

State of Arizona

Agency Travel Reduction Plan

Pursuant to A.R.S. § 49-581, the State of Arizona is required to develop and submit annual travel reduction plans. The attached plan was developed to address the travel reduction needs of this agency. ADOA Travel Reduction Programs developed this plan to incorporate the minimum, essential travel reduction measures this agency must implement. These measures will assist the agency in its effort to achieve its travel reduction goal(s) of 60% or less Single Occupancy Vehicle Trip Rate (SOV) and/or 60% or less Single Occupancy Vehicle Miles Traveled Rate (SOVMT) at each of its sites. Additional measures may be added to this plan based on annual travel reduction survey results, which are available at <https://capitolrideshare.az.gov/travel-reduction-survey>. This plan should be thoroughly reviewed and signed by the Agency Director and Agency Travel Reduction Coordinator prior to submission to the ADOA Travel Reduction Programs Office. The plan will remain in effect for two years, unless otherwise revised.

###### AGENCY: AGENCY NAME

###### TRAVEL REDUCTION COORDINATOR:

Coordinator Name

Title

Street Address, Suite/Room #

City, AZ Zip code

#### Office: (602) 000-0000

E-Mail:

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##### Travel Reduction Coordinator Signature Date

*This is to certify that I have read this plan prior to implementation.*

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**Agency Director Signature Date**

*This is to certify that I have read this plan and approve it for implementation.*

**Agency Travel Reduction Measures**

**Measure #1: New Employee Orientation**

All agency new hires will be provided with the most current travel reduction literature, including Capitol Rideshare’s new employee brochure.

**Measure #2: Annual Travel Reduction Survey**

The agency Travel Reduction Coordinator will work with Capitol Rideshare staff to administer the annual Travel Reduction Survey. The Coordinator will take any training necessary to ensure he/she has the knowledge necessary to successfully administer the survey (training is provided by Capitol Rideshare). The agency Travel Reduction Coordinator will annually share the results from the most recent travel reduction survey to staff. For agencies with more than 10 employees, Capitol Rideshare staff posts agency reports to the Capitol Rideshare website.

**Measure #3: E-mail & Newsletter Promotions**

Emails from Capitol Rideshare, written for employees and sent to Coordinators, will be forwarded to agency employees within Maricopa County. Emails will be sent to inform employees about Capitol Rideshare events and to promote commute options. Newsletters also will be utilized to disseminate this type of information.

**Measure #4: Travel Reduction Information Tables**

Upon request from the Agency Travel Reduction Coordinator, Capitol Rideshare will visit an agency site and set up an information table in a prominent area in the building frequented by employees. Agency employees will be provided with travel reduction information and given the opportunity to ask questions about their commute options.

**Measure #5: Capitol Rideshare Program Promotion**

The agency will support and promote Capitol Rideshare by making current materials readily available in a timely manner, posting and distributing up-to-date marketing materials, participating in all Capitol Rideshare promotions, encouraging management support of the program whenever possible, and participating in one or more of Capitol Rideshare programs.

**Measure #6: Establish Preferential Parking for Registered Carpoolers**

The Agency Travel Reduction Coordinator, in conjunction with the agency head and facilities personnel, will evaluate existing agency parking for the purpose of establishing preferential parking for agency employees who carpool. Once it has been deemed **feasible** to establish preferential parking for agency carpoolers, the designated parking spaces should be located in such a manner as to be beneficial to the employee (i.e. near the main entrance

or shaded). Capitol Rideshare will be contacted to provide signage. Upon establishment of preferential carpool parking, Travel Reduction Programs will issue Rideshare Parking Permits to eligible applicants. The Agency Travel Reduction Coordinator will be responsible for ensuring that “Rideshare Parking” is enforced.

**Measure #7: Agency Remote Work Policies, Procedures and Promotion**

The agency will incorporate the State of Arizona Remote Work Policy as a part of their agency’s policy manual and notify employees to use <https://capitolrideshare.az.gov/telework> as their source for information on the State of Arizona Remote Work Program. The webpage includes a link to the current statewide remote work policy and training information. Where feasible, remote work will be included as part of the agency’s overall plan to reduce its single occupancy vehicle (SOV) rate.

**Additional site-specific measures added by the Agency**