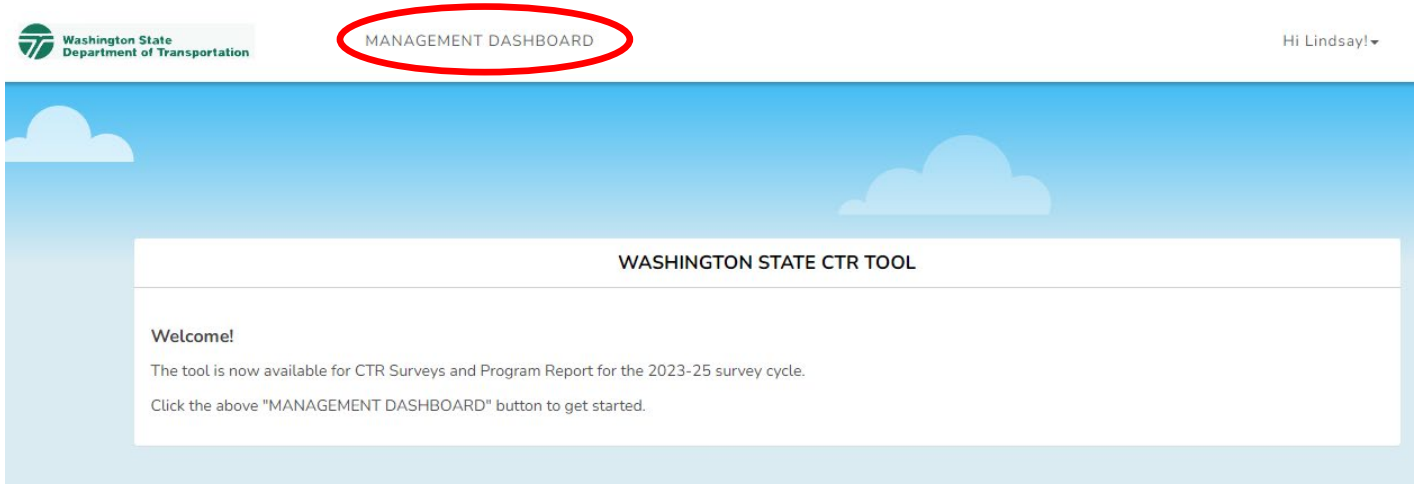
CTR Survey Training
April 18, 2024

CTR Tool
SETTING UP A SURVEY

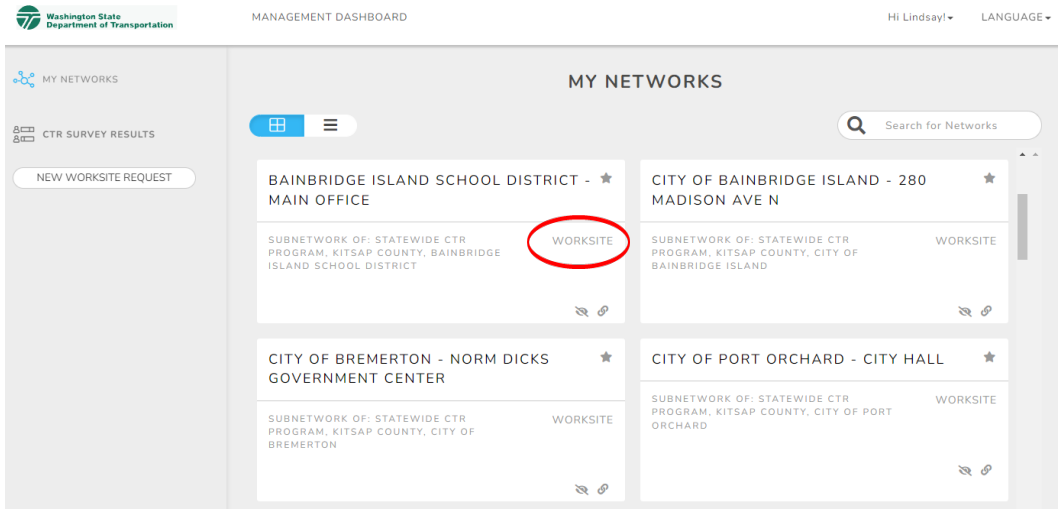
CTR Tool: logging into the CTR tool

Log in at ctrsurvey.org, click **MANAGEMENT DASHBOARD** to see **MY NETWORKS**.

Search to find the **WORKSITE** for which you are setting up a survey. Verify that you are choosing a *worksite* rather than an *organization* or *jurisdiction*.

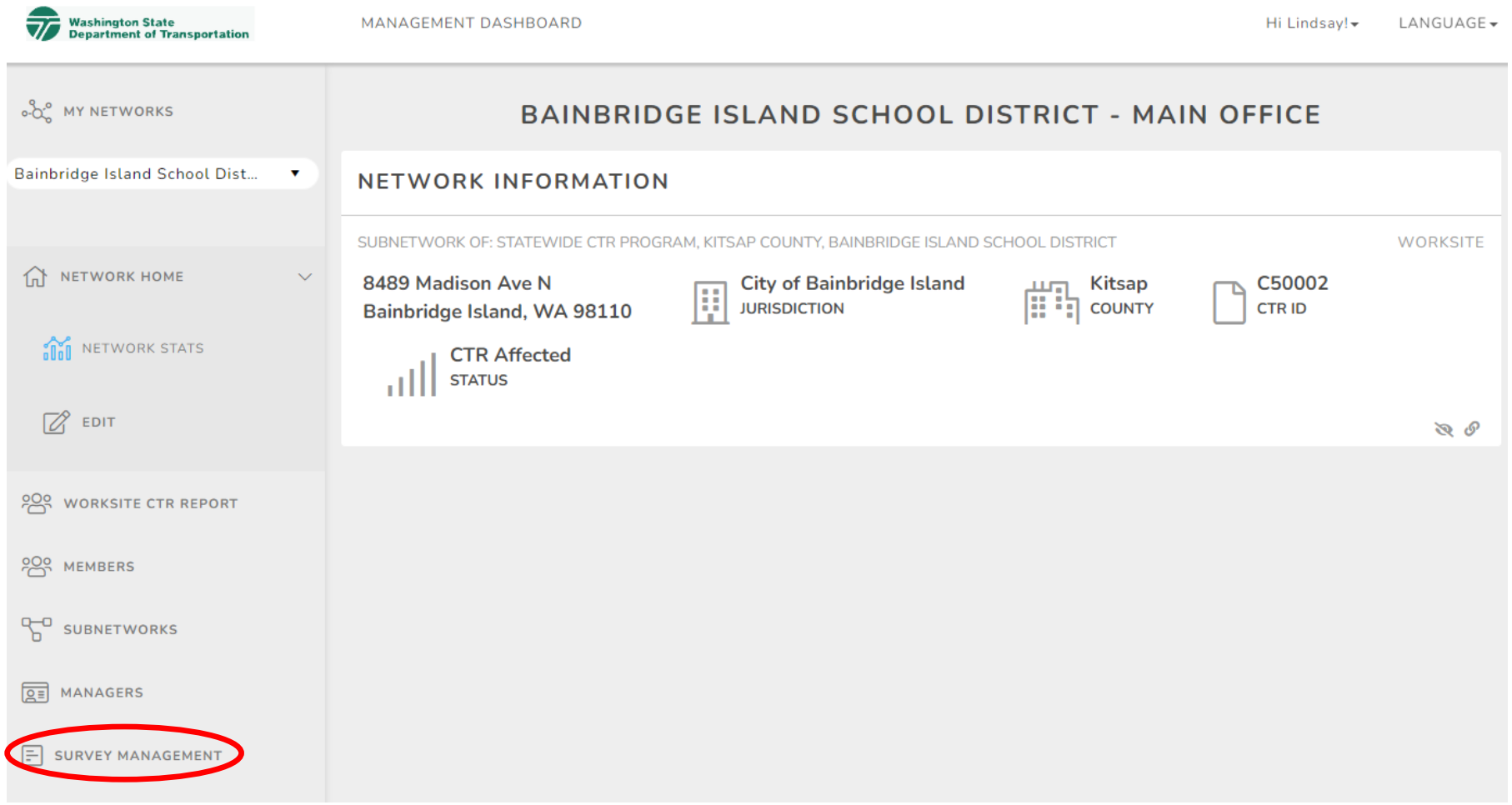


Click the **worksite** name to navigate to the network information screen.



CTR Tool: setting up a survey

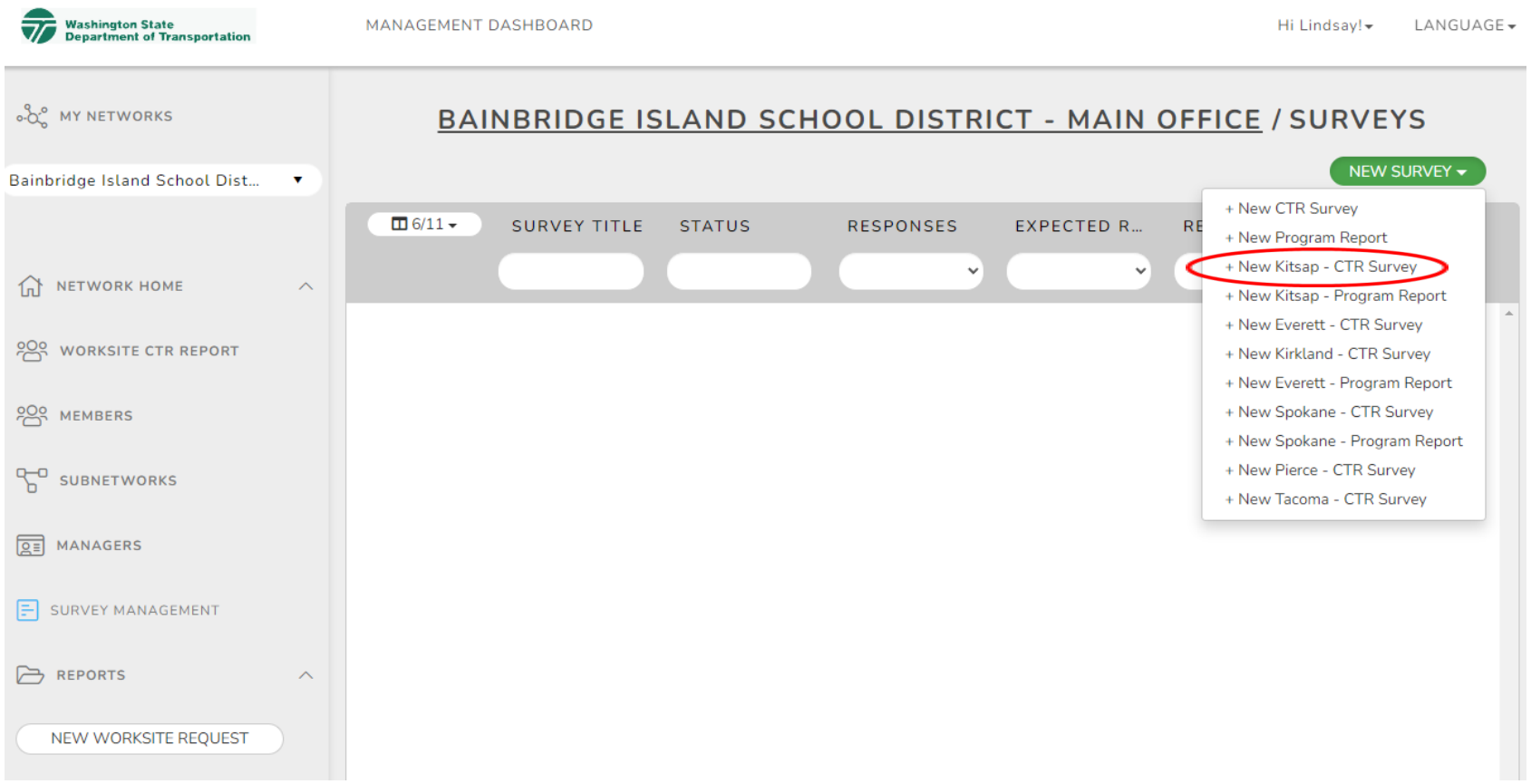
In the table of contents on the left, click **SURVEY MANAGEMENT**.



CTR Tool: setting up a survey

Find the **NEW SURVEY** dropdown menu.

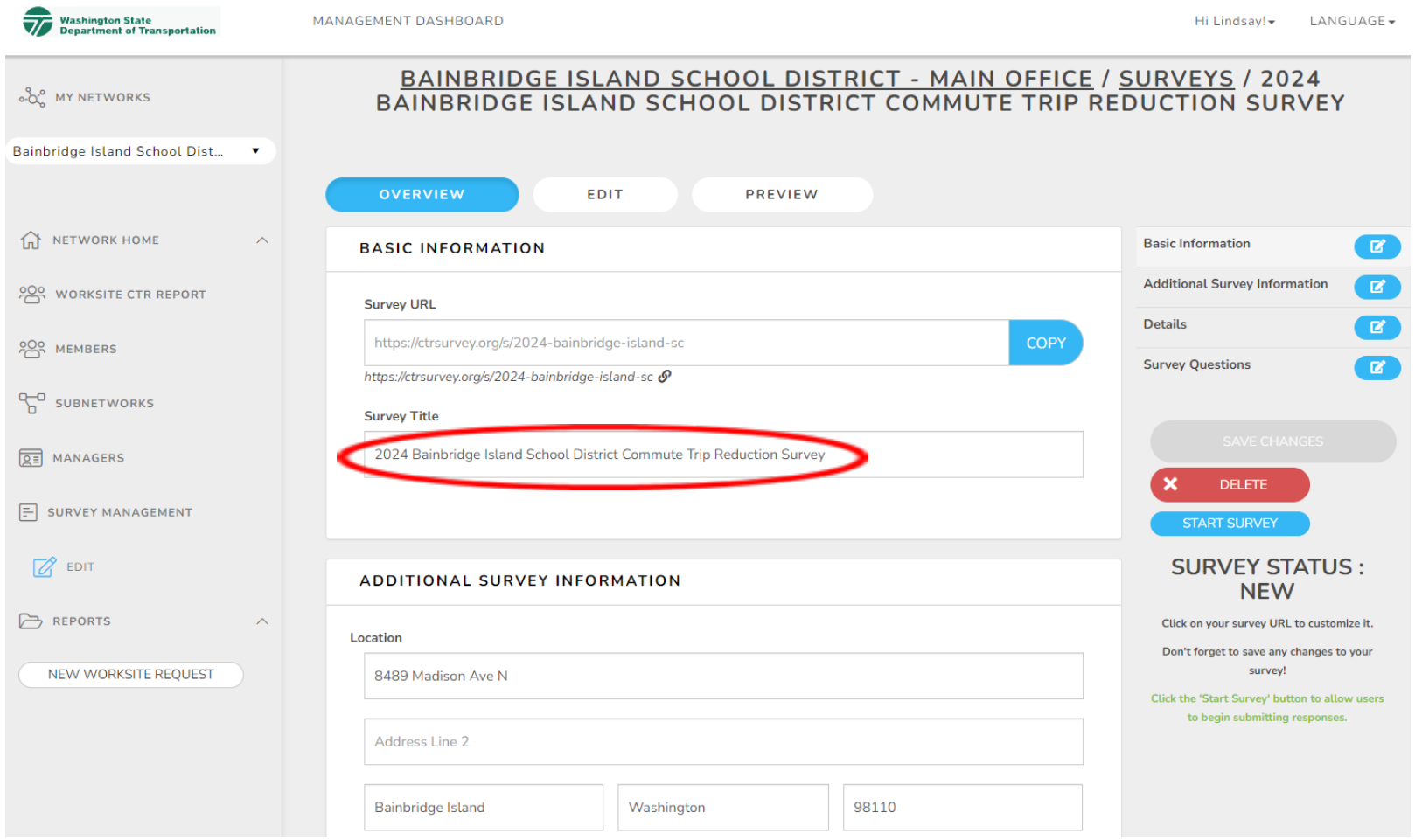
Choose **New CTR Survey** from the dropdown menu. Select “New Kitsap – CTR Survey” from the list.



