M.

- “We give a cash bonus to the site coordinator with the highest TRP Annual Survey return rate.” Brenda R.
Finding and Keeping Site Coordinators

- Explain the importance
- Ask for volunteers
- Make it easy
  - Sample forms
  - Clear policies
  - Brief explanations
- Recognize support
TC Tip – Recognizing Site Coordinators

▪ “We have something called Aspire, where you can send an e-thank you card to anyone who works for the company. It is immediate and also goes to that person's supervisor. I do that a lot.”

▪ “We give a cash bonus for the site coordinator with the highest return rate.”

Responses to Commute Solutions’ July 27 survey on managing multiple TRP sites.
TC Update
Clean Air Campaign Awards and Luncheon

Event details:

- Tuesday, November 1, 2016
- 11:00 A.M.-1:30 P.M.
- JW Marriott Desert Ridge Resort and Spa
- Early bird price $35 per person (table for 10, $325)
- Increases to $45 (table for 10 $425) after September 30
- Registration begins August 25
Master of Ceremonies

Sean McLaughlin
CBS 5 News,
Nine time Emmy Award winner

Entertainment

Benise
World-renowned Spanish guitarist

Keynote Speaker

Grady Gammage, Jr.
Attorney, Author, Real Estate Developer, Senior Fellow at ASU’s Morrison Institute, the Kyl Center for Water Policy, and Senior Scholar at the Julie Ann Wrigley Global Institute of Sustainability
Clean Air Award Nominations Are Open

- **Nomination packets** mailed week of July 18
- **Online submission** option
- For projects or programs conducted **August 1, 2015** to **July 31, 2016**
- Deadline to enter, **5 p.m., August 24**
October is Rideshare Month!

- **Take the pledge** by September 30 date and win!
- Great prizes in [ShareTheRide](#) all month
- Form or join a [Challenge Team](#) for chances to win additional prizes.
High Pollution Advisories (HPAs)

- Summer Pollution Season is April 1-September 30.
- We’ve had more than 35 ozone HPAs since April 1, 2016. Find out more [here](#).
- Learn what you can do at [Clean Air Make More](#) by clicking [here](#).
Cool Transit Stuff Art Contest

- Open to third graders in Maricopa County
- Winning designs become a 2017 calendar
- Deadline to enter: Friday, October 14
- Find out more [here](#)
Telework Month Results

- July was Telework month!
- Telework Pledge was active May 16 – June 30
- Congrats to Alan B. and Becky R., who each won a $25 Bashas’ gift card.
- Learn more about Telework [here](#).
- Watch the June 22, 2016 recorded webinar [Putting Telework to Work for You](#) for more info.
Valley Metro Donates Computers

- Computers and accessories refurbished by interns
- Donated August 1 to Cartwright School District families in need
- Learn more [here](#)
• Managing Multiple TRP sites
• TC Updates
• Upcoming webinars
  • **September 28** Rideshare Month and Event Planning
  • **October 26** Transportation Plan (T2050) Update by City of Phoenix Public Transit Department
  • **November 16, 2:00 p.m.** * De-Junking Our World with Tom Szaky
  • **December 14** * Valley Metro Construction Projects Update

**Thank you for participating!**

*Special date and/or time due to holiday schedules.*