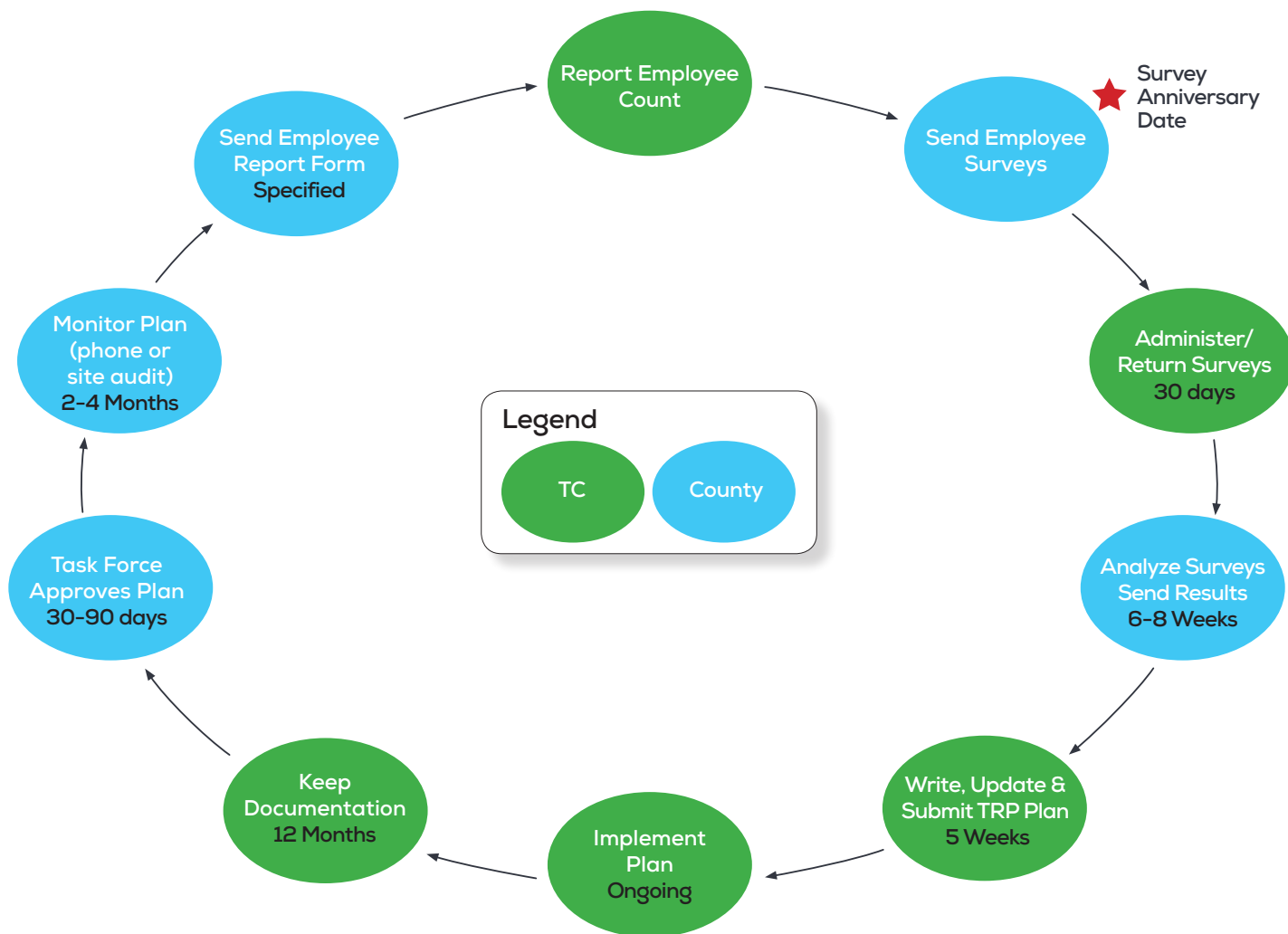


# Travel Reduction Program

## WHAT IS THE TRAVEL REDUCTION PROGRAM ANNUAL CYCLE?

The Travel Reduction Program (TRP) has an annual cycle anchored to an annual survey date specific to each employer. Each year, at approximately the same time, employees will be surveyed on their commute habits. The Transportation Coordinator (TC) uses survey results to develop the approvable TRP Annual Plan and implement the plan. The events in the program year are listed and described below.



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## Employer Report Form

The annual TRP cycle begins when the TC completes the Employer Report Form. Maricopa County TRP staff sends the form to identify the number of employees and/or driving age students at each work site (if there are multiple sites). Completing this form accurately guides Maricopa County TRP staff in tracking and/or sending the correct number of paper and/or electronic (online) surveys to the TC.

## TRP Survey

Employees complete a paper or electronic survey in English or Spanish. TCs must return the completed surveys to Maricopa County TRP staff within 30 days of receipt.

## Survey Summary Analysis (survey results)

Approximately six to eight weeks after submitting the completed surveys, the TC will receive survey results for each site to assist in developing the TRP Annual Plan.

## TRP Annual Plan

Employers have five weeks to write and submit the TRP Annual Plan after receiving survey results. This official plan form is completed by the TC and signed by the Highest Ranking Local Official (HRLO).

## Program Implementation and Documentation

The TC is responsible for communicating the TRP Annual Plan and implementing incentives within 30 days of submitting the TRP Annual Plan to Maricopa County TRP staff for review. TCs should keep all documentation that shows the TRP Annual Plan has been implemented. No later than 90 days after submitting the TRP Annual Plan for review, the Maricopa County TRP Regional Task Force will consider the Plan for approval.

## Annual Review

Maricopa County TRP staff will monitor the employer's program with an audit through a site visit or phone call.

For further assistance with the Travel Reduction Program, contact your Commute Solutions coordinator at Valley Metro: 602.262.RIDE (7433).



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