CTR Tool: setting up a survey

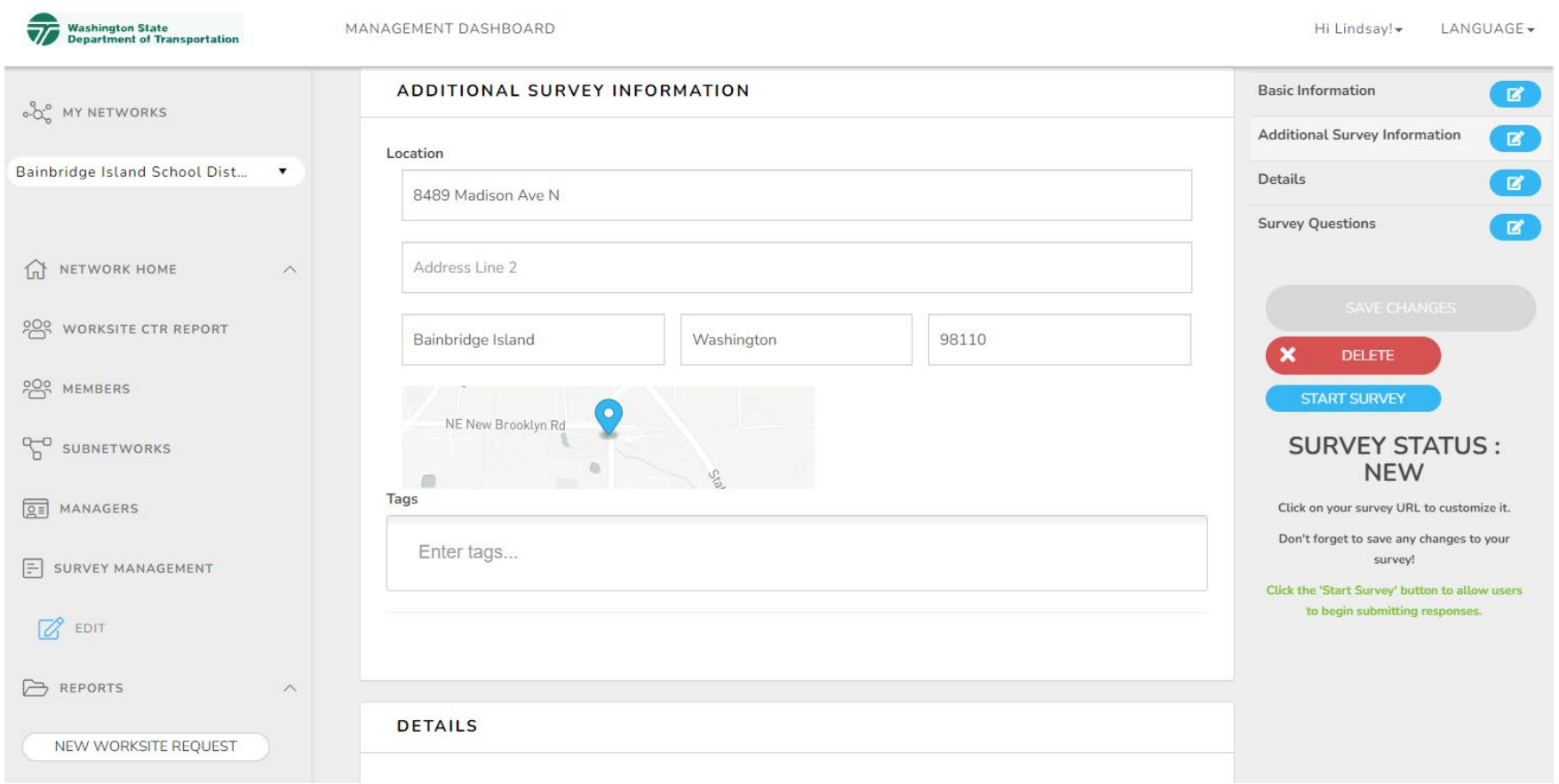
Change the **Survey Title** to something unique (e.g., 2024 Bainbridge Island School District CTR Survey).

- Include worksite name and year to avoid any confusion from respondents.
- **DO NOT** go back and change the name of the survey after it's been created!



CTR Tool: setting up a survey

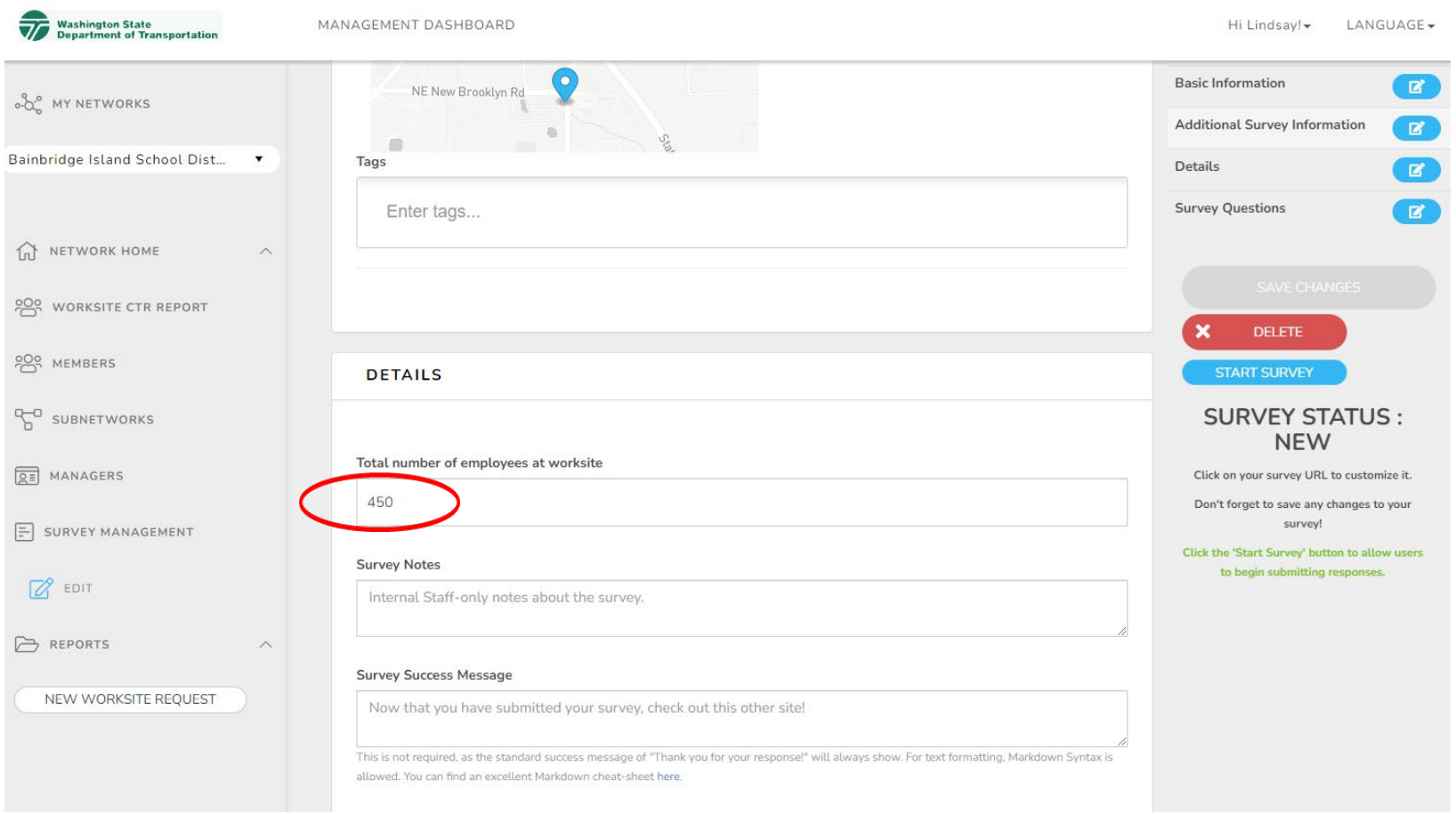
In **ADDITIONAL SURVEY INFORMATION**, verify that the worksite location is correct. The system will use the worksite's address to calculate commute distances. If the address is incorrect, email Lindsay Kuiphoff at lindsayk@kitsaptransit.com



CTR Tool: setting up a survey

In **DETAILS,** verify the number of people surveying. This will generally match the total number of employees at the worksite.

- This number is used to create the response rate and estimate the number of CTR-affected employees.
- If the number in this field no longer represents the number of employees at the worksite, change the Worksite Size on the EDIT page (under NETWORK HOME) to save it permanently



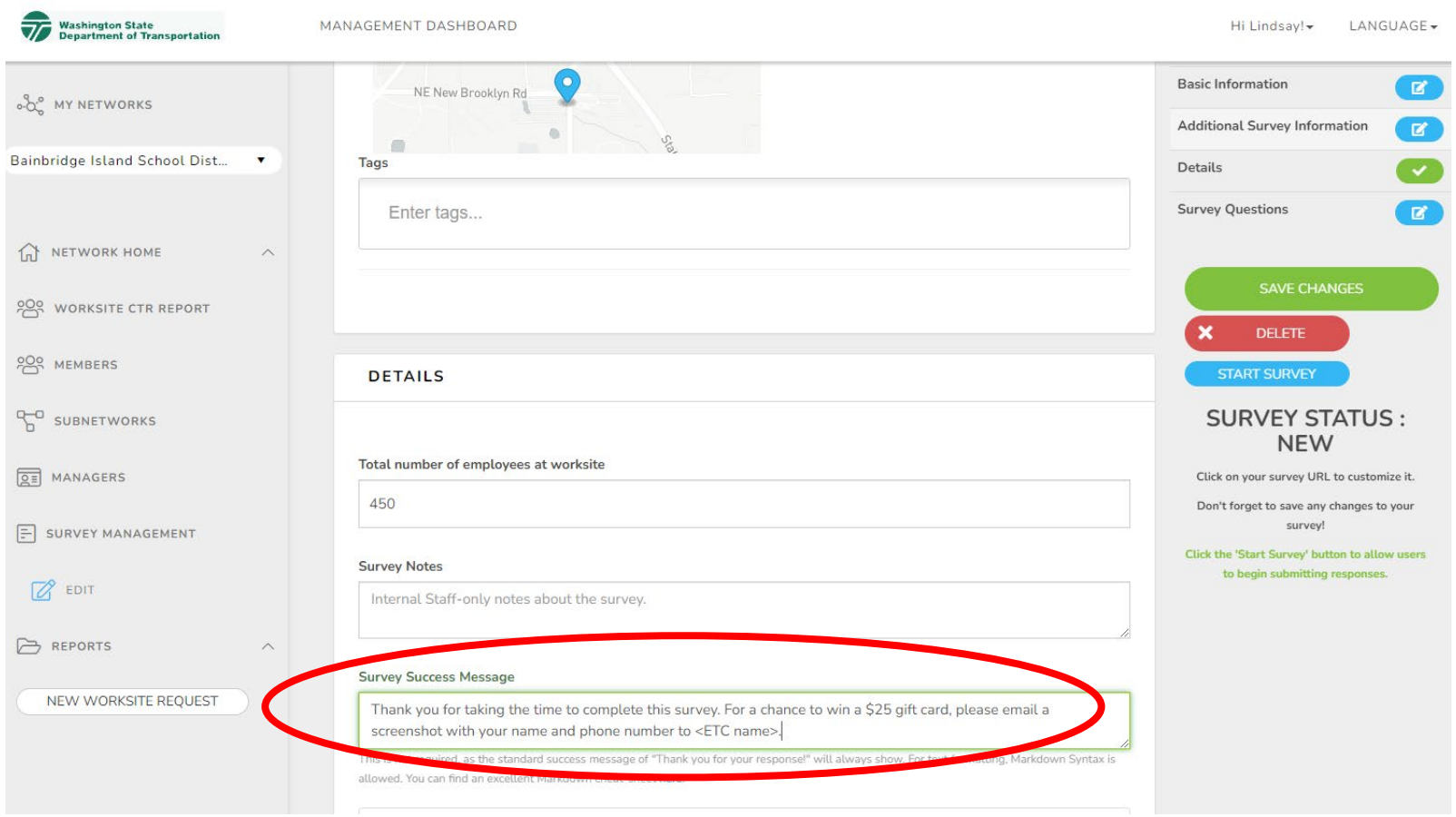
CTR Tool: setting up a survey

OPTIONAL: In **DETAILS,** edit the **Survey Success Message**. Some options include:

- Provide a link to your internal website for additional commute information.

