

Travel Reduction Survey Webinar

Implementing the 2020 Travel Reduction Survey

- Why We Survey Employees
 - Legal Requirements
 - Environmental Considerations
- Highlights From Last Year
- 2020 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.



- Last year, we successfully completed our 9th electronic survey.
- The survey was administered to:
 - **22,995 employees** who work at...
 - **93 State agencies, boards, and commissions** throughout Maricopa County
- We achieved an **80%** overall response rate. That's 18,437 employees!
 - SOV rate was 69.67% (*a decrease from the prior survey at 76.45%*)
 - SOVMT rate was 70.44% (*a decrease over the prior survey at 73.94%*)
- Agency Travel Reduction Coordinators are also to be commended. **Thank you for working extremely hard during each survey process.**

- We are following a similar process used in previous years.
- The survey will be administered in two groups:
 - Group 1: Dept. of Corrections and Dept. of Economic Security
 - Group 2: all other agencies
- The survey should be completed by State employees who work:
 - In Maricopa County
 - Three or more days per week for at least six months each year
- Contract employees, interns or those from outside temporary agencies are NOT to be surveyed.
- The employee counts and work addresses that you provided are used to update the administrative side of the online survey. Accuracy is imperative to successful survey outcomes.

2020 Survey: Schedule

Activity	GROUP 1	GROUP 2
SURVEY NOTIFICATION: Distribute the “pre-survey” email to employees in Maricopa County	Tuesday, Feb. 11	Tuesday, Feb. 18
SURVEY START DATE: Distribute the “live survey” email with active link	Wednesday, Feb. 19	Friday, Feb. 28
SURVEY COMPLETION DATE: Survey should be completed, with required participation rate attained	Friday, March 13	Friday, March 20

- We will send the pre-survey emails for you to forward to your employees. ADOA will email the survey link directly to employees.
- We will provide daily participation rate updates throughout each survey session.

- Update employee counts.
- Distribute emails to employees:
 - Pre-survey email with link to FAQs.
- 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.
 - Post information on your agency intranet site or on bulletin boards in areas frequented by employees.
 - Follow up, follow up, follow up until you reach 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, divisions and locations for the employees who need to complete 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)
- We will let you know when we see anomalies in the data (i.e., multiple employees reporting a work location not included in the employee count update; a response rate exceeding 100%; an abnormally low response rate).

On the survey launch page, employees must first enter their EIN. The EINs allow coordinators to know who has completed the survey and are not shared with external entities.



Take the Survey

Employee Details

EIN *

Agency *

Location *

If unlisted, provide location address here

Survey Website: Questions

The survey is comprised of 20 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

End Time - Hour

End Time - Min

End Time - A/P

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)

Bus (Days/Wk)

Vanpool (Days/Wk)

Telecommute (Days/Wk)

Carpool (Days/Wk)

Walk/Run (Days/Wk)

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

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 with a search bar and a table of records. The table has columns for 'Location', 'Address 1: City', 'Address 1: ZIP/Postal Code', and 'Agency'. The first record is highlighted in light blue. Below the table is a pagination control showing page numbers 1 through 46, with '12' circled and '13' highlighted by a yellow arrow. At the bottom right of the dialog are 'Select', 'Cancel', and 'Remove value' buttons.

Location	Address 1: City	Address 1: ZIP/Postal Code	Agency
✓ 1655 W JACKSON ST Phoenix, AZ 85007	Phoenix	85007	DEPT OF TRANSPORTATION
1688 W ADAMS ST Phoenix, AZ 85007	Phoenix	85007	DEPT OF AGRICULTURE
1700 W Washington Phoenix, AZ 85007	Phoenix	85007	GOVERNOR'S OFFICE OF HIGHWAY SAFETY
1700 W WASHINGTON ST Phoenix, AZ 85007	Phoenix	85007	DEPT OF HOMELAND SECURITY

Survey Website: Questions

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

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" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Bus (Days/Wk)	Vanpool (Days/Wk)	Telecommute (Days/Wk)
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Carpool (Days/Wk)	Walk/Run (Days/Wk)	
<input type="text" value="0"/>	<input type="text" value="0"/>	

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
<input type="text" value="0"/>	<input type="text" value="0"/>

Survey Website: Questions

Questions #16 and 17 allow employees to choose from the drop-down box or to type in the response in the adjacent box.

14) Are You:
 M F

15) What is your age?

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

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

18) 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"/>

Employees must type in the street names in question #18.

18) 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"/>

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

20) Does the length/time of your commute impact your overall job satisfaction and your plans to remain in your current position?

Optional Questions

Comments

Comments are kept confidential. They will not be shared with the Coordinators or with Maricopa County.

After successfully answering the required questions, the employee must click the SUBMIT SURVEY button to be directed to the “successfully submitted” screen.

- Determine your agency's approach to ensure employee participation. Consider these methods:
 - Send the pre-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 reports from Capitol Rideshare** to determine who must complete the survey. Larger agencies with multiple divisions and locations should **send EIN reports to supervisors** with a request to engage their subordinates directly.
- Send emails according to the schedule for your group.

- **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