

Travel Reduction Survey Webinar

Implementing the 2022 Travel Reduction Survey

- Why We Survey Employees
 - Legal Requirements
 - Environmental Considerations
- Highlights From Last Year
- This Year's Survey
 - Process
 - Schedule
 - Responsibilities
 - Website User Interface
- Next Steps
- Resources & Assistance
- Questions

- The Arizona Environmental Quality Act of 1986 established the state's environmental laws in Title 49 of the Arizona Revised Statutes.
- **A.R.S. §49-588** requires all major employers and schools with **50 or more employees reporting to a single site** (a building or group of buildings) in **Maricopa County** to implement a Travel Reduction Program.
- The goal of program participants is to reduce the number of single occupant vehicle (SOV) trips and/or miles traveled (SOVMT) to the work site to a target rate **at or below 60 percent**.
- More than 1,100 employers in Maricopa County participate, including the State of Arizona.

- As part of the program, employers are required by law to conduct an annual survey of employees at sites within the county to document employee commute modes.
- The results of the survey are reported to Maricopa County and used to:
 - **Measure progress** toward statutory goals intended to reduce air pollution and traffic congestion.
 - **Develop an annual plan** that commits the employer to implementing various strategies to continue reducing SOV trips and/or SOVMT.
 - Assist in ongoing countywide **transportation planning** efforts.

Why We Survey: Air Quality

- As the population of Maricopa County increases each year, so does human activity and the amount of pollutants that are released into the air we breathe.
- Factors such as weather events, burning wood, construction, and motor vehicles all have an impact on our environment.
- Exposure to pollutants is harmful for everyone, especially to children and the elderly.



- The survey was administered to:
 - **More than 23,000 employees** who work at...
 - **More than 80 State agencies, boards, and commissions** throughout Maricopa County
- We reached the participation goal: an **80%** overall response rate. That's nearly 19,000 employees!
- The overall state SOV rates were the lowest ever due to teleworking
 - SOV rate was 48.7% (*the prior survey rate was 73.7%*)
 - SOVMT rate was 46.7% (*the prior survey rate was 70.8%*)
- Agency Travel Reduction Coordinators are also to be commended. **Thank you for working extremely hard during each survey process.**

- The survey will be administered in two groups:
 - **Group 1:** Dept. of Corrections, Dept. of Economic Security, Dept. of Juvenile Corrections and the Arizona Schools for the Deaf and Blind
 - **Group 2:** all other agencies
- The survey should be distributed to State employees who work in Maricopa County three or more days per week for at least six months each year.
- **Teleworkers, including virtual office employees, must take the survey**
- Contract employees, interns or those from outside temporary agencies are NOT to be surveyed.
- The employee counts and work addresses that you provided are being used to update the survey database.

2022 Survey: Schedule

Activity	GROUP 1	GROUP 2
SURVEY NOTIFICATION: Distribute the “pre-survey” email to employees in Maricopa County	February 8	February 8
SURVEY START DATE: Distribute the “live survey” email with active link	February 16	February 28
SURVEY COMPLETION DATE: Survey should be completed, with required participation rate attained	March 7	March 11

- ADOA will send the pre-survey email directly to employees. ADOA will email the survey link directly to employees as well.
- We will provide daily participation rate updates throughout each survey session.

- Accurately update employee counts.
- Encourage employee participation during the survey session to ensure a HIGH response rate from each site:
 - Send out reminder emails to increase the response rate.
 - Engage agency leadership to encourage employees to complete the survey.
 - Follow up, follow up, follow up until your agency reaches as near a 100% response rate as possible.
- Complete the survey within the allotted time period.

- We will send you daily reports to help you keep on track and on goal:
 - EIN reports, which will provide you with the EINs and locations for the employees who have completed the survey
 - Response rate reports, which will let you know the number of employees who have completed the survey as a ratio of the total employee count (i.e., 40 employees completed the survey, the total count for the location is 80 employees=50% response rate)
 - The State's response rate goal is 80%; anything less than 60% at a site is an invalid survey and may require us to re-administer the survey
- We will let you know when we see anomalies in the data (i.e., a response rate exceeding 100% or an abnormally low response rate).

Survey Website: Launch Page

On the survey launch page, employees must first enter their EIN.

Arizona Department of Administration | Home | Commuter Club | Travel Reduction Survey

Home > Take the Survey

Take the Survey

Employee Details

EIN *

Agency *

Location * **If unlisted, provide location address here**

EINs are used to only to track completed surveys

Survey Website: Questions

There are scrolling menus at the bottom of select fields, which employees will need to navigate to make their selections.

The screenshot shows a 'Lookup Records' dialog box overlaid on a survey form. The dialog box has a search bar at the top right and a list of records below. The records are as follows:

Name
CH-INTAKE BUREAU
CH-IT OPERATIONS
CH-KINSHIP FOSTR FAM & ADOPT REC
CH-OFC OF CHILD WELFARE INVEST
CH-OFC OF FINANCE AND ACCTG
CH-OFC OF THE DEP DIR-FIELD
CH-OFFC OF ACCOUNTING
CH-OFFC OF BUSINESS OPERATIONS

At the bottom of the dialog box, there are three buttons: 'Select', 'Cancel', and 'Remove Value'. A yellow arrow points to the number '3' in the pagination controls, which are located at the bottom left of the dialog box.