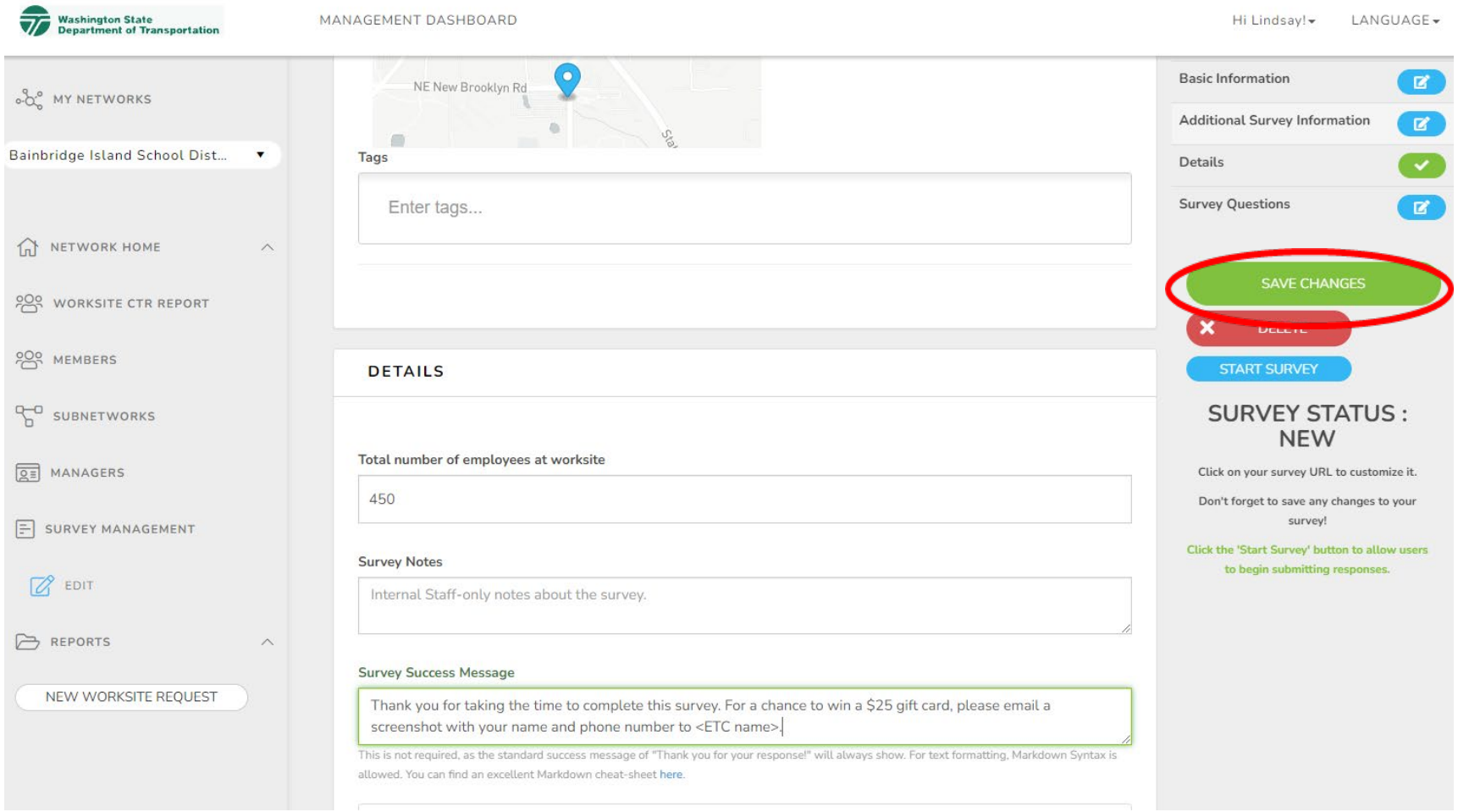
<u>$25 Gift Card Available</u>

- Ask survey respondents to email a screenshot of the completed survey as a raffle entry.
- If you have a Survey tool, you could create a separate survey asking for the name or email address of who completed the survey.



CTR Tool: setting up a survey

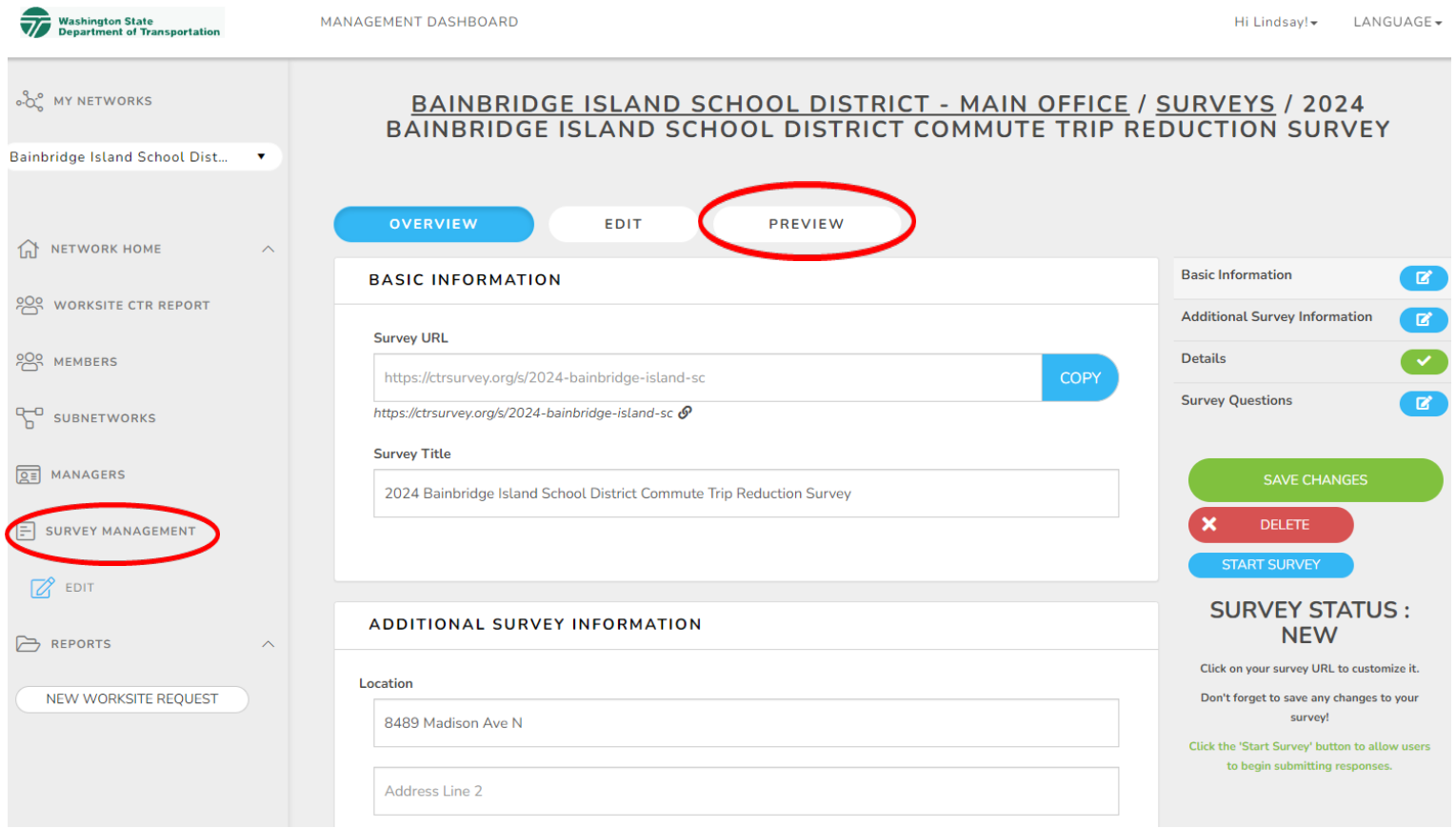
11.Click **SAVE CHANGES** once you are done editing



CTR Tool
PREVIEW THE SURVEY

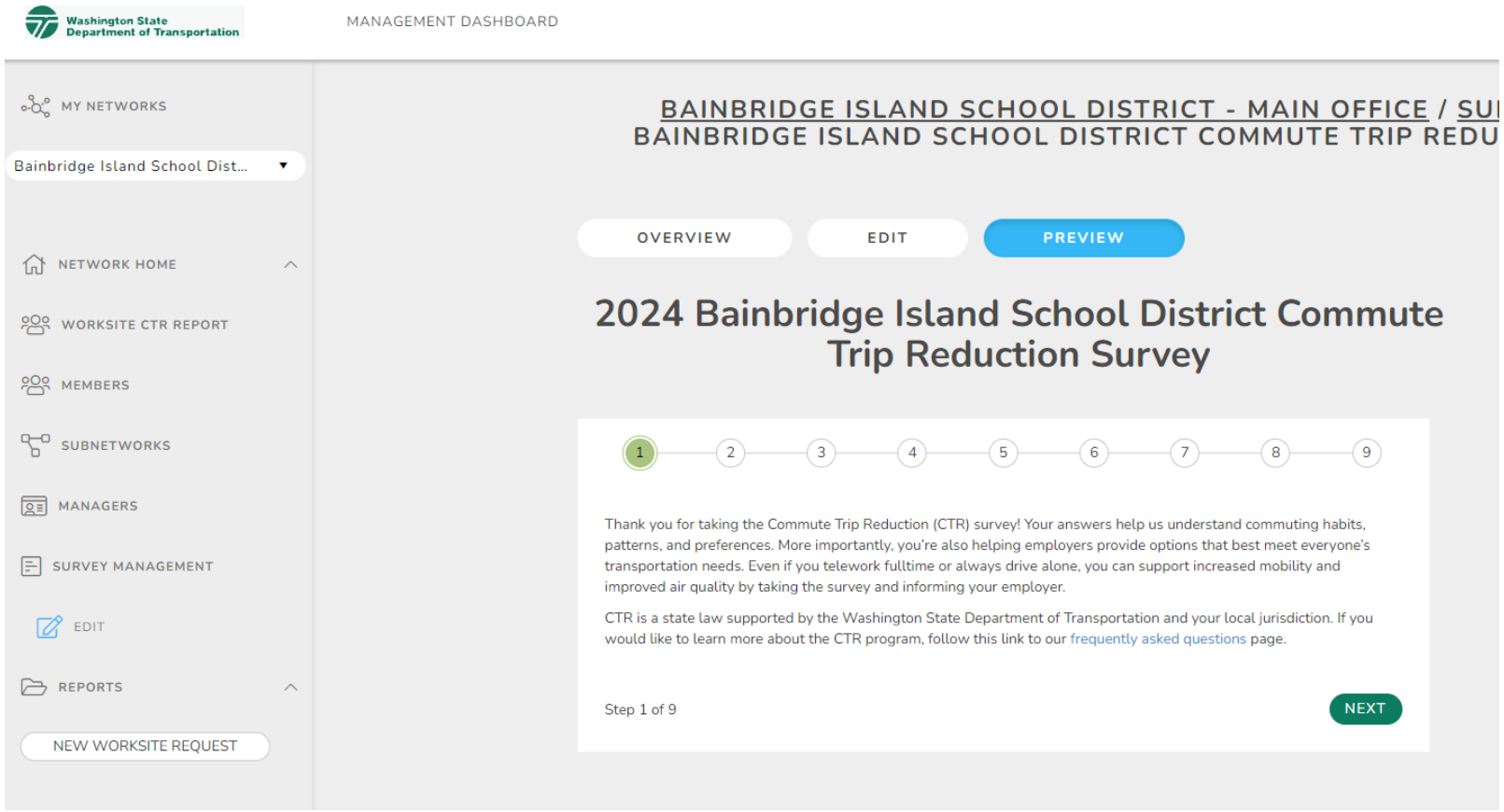
CTR Tool: Preview the Survey

Click **PREVIEW.** This will allow you to "take" the survey without affecting the results.



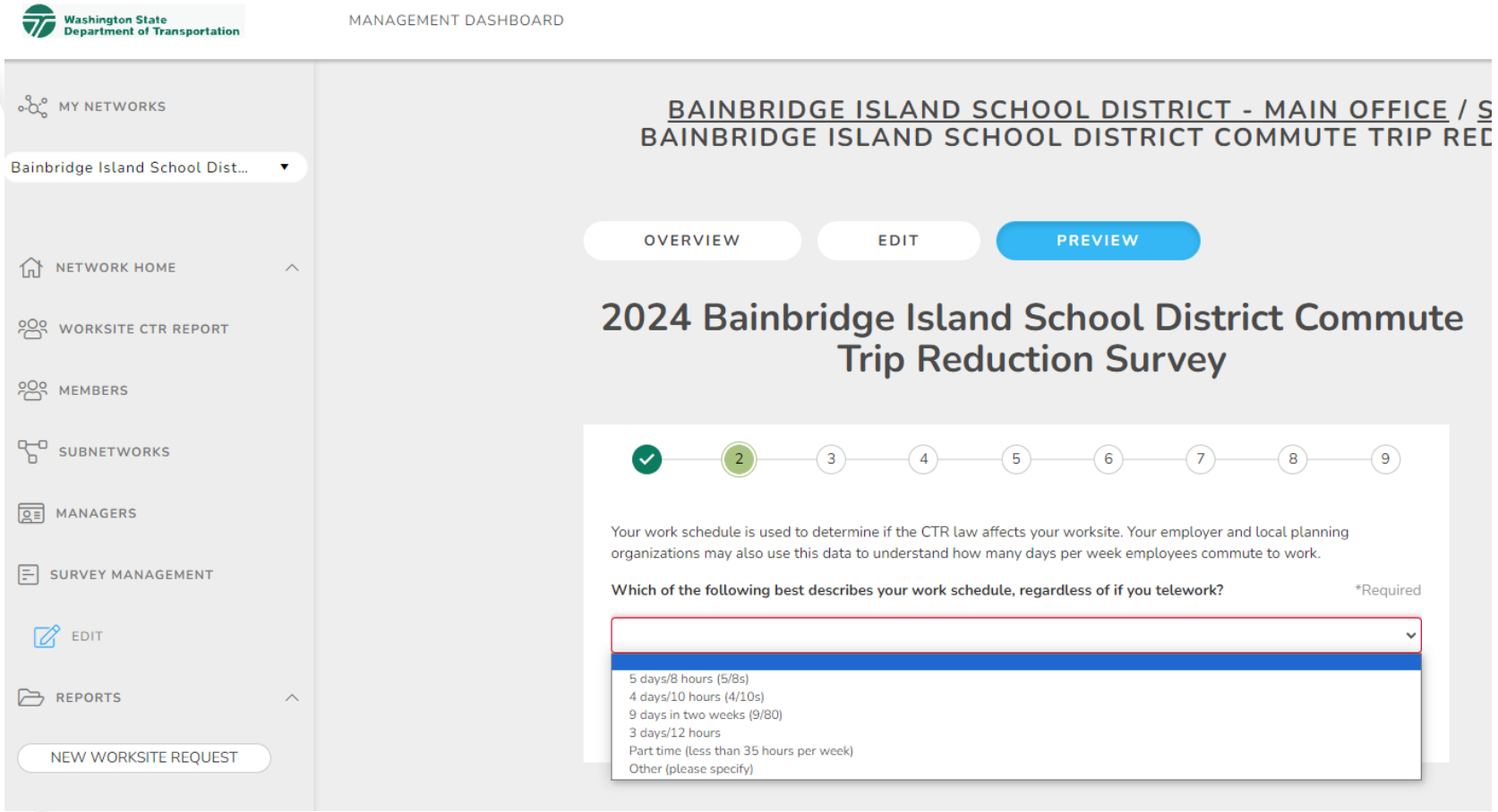
CTR Tool: Preview the Survey

Brief explanation of the CTR Survey. Click through the survey questions (answering questions as necessary) to review how the questions will appear.



