

Sample CTR Survey Cover Memo

Dear Employee,

As residents of the Puget Sound region, we're affected by the traffic congestion that clogs our interstates, bridges and major roadways and, ultimately, reduces our quality of life. As global citizens, we face the harsh reality of climate change. Individually, it is hard to feel as though we can have any impact on problems of this enormity, but we can.

In the Puget Sound region, more than 55% of greenhouse gas emissions are associated with transportation. This means that using an alternative to drive-alone commuting – even one or two days each week - can make a big difference in reducing our carbon footprint.

In 1991, the Washington State legislature passed the Commute Trip Reduction (CTR) Law to help address these concerns. The goals of the CTR Law are to:

- ◆ decrease traffic congestion
- ◆ improve air quality
- ◆ decrease our consumption of oil

The law requires large employers in the most populous Washington counties to try to reduce drive alone commute trips made by their employees to the worksite. As a major employer and good corporate citizen, *<employer name>* is committed to the spirit and goals of the CTR law.

One of the requirements of the law is to survey employees every two years to find employee commute habits, commute attitudes and work schedules. Please take a few moments to fill out this short survey and return it to our Employee Transportation Coordinator, *<ETC name and location>*, by *<date and time>*.

Please follow the directions on the survey and remember to complete both sides of the form. Because the form will be optically scanned by machine, it requires special handling:

- ◆ use a No. 2 pencil to complete the survey
- ◆ please don't staple, clip or tape anything to the survey form
- ◆ don't tear or fold the form

We will use the information you provide to *<design/improve>* our current employee commute program. If you have questions, please contact *<ETC name>* at *<phone and/or email>*. If you would like to begin improving your commute today, please go to <http://metro.kingcounty.gov/tops/travops.html> to explore options that would work for you.

Thank you for your cooperation.

Sincerely,

<Manager's name>