

## **Travel Reduction Coordinator Responsibilities**

**Welcome to the team, and thank you for your efforts!**

**You, and nearly 100 other coordinators from every State agency, board, and commission, are contributing to improving the quality of life for everyone in our community.**

The goal of the State of Arizona's Travel Reduction Program is to reduce the number of State agency employees within Maricopa County who drive alone to the work site to 60 percent or less of the total employee population. As your agency's Travel Reduction Coordinator, you will be responsible for the following activities:

- **Implement your agency's Travel Reduction Plan**
- **Conduct the annual Travel Reduction Survey within your agency (for employees who work at sites in Maricopa County)**
- **Distribute marketing and membership materials to encourage participation within your agency**
- **Assist employees with questions and requests**
- **Monitor preferential parking spaces reserved for employees with Capitol Rideshare parking permits**
- **Communicate every High Pollution Advisory (HPA) that is issued.**

These activities are described in more detail below, and many resources are available online at: <https://capitolrideshare.az.gov>.

### **Implement your agency's Travel Reduction Plan**

State agencies are required to submit an annual Site-Specific Travel Reduction Plan (TRP) detailing the steps they will take to achieve their travel reduction goals. Each agency is responsible for achieving those goals through the implementation of commute reducing strategies.

A copy of your agency's plan should be kept on file for reference. You may access the minimum action steps that are required online at: [www.CapitolRideshare.az.gov](http://www.CapitolRideshare.az.gov).

### **Conduct the annual Travel Reduction Survey within your agency**

A.R.S. § 49-588 requires all large employers in Maricopa County to conduct an annual survey of employee's travel patterns. The State of Arizona, as an employer, is required to prepare and implement a plan to reduce employee commute trips or commute miles by 10% each year for a total of five years, and then 5 percent for three additional years, or until a 60 percent rate of Single Occupant Vehicle (SOV) travel is reached. Progress toward this goal is measured by the annual Travel Reduction Survey. Information about the annual TRP survey is available online at: <https://capitolrideshare.az.gov>.

Coordinators are generally responsible for:

- Updating employee counts, prior to and during the survey process.
- Distributing several emails to agency employees: 1) A pre-survey notification email, 2) The actual Survey email with the live survey website link, and 3) Reminder emails to increase response rates.

## **Travel Reduction Coordinator Responsibilities**

- Ensuring as near a 100% response rate as possible at each of the agency sites. Coordinators will receive regular updates from Capitol Rideshare regarding their agencies' response rates and it is highly recommended that support from agency leadership be obtained early in the survey process to achieve desired response results.
- Coordinating with agency employees to complete the survey process within two weeks.

### **Distribute marketing and membership materials to encourage participation in your agency**

Many services are available to the employees in your agency to help them learn about and utilize alternate modes of transportation for their work commute. You are the direct point of contact your employees, so our office will work with you to distribute information about these services both physically and electronically.

Examples of physical material distribution include displays and signs:

- Capitol Rideshare Display: Whether your agency has a large display rack or tabletop displays, it is important to keep these information centers stocked, tidy, and easily accessible for your employees. You may request materials and brochures online at: [www.CapitolRideshare.az.gov](http://www.CapitolRideshare.az.gov).
- Signage: You are required to post notification signs for HPA days. You may choose to post signs or posters to promote participation in activities such as the annual survey or other travel reduction activities.

Examples of electronic material distribution include emails and online engagement:

- Emails: Our office will send out emails with newsletters, announcements, advisories, and contests, and we ask that you forward them on to your employees in Maricopa County.
- Online: Our programs and services are described in detail on our website at: [www.CapitolRideshare.az.gov](http://www.CapitolRideshare.az.gov). Coordinators are encouraged to utilize this site as a resource for State employees. If your agency has an intranet presence, please post up-to-date information on this site.

Ongoing distribution of applications and materials from our office is an important factor in the success of this legislatively mandated program. We appreciate your help communicating essential travel reduction information through any communications means at your disposal.

Each quarter, you will receive a quarterly information packet via email. It will contain information for you and for your employees. It will also include your Coordinator Update newsletter, our prime communication tool for our Coordinators.

### **Assist employees with questions and requests**

Coordinators are responsible for providing general assistance with materials and information to their employees. Please BE FAMILIAR with all of our programs such as the Clean Air Campaign, the Commuter Club, and preferential parking. You are encouraged to refer employees to our website: <https://capitolridesshare.az.gov>.

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Employees should be notified to access telework information at [www.CapitolRideshare.az.gov](http://www.CapitolRideshare.az.gov) as their source for information and training on the State of Arizona Telework Program. Likewise, coordinators will find information and tools to help implement and expand their agency's telework program at this site.

If you have questions or need support, please remember that we are YOUR resource, and we are here to help!

### **Capitol Rideshare parking permits and monitor preferential parking spaces**

Establishing and maintaining preferential rideshare parking for carpoolers is an integral component of the State of Arizona's Annual Travel Reduction Plan. Each agency may establish Capitol Rideshare parking at their locations (according to ownership or adherence to lease agreements, depending on the site). Our office provides the large metal signs when requested, and the agency is responsible for posting them and monitoring parking in those spaces.

#### **Rideshare Parking Permits**

When two or more individuals form a carpool and share the ride at least three days each week, they are eligible for preferential parking (where offered). Each individual in the carpool must complete an application and they must be submitted together to Capitol Rideshare. At least one carpooler must be a State employee. The application is available online at <https://capitolridesshare.az.gov>. Hard copy applications should be available at the agency's travel reduction literature display.

Upon receipt of the applications, Capitol Rideshare will process and assign ONE parking permit decal to that carpool. We will then send the decal permit, along with a receipt form, to the primary driver's work address.

The parking permit entitles carpoolers that meet their requirements to park in designated Capitol Rideshare parking spaces on days that they share the ride. The permit decal must be affixed to the windshield or hung on the rear-view mirror (depending on the type of decal) so that it is clearly visible from the outside of the vehicle.

#### **Rideshare Parking Concerns**

Please work with your facilities maintenance and/or security personnel to monitor your agency's Rideshare parking spaces (where offered) and let us know of any problems or concerns you may be having. Make sure that your agency has adequate parking and signage. Signs and assistance are always available by calling our office.

Please work with your facilities management and security staff to handle complaints and give warnings as necessary.

### **Communicate every High Pollution Advisory (HPA) that is issued**

In the event that Maricopa County deems the level of pollution as unhealthy, a High Pollution Advisory (HPA) will be issued. When our office provides notification of HPA days via email, please post signs at building entrances, email your employees, and stay tuned for additional advisories.