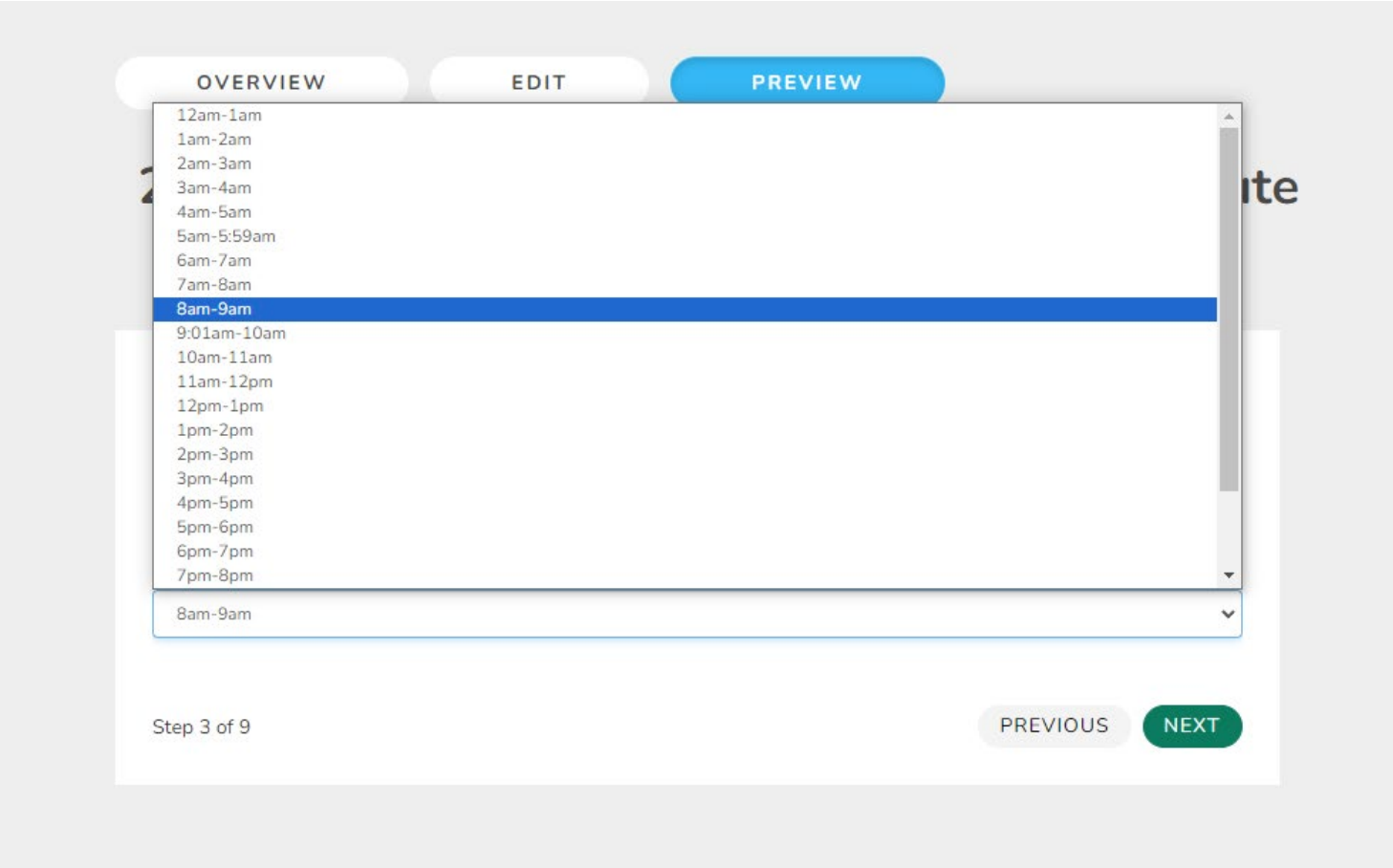
CTR Tool: Preview the Survey

"Which of the following best describes your work schedule?"



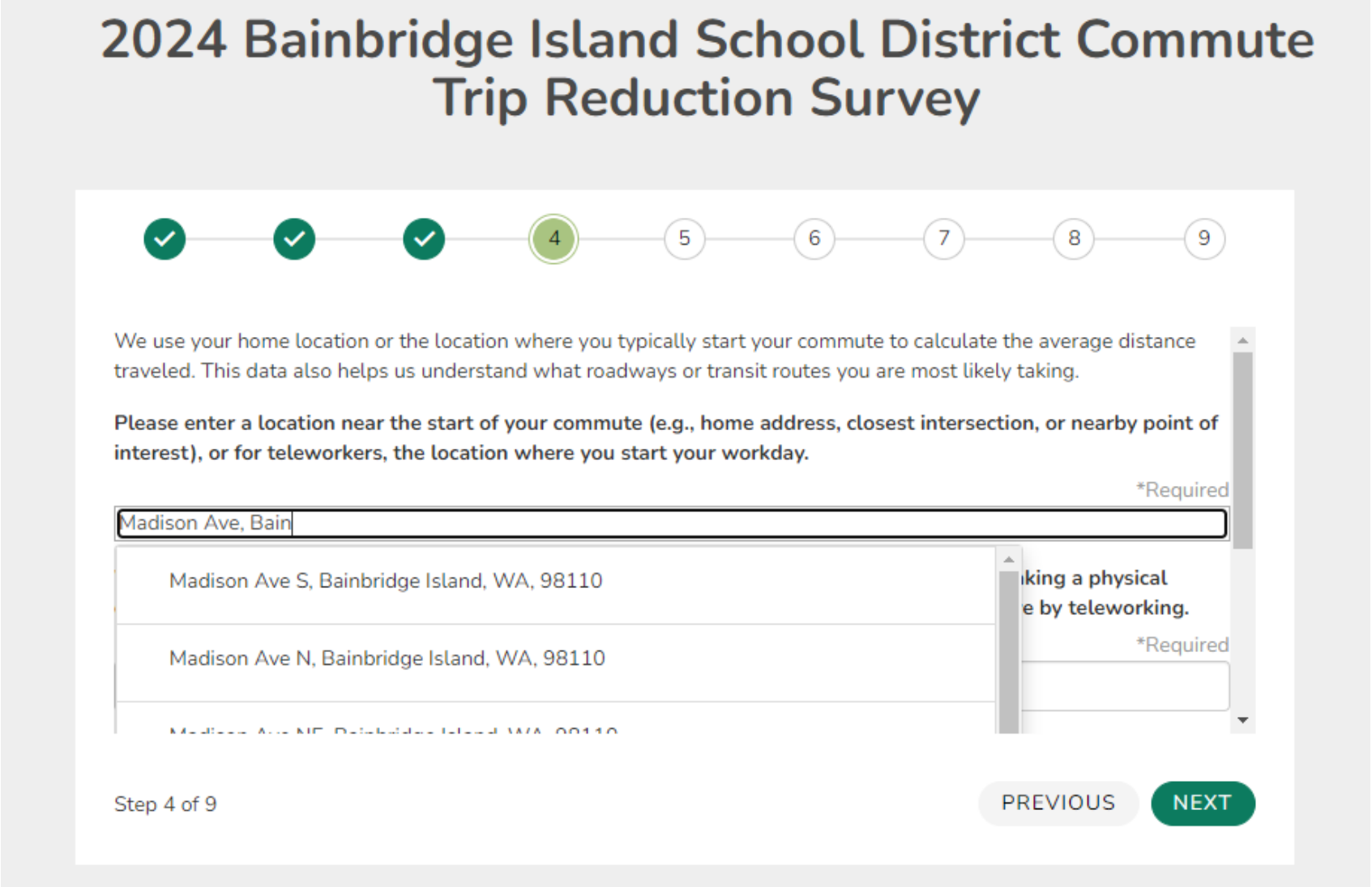
CTR Tool: Preview the Survey

"When do you typically begin your workday?"



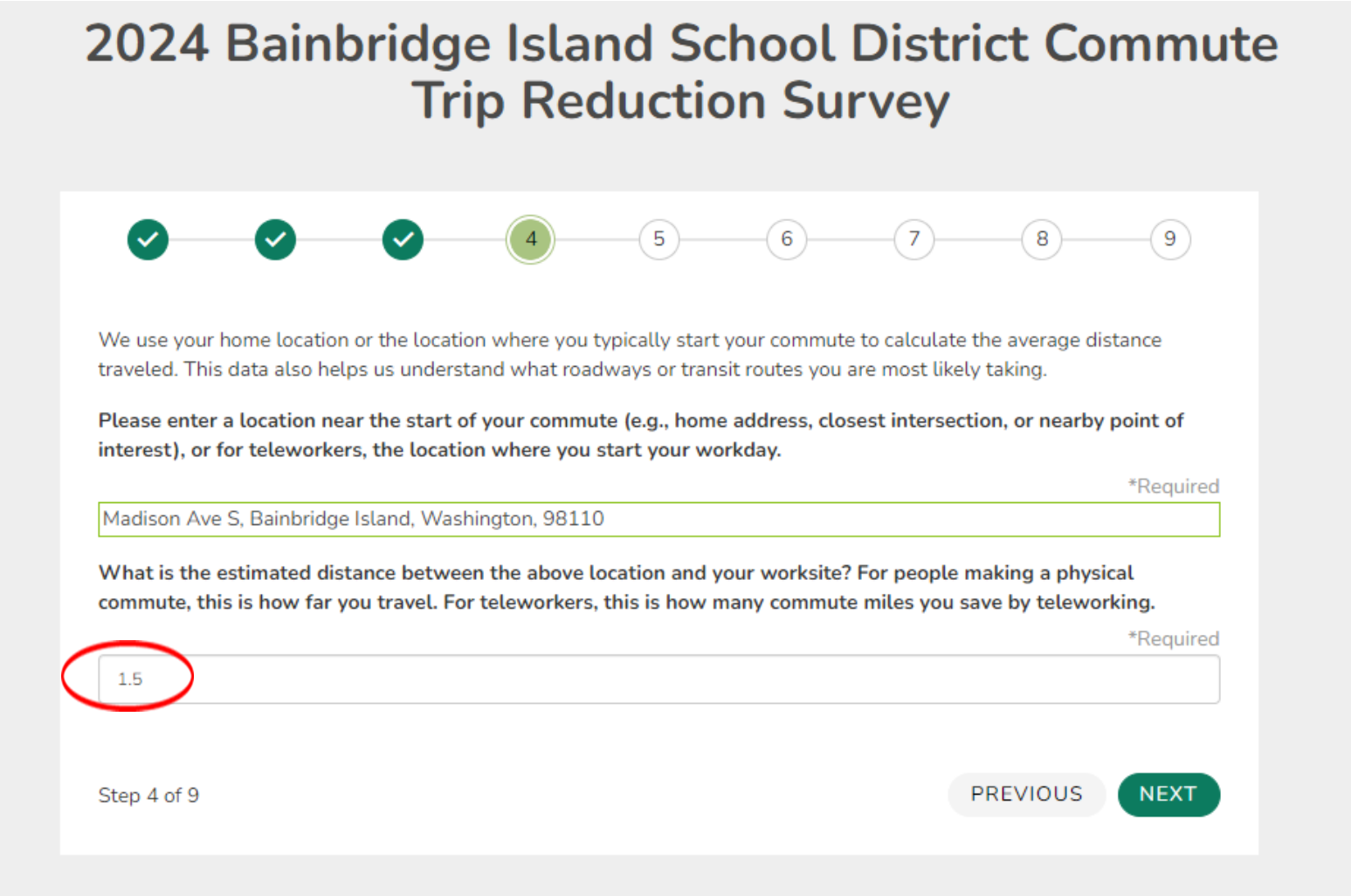
CTR Tool: Preview the Survey

Asks employees where they begin their commute. We <u>strongly</u> encourage you to have your employees use the closest intersection or a nearby point of interest, NOT their personal address.



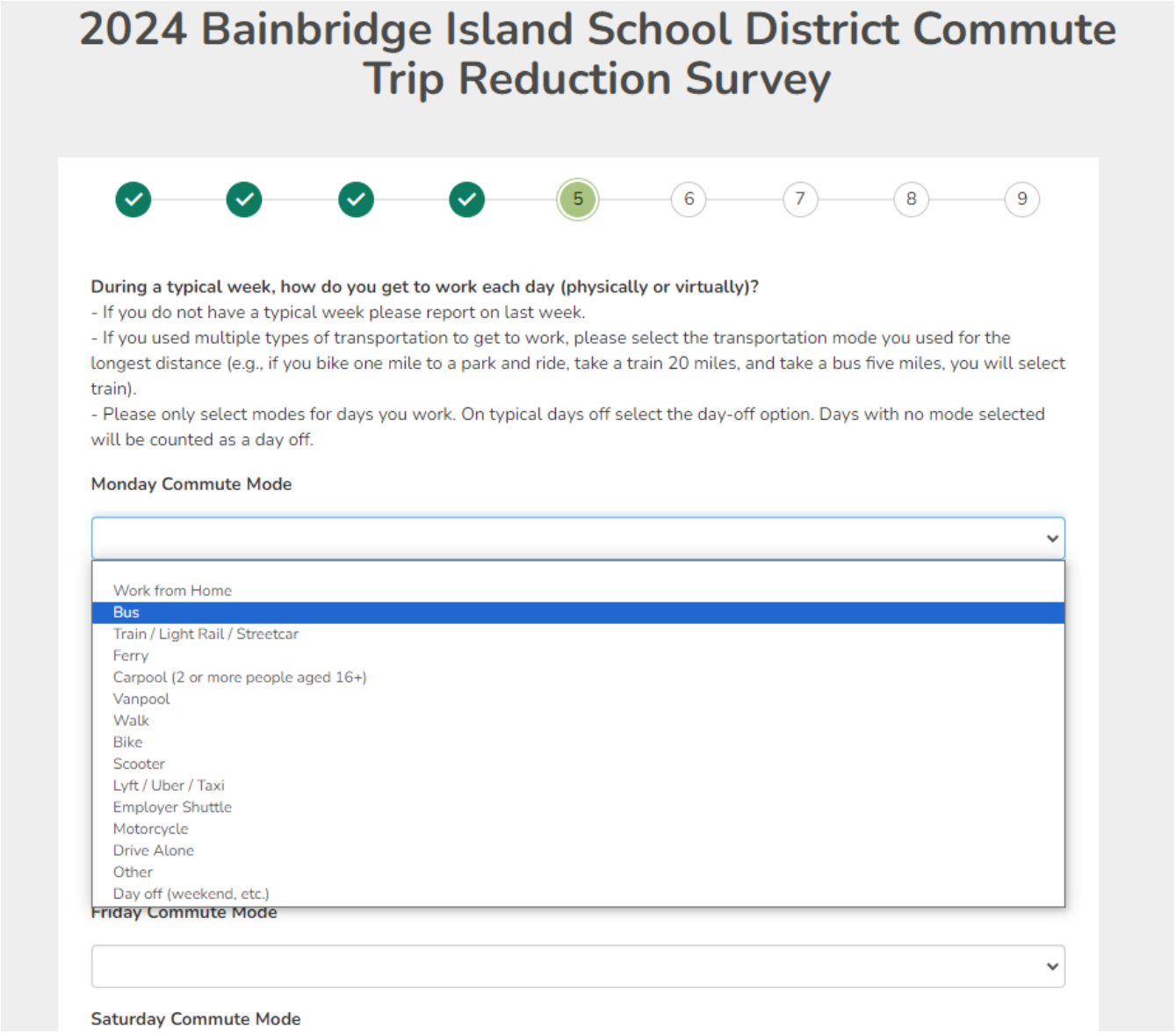
CTR Tool: Preview the Survey

Confirm the survey is properly calculating commute distance from what was entered. If a distance does not auto-calculate



