

Pre-Promote Survey Message to Employees

(Send on Monday of Week 1 – Pre Promote)

Subject: Your Voice Counts!

As part of our Commute Trip Reduction program at <Company name>, we will be conducting a CTR survey during the week of <week distributing surveys>. Our executive <executive's name> is challenging our worksite to achieve a <insert survey response goal> response rate on our surveys.

The survey measures your commuting habits. If you currently are using commute alternatives to get to work, i.e., carpooling, riding the bus, walking, bicycling, vanpooling to work, teleworking or working a compressed work schedule, please be sure you participate during the survey week so we can receive credit on our CTR survey.

For help getting started or for any questions, please feel free to contact me. I'm happy to help you find a commute option that works best for you.

Executive Message to Employees

(Send on Monday of Week 2 – Promote and Encourage Participation)

Subject: CTR Surveys

Date

Dear <company name> Employee:

The Inland Northwest is a beautiful place to live and work. <Company name> is committed to preserving the quality of life we all enjoy, by providing an effective commute trip reduction program for our employees.

To help reduce air pollution, traffic congestion and energy consumption, the state of Washington adopted the Commute Trip Reduction Law in 1991. <Company name> is required to survey their employees every 2 years to measure both the number of employees driving alone to work as well as the vehicle miles traveled (VMT) from the home to the workplace.

Next week, you will be asked to complete a short survey which will help us better understand your transportation habits and needs. The results of the CTR Survey will allow us to enhance the effectiveness of our Commute Trip Reduction program for all employees.

Your input is essential to help us maintain our commitment to our employees, the community and the Inland Northwest.

Thank you for your assistance.

<name>

<title>

Message to Employees

(Send on TUESDAY of Week 3 – Distribute Survey)

Subject: CTR Survey Week – Deadline to complete <insert Friday's date>

It's CTR Survey week! Our goal is to achieve a <insert survey response rate goal> response rate from ALL employees by the end of this week. Please take a few moments and follow the directions below to complete the survey. To determine the one-way miles to work, please utilize google maps putting in your home address and our worksite address.

It's a very short survey with only 13 questions and should only take a few minutes. Thanks in advance for your support and completing the survey this week. I really appreciate it!

Directions for completing the Commute Trip Reduction (CTR) online survey:

- A. To complete your CTR survey online:
 1. Go to the website www.ctrsurvey.org
 2. Type your e-mail address in the box and click "Login."
 3. A screen will open asking you to select your worksite. Click on the dropdown arrow and scroll though the list to highlight your worksite. Then click "Select."
 4. A screen will open to survey question 1. If you find that you have selected the wrong worksite, please close the form without completing the survey, and contact your ETC.
 5. As you complete each question click "Next" in the bottom left hand corner to submit your answer. When you have answered all of the questions a screen will open with the message, "Your completed survey has been received. Thank you for taking the survey." You can enter comments or questions in the section provided.
- B. If for some reason you do not complete all of the questions the first time, you may log back in and complete the survey at a later time.
- C. If you get a message "You've already completed the survey form," and you believe that you have NOT submitted your survey, or if you have submitted your survey but need to change it, please contact your ETC, who has tools to help you.

Message to employees who haven't completed their survey

(Send on Wednesday or Thursday on Week 3 - Distributing Surveys)

Subject: Reminder – Your CTR Survey must be completed by Friday

This is a friendly reminder to fill out your CTR Survey by the end of the week! We are close to making our <insert survey response rate goal> response rate goal and need you to complete your survey to help us reach our goal. Please open the attached link and complete the survey. With only 13 questions, it only takes a few minutes.

Thanks so much for completing this for me. I really appreciate it!