The survey is comprised of 19 questions/selection options.

Survey Questions

1) Enter the ONE letter that BEST describes your assigned work schedule at THIS worksite.

Work Schedule at THIS worksite *

2) Enter your typical start time and end time (if times vary, enter your average start time/end time). (AM/PM - A denotes AM and P denotes PM).

Start Time - Hour	Start Time - Min	Start Time - A/P
<input type="text"/>	<input type="text"/>	<input type="text"/>
End Time - Hour	End Time - Min	End Time - A/P
<input type="text"/>	<input type="text"/>	<input type="text"/>

3) On average, how many days do you use each of these modes to get to this employer's worksite? Do not include trip home.

Drive Alone (Days/Wk)	Bicycle (Days/Wk)	Light Rail (Days/Wk)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Bus (Days/Wk)	Vanpool (Days/Wk)	Telecommute (Days/Wk)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Carpool (Days/Wk)	Walk/Run (Days/Wk)	
<input type="text"/>	<input type="text"/>	

#3: TELEWORK/VIRTUAL OFFICE means working a scheduled FULL DAY at home for this employee, instead of driving to a worksite.

Survey Website: Questions

4) Answer this question ONLY if the vehicle you typically use to drive to this worksite uses one of the Alternative Fuel Types listed below (please select only one option).

5) If you ride in a carpool or vanpool, how many other people (age 16 or older) travel with you?

of Riders in Carpool

of Riders in Vanpool

6) How many miles (one-way) is it from your home to this worksite? (Enter the distance it takes with your usual mode of travel. No decimals, no fractions; please round up.)

of Miles *

7) How many minutes (one-way) does it usually take you to travel from home to this worksite? (Enter the time it takes with your usual mode of travel. No decimals, no fractions; please round up.)

8) If you are willing to make a change to your daily commute, which options interest you the most? (Select all that apply.)

- | | | |
|-------------------------------------------|-----------------------------------------------|------------------------------------------------------------|
| <input type="checkbox"/> Alternative Fuel | <input type="checkbox"/> Compressed Work Week | <input type="checkbox"/> Transit (Bus/Light Rail) |
| <input type="checkbox"/> Bicycle | <input type="checkbox"/> Carpool | <input type="checkbox"/> Vanpool |
| <input type="checkbox"/> Telecommute | <input type="checkbox"/> Walk/Run | <input type="checkbox"/> Electric Vehicle Charging Station |

Question #5 is necessary only if the employee selects Carpool and/or Vanpool in question #3.

Survey Website: Questions

13) What is your age?

14) In what city do you live?
 If unlisted, provide name here

15) What is your home zip code?
 If unlisted, provide Zip Code here

16) What are the two (2) major cross streets closest to your home?

Direction for Cross Street 1 (N, S, E, or W)	Cross Street 1
<input type="text"/>	<input type="text"/>
Direction for Cross Street 2 (N, S, E, or W)	Cross Street 2
<input type="text"/>	<input type="text"/>

17) Enter one option that best describes your primary work activity on a regular basis.

- Question #13 is a drop-down menu.
- Questions #14 and #15 allow employees to choose from the look-up menu or to type in the response in the adjacent box.
- Employees must type in the street names in question #16.
- Question #17 is a drop-down menu.

Survey Website: Questions

19) Gift Card Drawing: Select Yes to be entered into a drawing

No Yes

Optional Questions

Comments

If you would like to learn more about the Commuter Club, please provide your email address.

Employees are automatically opted into a gift card drawing; they can opt out. Comments are kept confidential. They will not be shared.

After successfully answering the required questions, the employee must click the SUBMIT SURVEY button to complete the survey.

- Determine your agency's approach to ensure employee participation. Consider these methods:
 - Send a survey email from your **Director**.
 - **Involve upper management**, and provide them with status reports to determine if additional action is necessary.
 - Establish a network of **division or site coordinators** to help with employee follow-up.
 - **Review data from Capitol Rideshare** to see a snapshot list of EINs for completed surveys. Larger agencies with multiple divisions and locations should **send EIN reports to supervisors** with a request to engage their subordinates directly.
 - **For agencies with multiple locations:** if a location shows an unusually low response rate, please check with facilities management for an updated employee count.

- **We are here to support you—during the survey session and year-round!**
- We understand that your duties as Coordinator are only part of the responsibilities that you have at your agency, so we are here to help.
- Survey FAQs are posted on the Capitol Rideshare website:
<https://capitolrideshare.az.gov/travel-reduction-survey/travel-reduction-survey-faqs>
- You may contact our office during State business hours, from 8:00 a.m. to 5:00 p.m., Monday-Friday. *(See final slide for details.)*

- In addition to fulfilling legal obligations, the Travel Reduction Program **provides a valuable service to State employees.**
- The State of Arizona, as an employer, must:
 - Distribute information to employees about alternate mode options and travel reduction measures.
 - Maintain travel reduction plans that outline measures for meeting travel reduction goals.
 - Participate in the annual survey and reporting effort.
- Each year, the program is audited for compliance by Maricopa County. Our Travel Reduction Coordinators perform an essential role in the program's success.

Your time and effort are appreciated!

Questions?

Program Website: CapitolRideshare.az.gov

Email: RideshareHelp@azdoa.gov

Phone: 602-542-7433