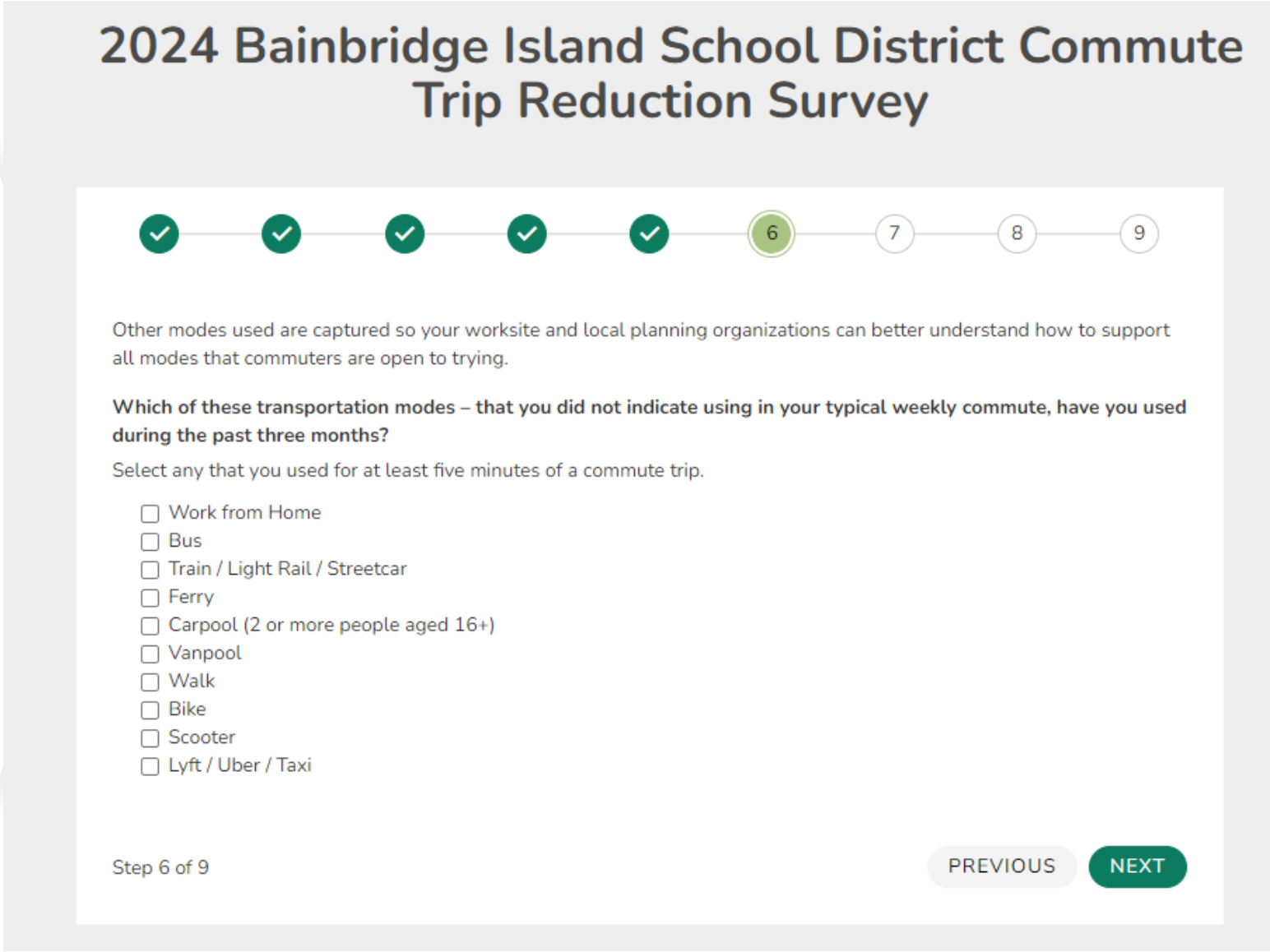
CTR Tool: Preview the Survey

"During a typical week, how do you get to work each day?" Choose a mode for each day Mon-Sun.



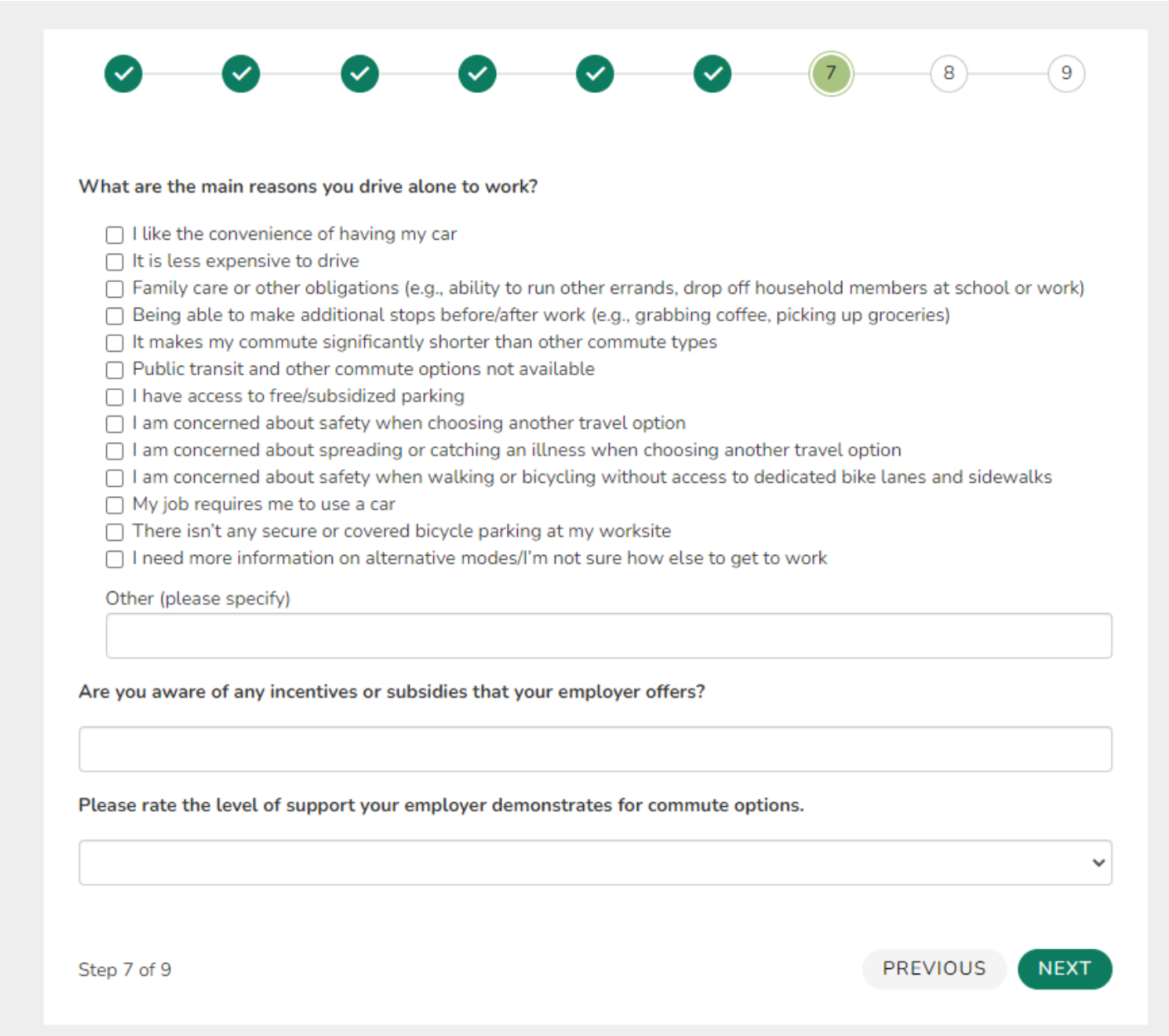
CTR Tool: Preview the Survey

Asks employees what other modes they've used in the last 3 months.



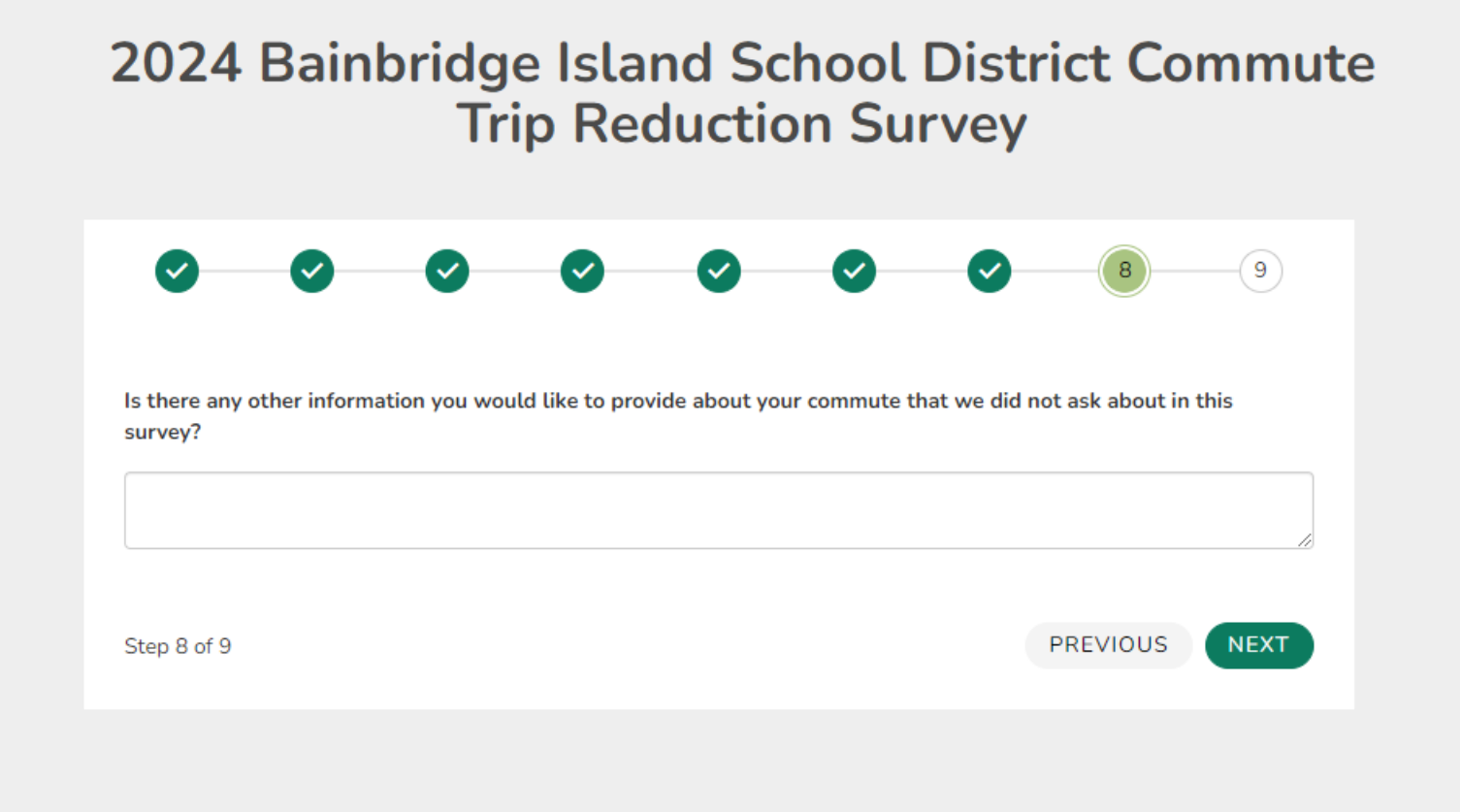
CTR Tool: Preview the Survey

What are the main reasons you use commute options.



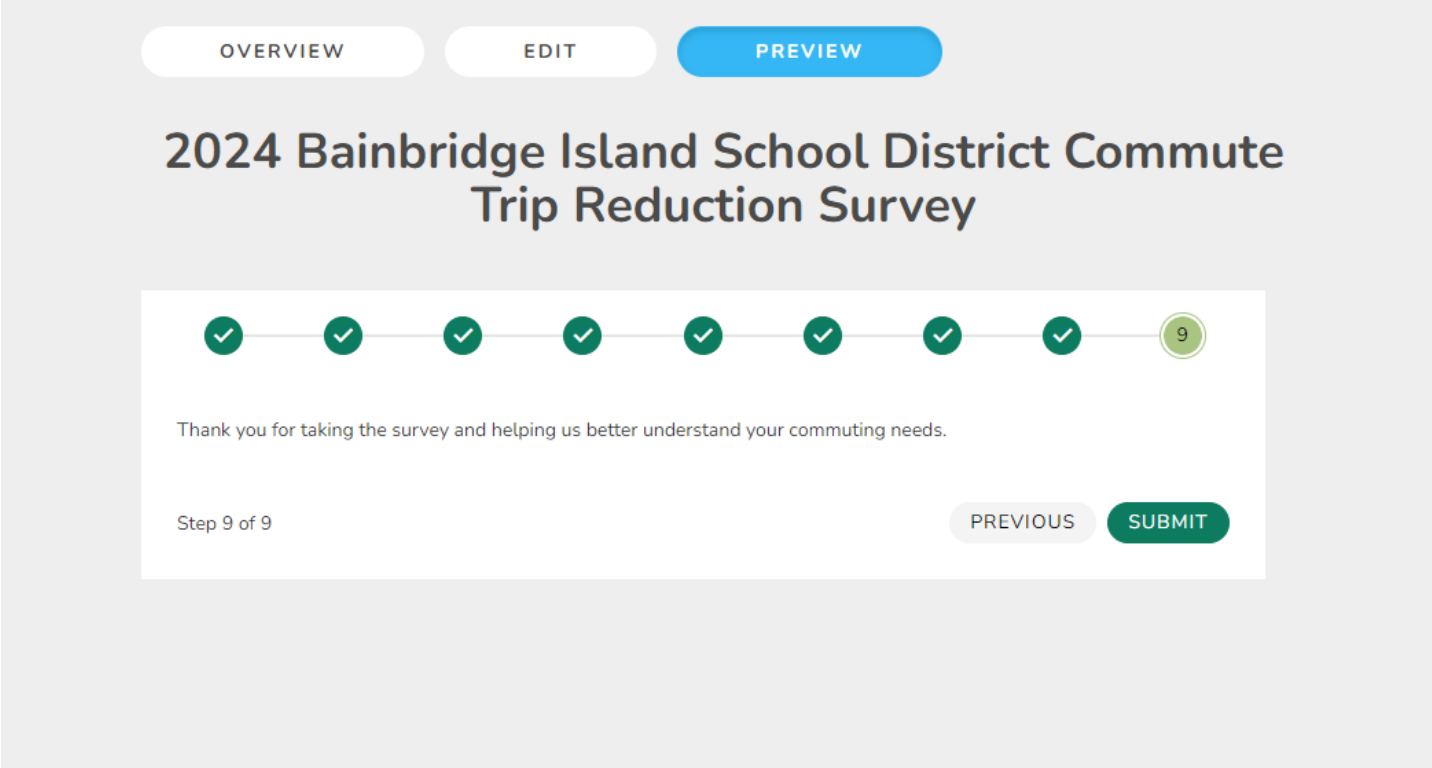
CTR Tool: Preview the Survey

Any other info about commute they'd like to add?



