



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 needs to 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.

This plan should be thoroughly reviewed and signed by the Agency Director and Agency Travel Reduction Coordinator prior to submission to ADOA Travel Reduction Programs. 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
Fax: (602) 000-0000
E-Mail:

Travel Reduction Coordinator Signature
This is to certify that I have read this plan prior to implementation.

Date

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

Date

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: Travel Reduction Information Center

All agency sites will establish a Travel Reduction Information Center. Once established, the Travel Reduction Information Center will be regularly stocked with current Capitol Rideshare, Telework and Valley Metro information/materials. If using a Capitol Rideshare display rack or tabletop display, no other materials may be placed in the display.

MEASURE #3: Annual Travel Reduction Survey

The agency will utilize staff meetings and small workshops to administer the Annual Travel Reduction Survey in an effort to maximize accuracy of the data captured on the surveys. These meetings and workshops will allow the Agency Travel Reduction Coordinator to communicate instructions to the employees for accurately completing the Travel Reduction Survey. These meetings and workshops will also be used as a means to increase the survey response rate.

MEASURE #4: Staff Review of Annual Travel Reduction Survey Results

The Agency Travel Reduction Coordinator will annually present the results from the most recent travel reduction survey to staff. This will allow for a comprehensive review of all travel reduction efforts.

MEASURE #5: E-mail & Newsletter Promotions

E-mails from Capitol Rideshare, written for employees and sent to Coordinators, will be forwarded to agency employees within Maricopa County. E-mails will be sent to inform employees about Capitol Rideshare events, to promote commute options, and to disseminate air quality information. Agency, Division and/or Section Newsletters will also be utilized to disseminate this type of information.

MEASURE #6: Travel Reduction Information Tables

A minimum of once annually, an information table will be set up 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. Capitol Rideshare will be contacted to assist with the event.

MEASURE #7: Payroll Enclosures/Informational Brochures

Periodic payroll enclosures/informational brochures will be utilized to promote travel reduction events such as the Clean Air Campaign, the annual transportation fair, and additional events as they occur. These enclosures will also be utilized to promote carpooling and bus ridership by soliciting employees to request Carpooling, Matchlist and Bus Card Plus applications. If you haven't done so already, please notify the Capitol Rideshare Office in regards to your preference for these brochures - printed or electronic. Your choice should best reflect your distribution preference.

MEASURE #8: Clean Air Campaign Participation

The agency will participate in both the Winter and Summer Clean Air Challenge. Participation includes assistance with coupon distribution, posting signs and flyers, and generally promoting the Clean Air Challenge. Additional promotion could be accomplished by utilizing e-mail, agency newsletters and department activities.

MEASURE #9: Capitol Rideshare 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, ensuring article submission to agency periodicals, encouraging management support of the program whenever possible, and participating in one or more of Capitol Rideshare Programs.

MEASURE #10: Issue High Pollution Advisories

The Agency Travel Reduction Coordinator will be responsible for ensuring that all High Pollution Advisories are communicated to agency employees in a thorough and timely manner. Once a High Pollution Advisory has been issued, the Travel Reduction Programs Office will communicate the advisory to all Agency Travel Reduction Coordinators. The coordinator is then charged with forwarding the advisory to agency

employees within Maricopa County via the most effective method available (i.e. e-mail, fax, flyers, phone...). Coordinators are required to post HPA signs at all employee exits, wherever possible.

MEASURE #11: Establish Preferential Parking for 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 #12: Distribute Rideshare Parking Permits

Each time an employee applies for a parking permit, the permit request (application) will be sent to Travel Reduction Programs. TRP will issue a permit in the employee's name and send the permit to the Agency Travel Reduction Coordinator. The coordinator will then be responsible for contacting the employee and arranging for the employee to physically obtain the permit from the coordinator. The employee is responsible for signing the accompanying form. Upon completion of the parking permit form, the coordinator will forward the signed copy to TRP. The Agency Travel Reduction Coordinator must distribute all permits within one week of receipt.

MEASURE #13*: Agency Telework Policies and Procedures

The agency will incorporate the "[State of Arizona Telework Policies](#)" as a part of their agency's policy manual and notify all employees to use www.teleworkarizona.com as their source for information on the State of Arizona Telework Program.

MEASURE #14*: Telework Briefings

Agency Travel Reduction Coordinators will arrange with the ADOA Telework Programs Administrator to provide telework briefings for agency management as required to help the agency achieve its participation goals.

** We understand that due to the size and nature of their responsibilities/work, it may not be feasible for some smaller agencies, boards, and commissions to implement telework.*