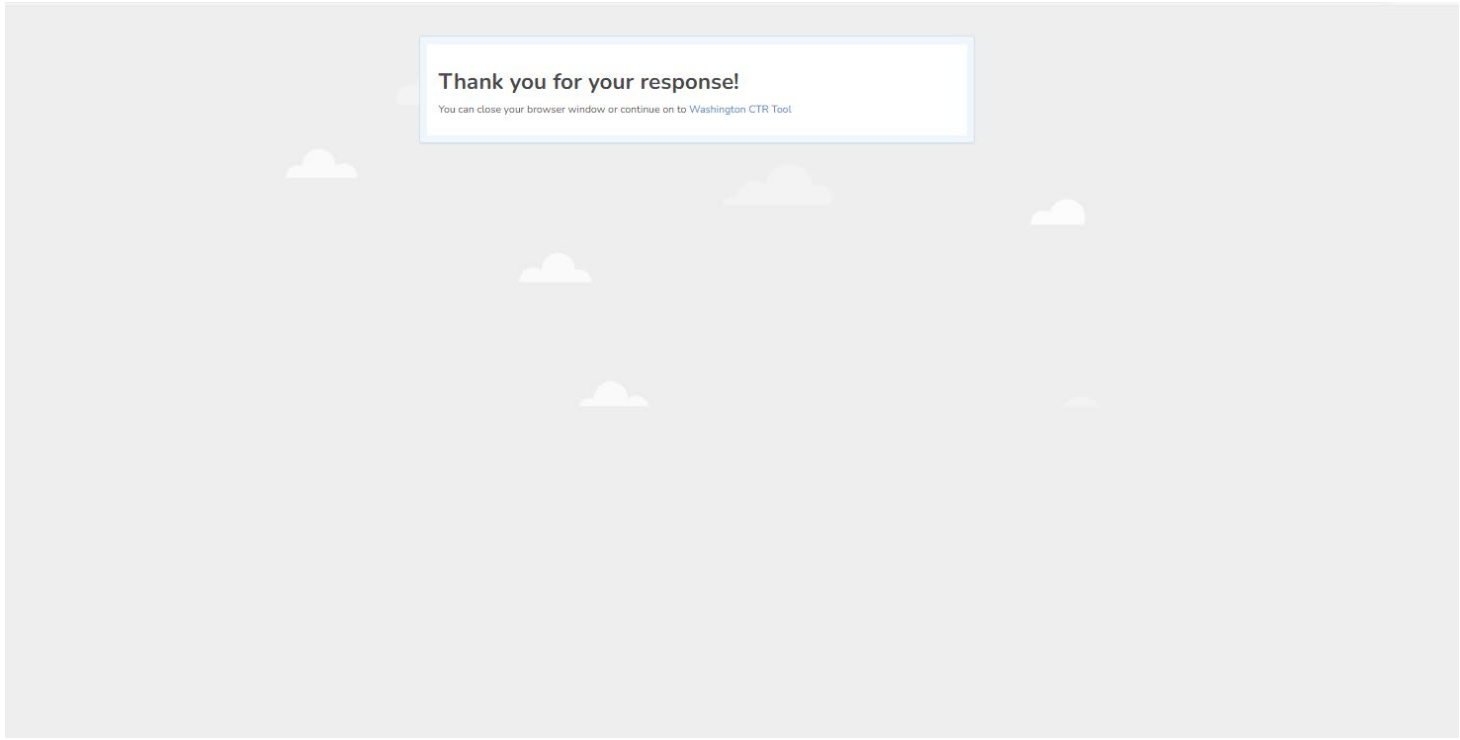
CTR Tool: Preview the Survey

Thank you for taking the survey!



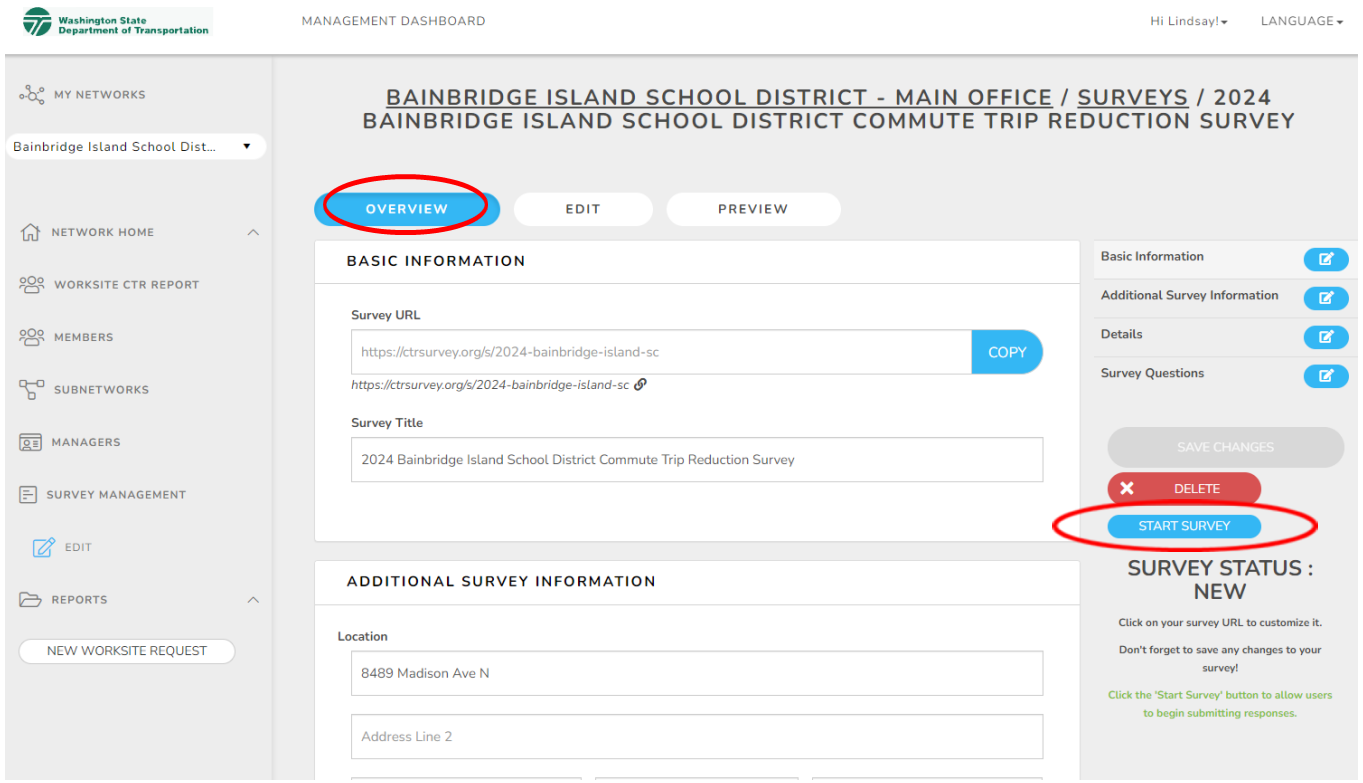
CTR Tool: Submitting a survey

If you want to gather employee names who took the survey, they could screen shot this page and email to you or use a customized tool to capture those who completed the survey.



CTR Tool: setting up a survey

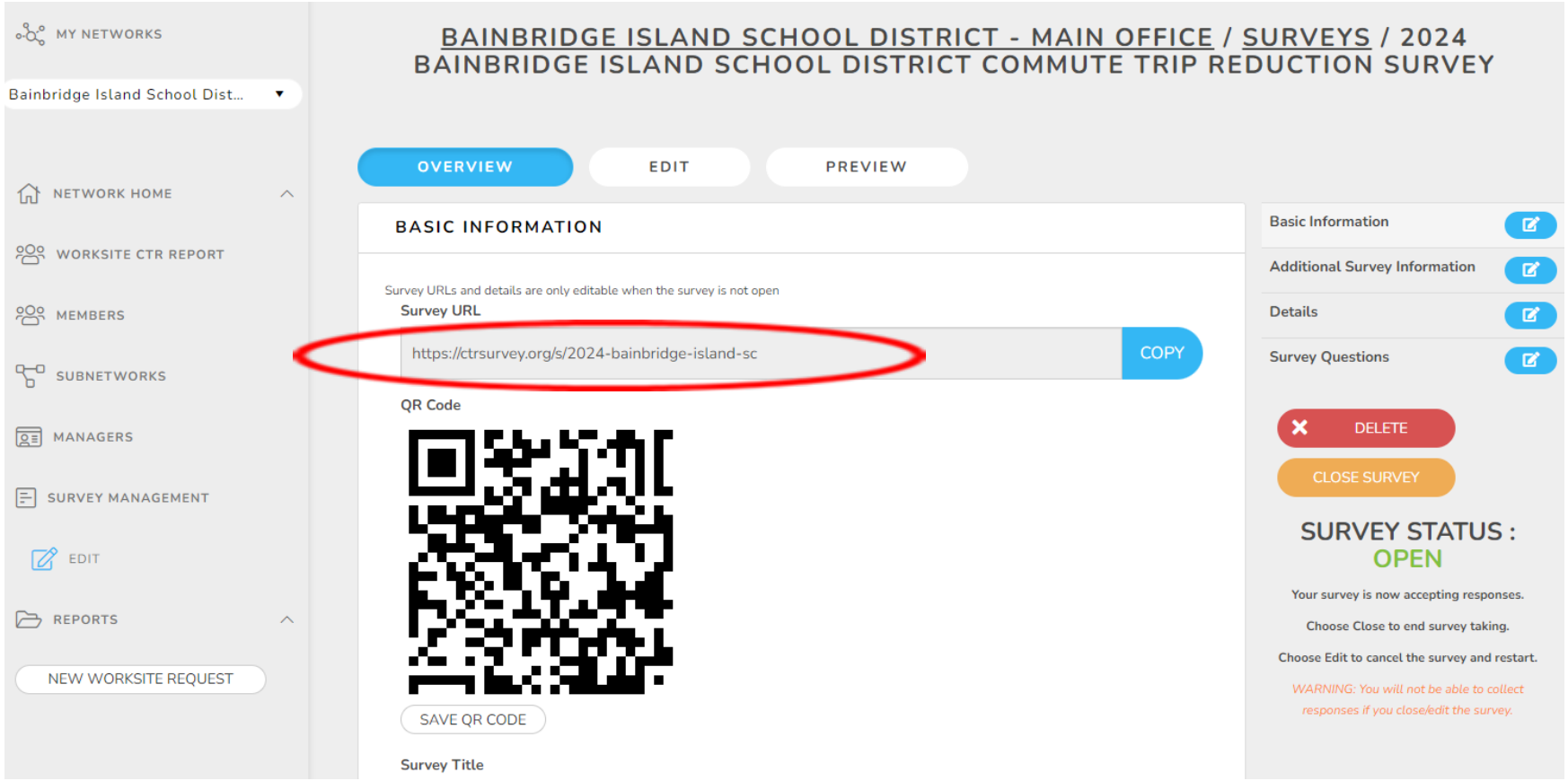
Back on the OVERVIEW tab, Click **START SURVEY**, then click **OK** in the dialog box that appears to verify you want to start the survey. Once you start the survey, the system will generate a QR code.



CTR Tool: setting up a survey

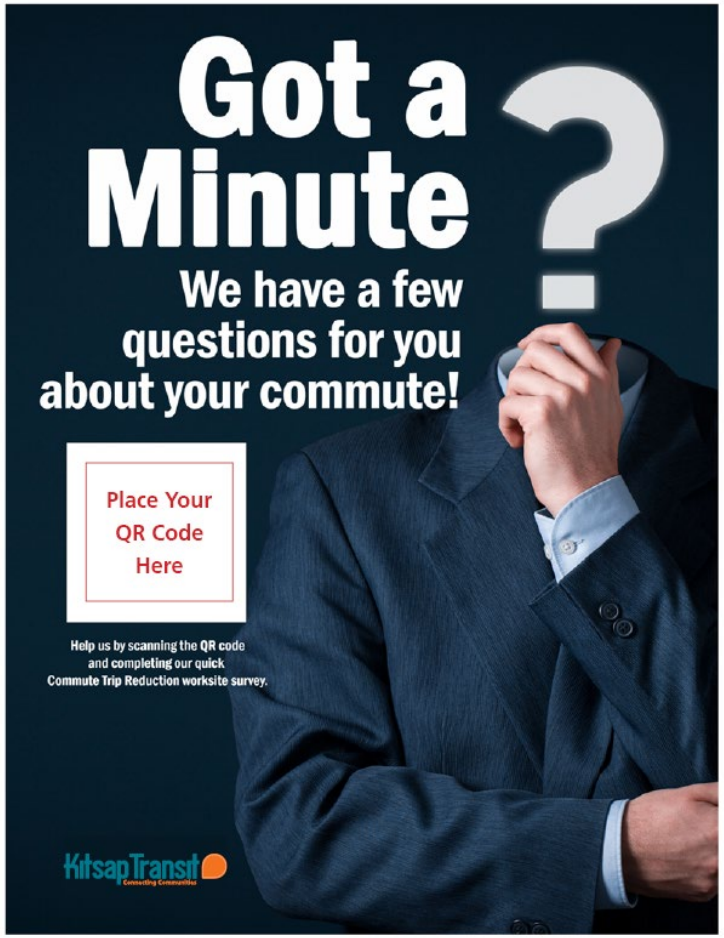
Copy either the **SURVEY URL** or the **QR** code to share with employees. This unique code connects employees to their specific worksite survey.

Save the QR code (as an image) if you want to include on flyers to post throughout the worksite.



CTR Tool: marketing tools

- Survey Toolkit is provided on the ETC Dashboard at: https://app.smartsheet.com/b/publish?EQBCT=5480c15a7fbf472f8e4204ef99254940
- Sample email message (includes survey link & QR code)
- Sample flyer (includes QR code)
- Copy the text to an email using your preferred email platform.

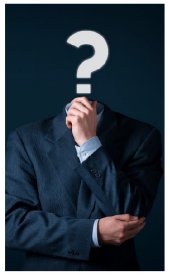


Sample message to employees:

Subject: It's Time!

It's time for the Commute Trip Reduction (CTR) survey! This short CTR survey only takes a few minutes, and you can either follow the link below OR scan the QR code below to take the survey on your smartphone!

- **What is Commute Trip Reduction?**
  It's a state law and program that focuses on reducing congestion and improving air quality. The CTR survey helps employers understand the commute patterns of their employees so they can help improve their commutes. The survey also helps cities, counties, transit agencies, and the State understand commutes so they can make changes to improve commuting.
- **I telework, do I still have to take the survey?**
  Yes, telework has always been considered a commute mode by the CTR program.
- **Are my responses anonymous?**
  Yes, no personally identifiable information is collected. The summarized worksite data may be shared with your employer, jurisdiction, and state government.



Either scan the QR code below OR click the following link (insert your worksite link here) to get started!

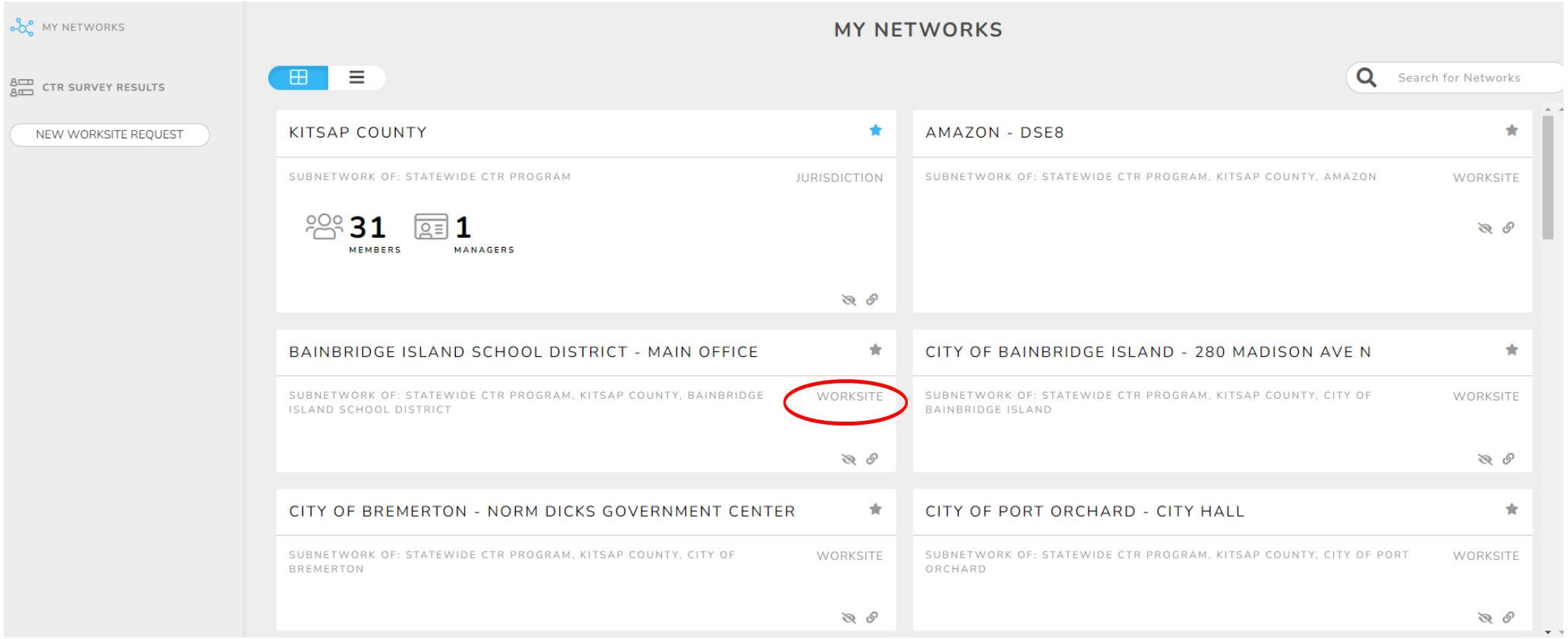
Thank you for participating in the 2024 Kitsap County CTR Survey!

Kitsap Transit

CTR Tool
MONITOR THE SURVEY

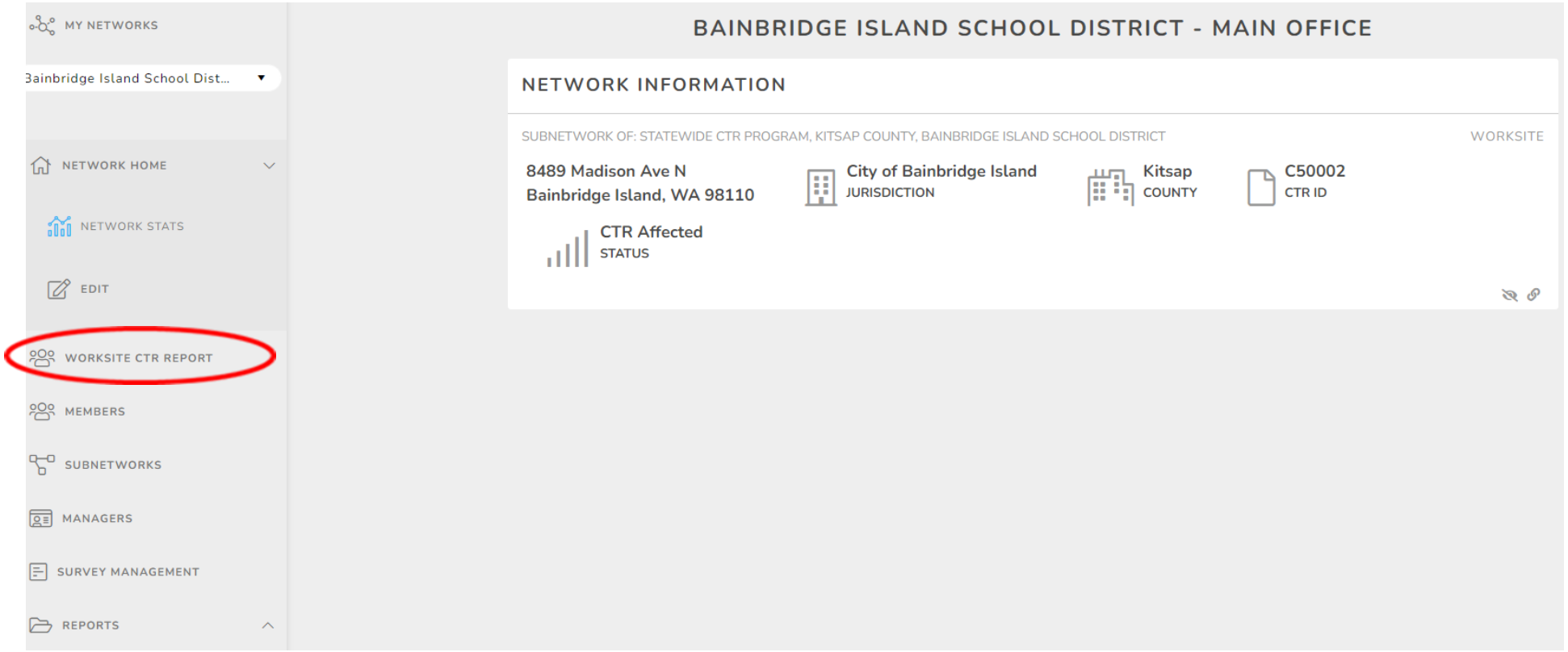
CTR Tool: monitor a survey

- Log in at ctrsurvey.org, click **MANAGEMENT DASHBOARD** and go to **MY NETWORKS.**
- Scroll to find your **WORKSITE.**
- Verify that you found your worksite(s) and click on the **worksite name.**



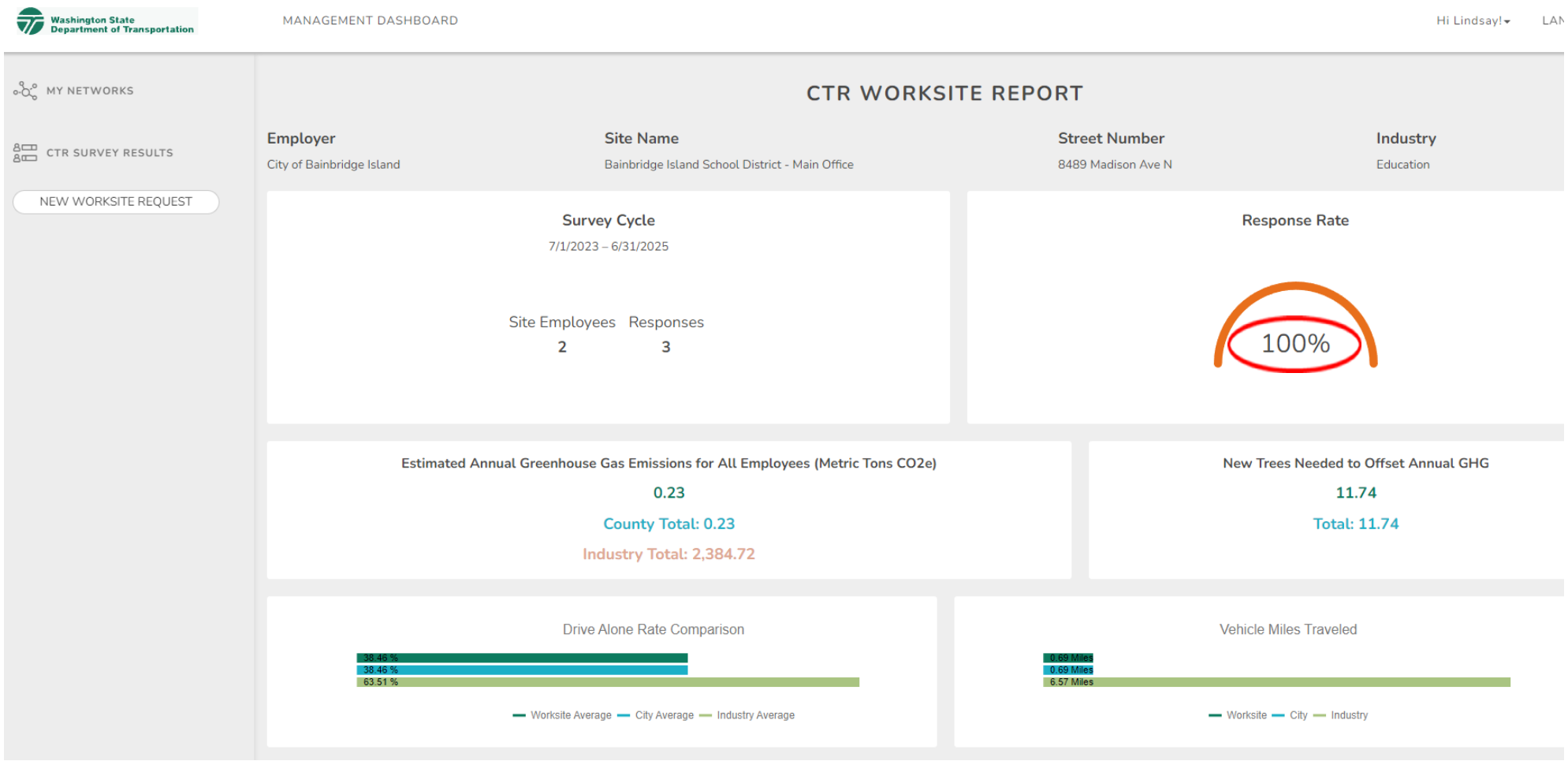
CTR Tool: monitor a survey

From your Network Home screen, click on **Worksite CTR Report**



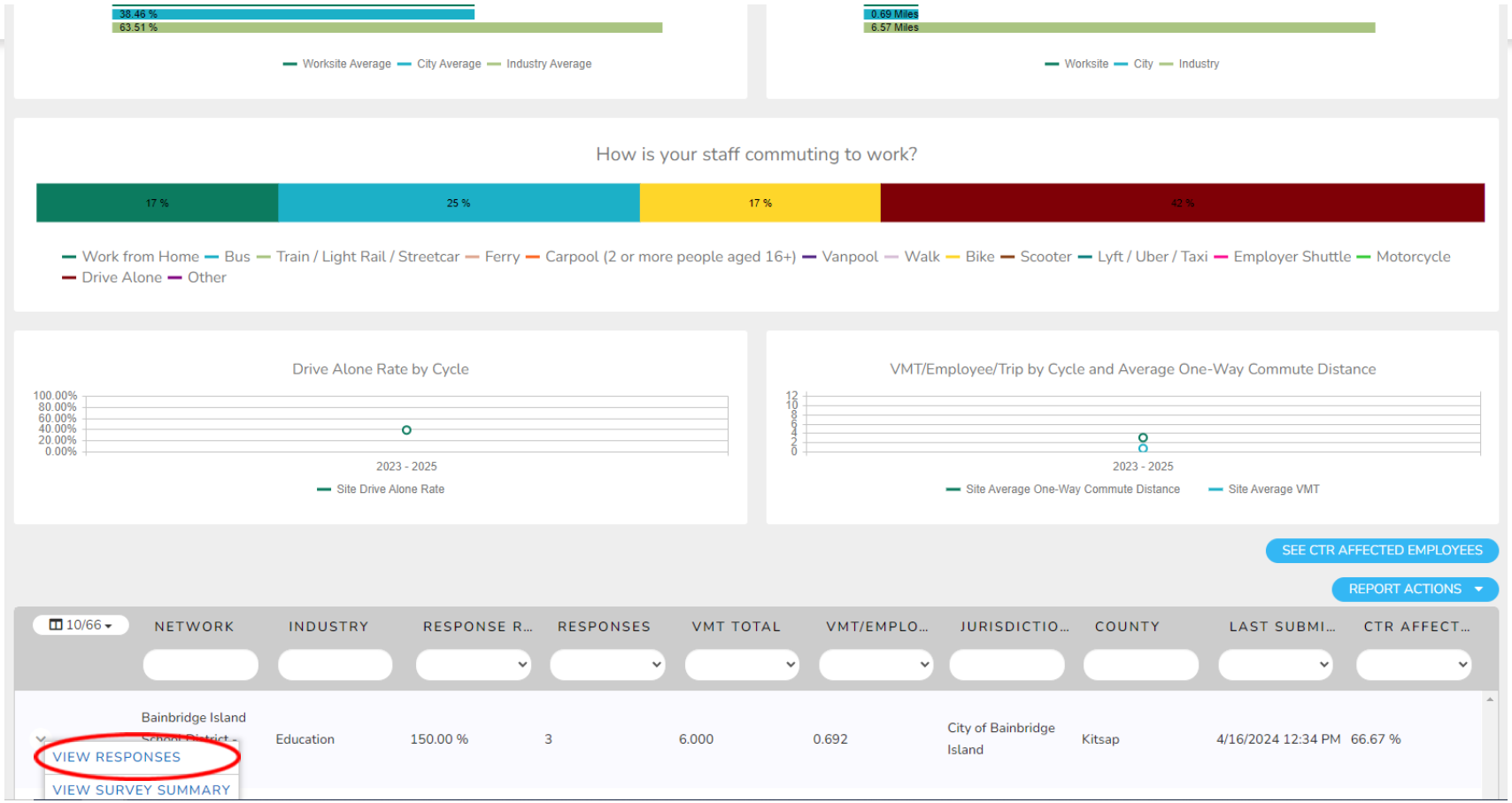
CTR Tool: monitor a survey

Check your **response rate.** Once you've achieved your suggested response rate, you may now close your survey.



CTR Tool: monitor a survey

- Scroll Down beyond the **CTR Worksite Dashboard.**
- Find the survey in the list, then click the view responses to show those who have completed the survey so far.



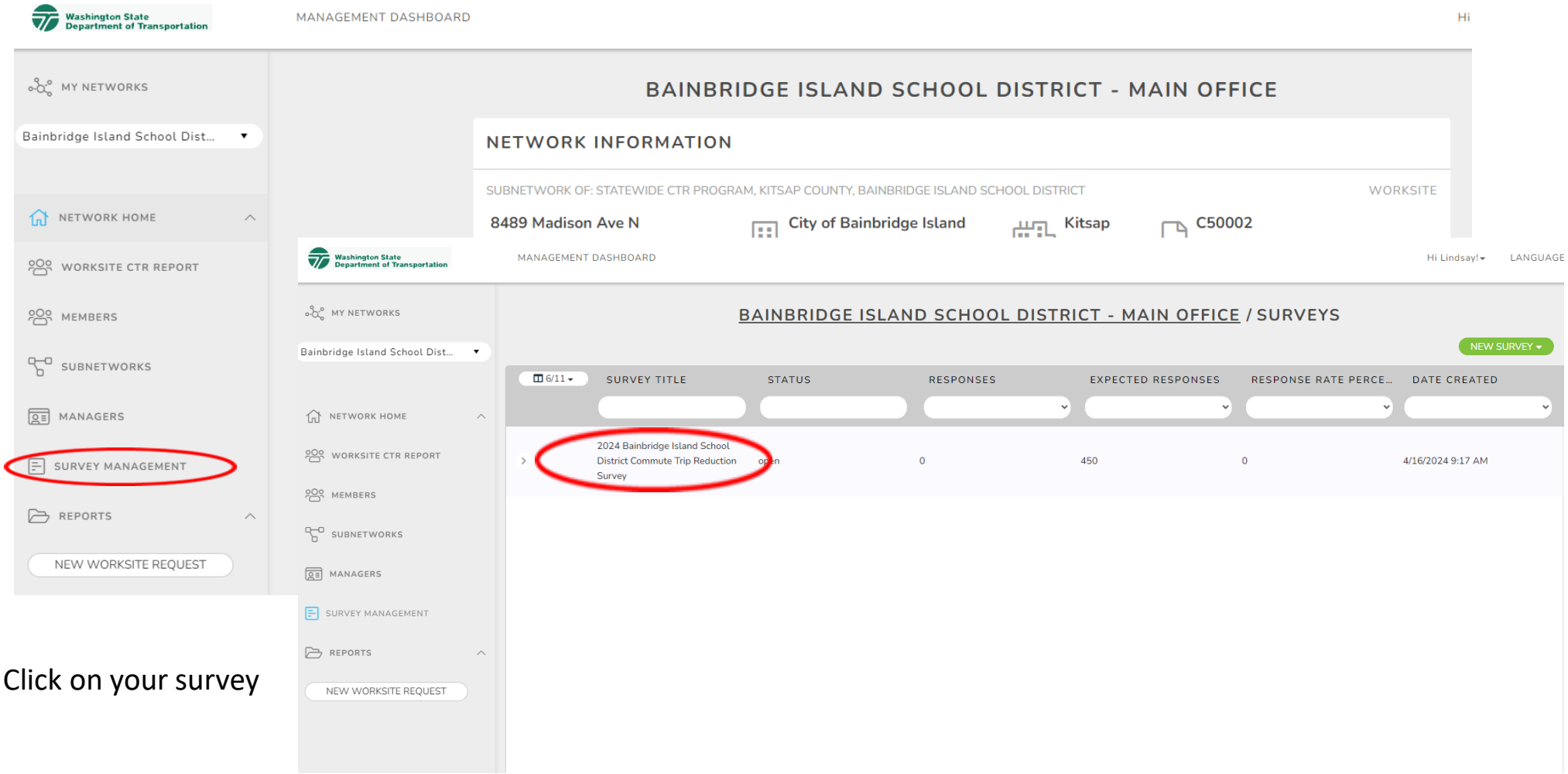
CTR Tool: response rate targets

- WSDOT has replaced the previous requirements of a 50% response rate
- Employee count Target response rate:
    - Under 200 - 70%
    - 200-500 - 60%
    - 501-1000 - 50%
    - 1001-5000 - 30%
    - Over 5000 – 10%
- Kitsap County encourages worksites to achieve a 70% response rate. (Bonus point awarded to those that reach 70%).

CTR Tool
CLOSE THE SURVEY

CTR Tool: close a survey

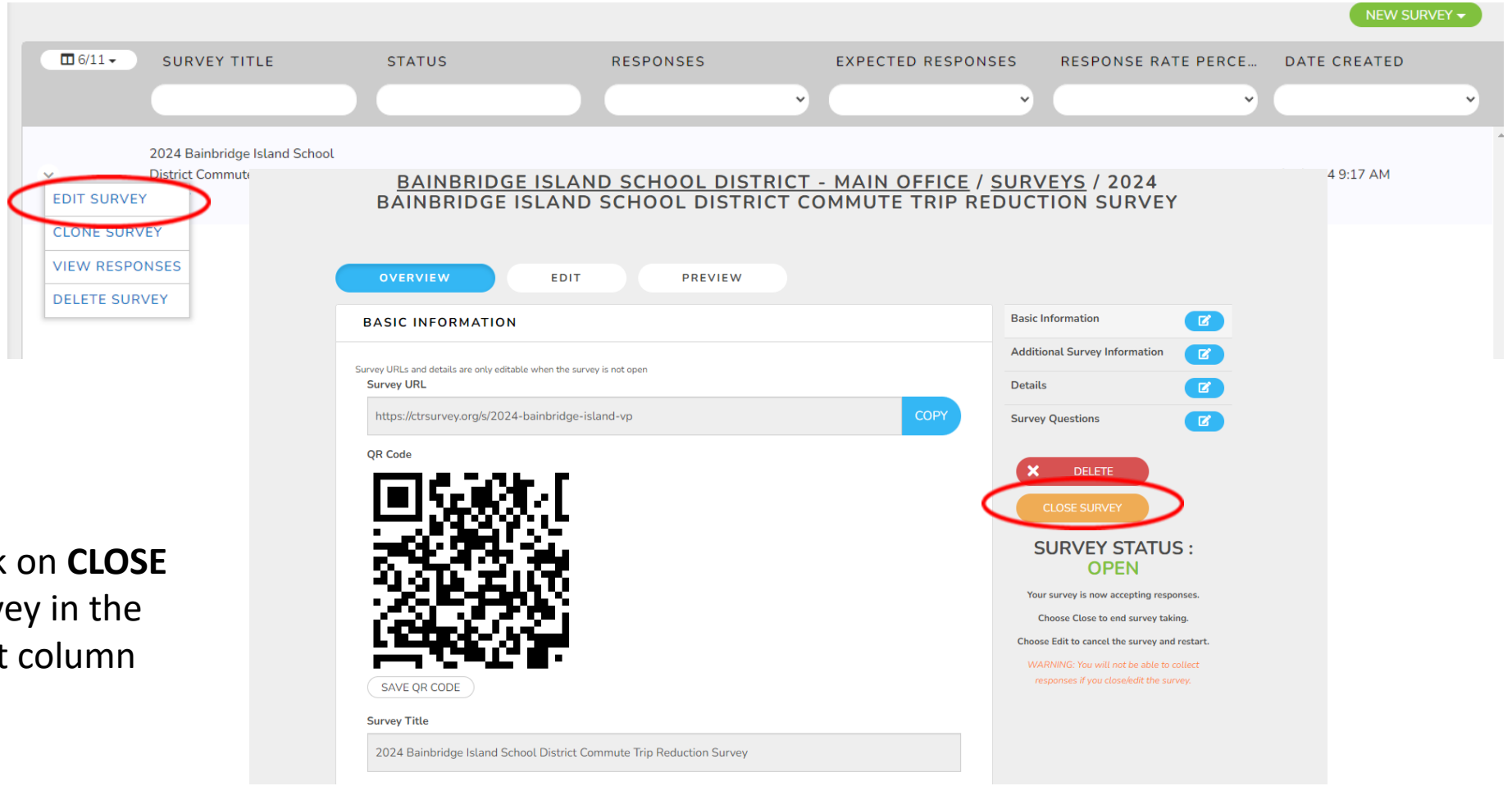
Go back to your Network Home page. Click on **Survey Management.**



Click on your survey

CTR Tool: close a survey

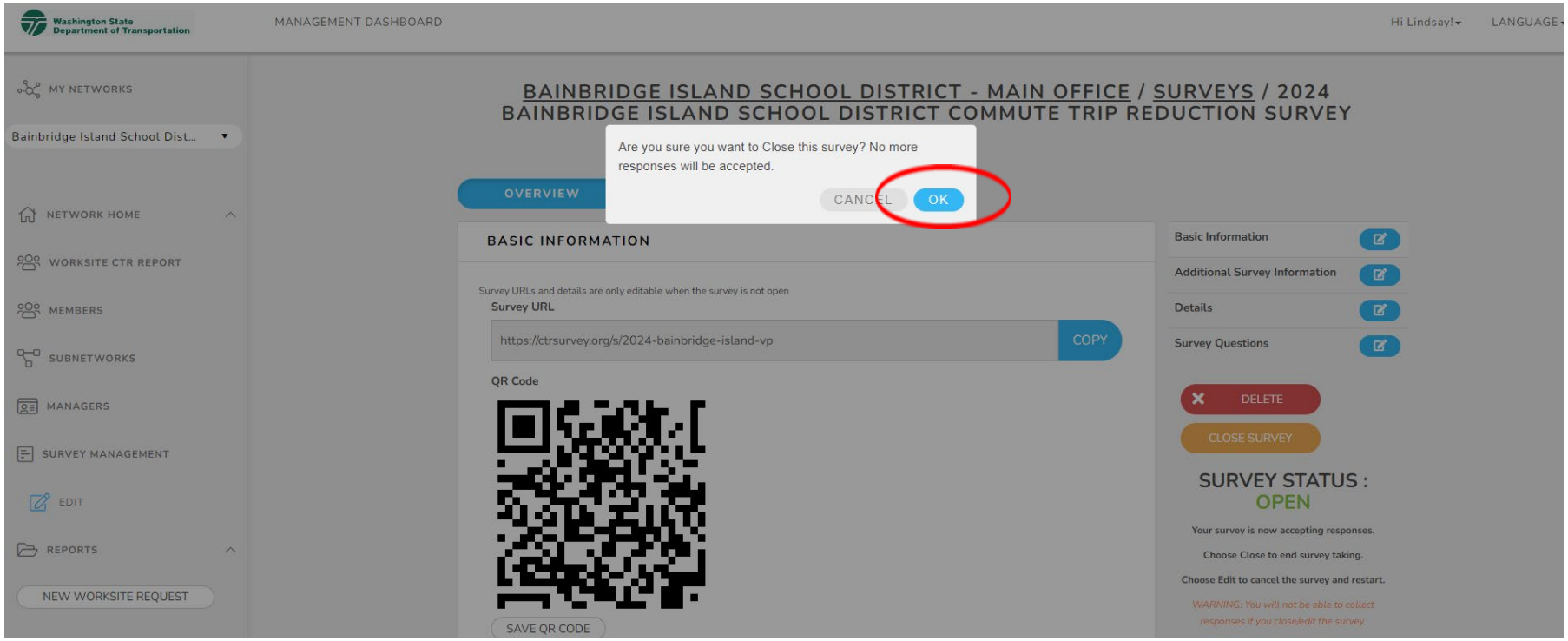
Click on **EDIT** Survey



Click on **CLOSE** Survey in the right column

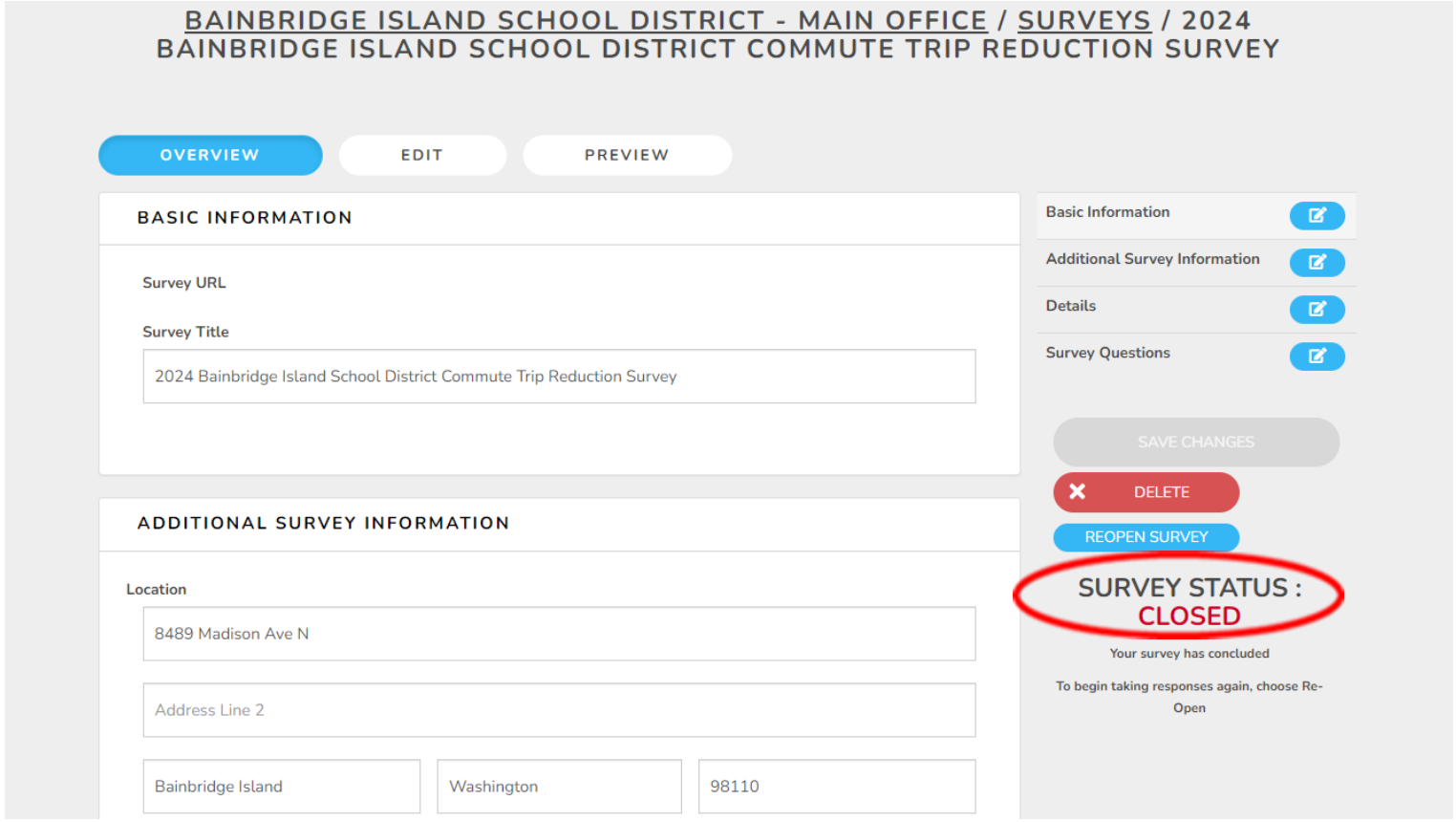
CTR Tool: close a survey

- When the dialog box appears, click **OK.**



CTR Tool: close a survey

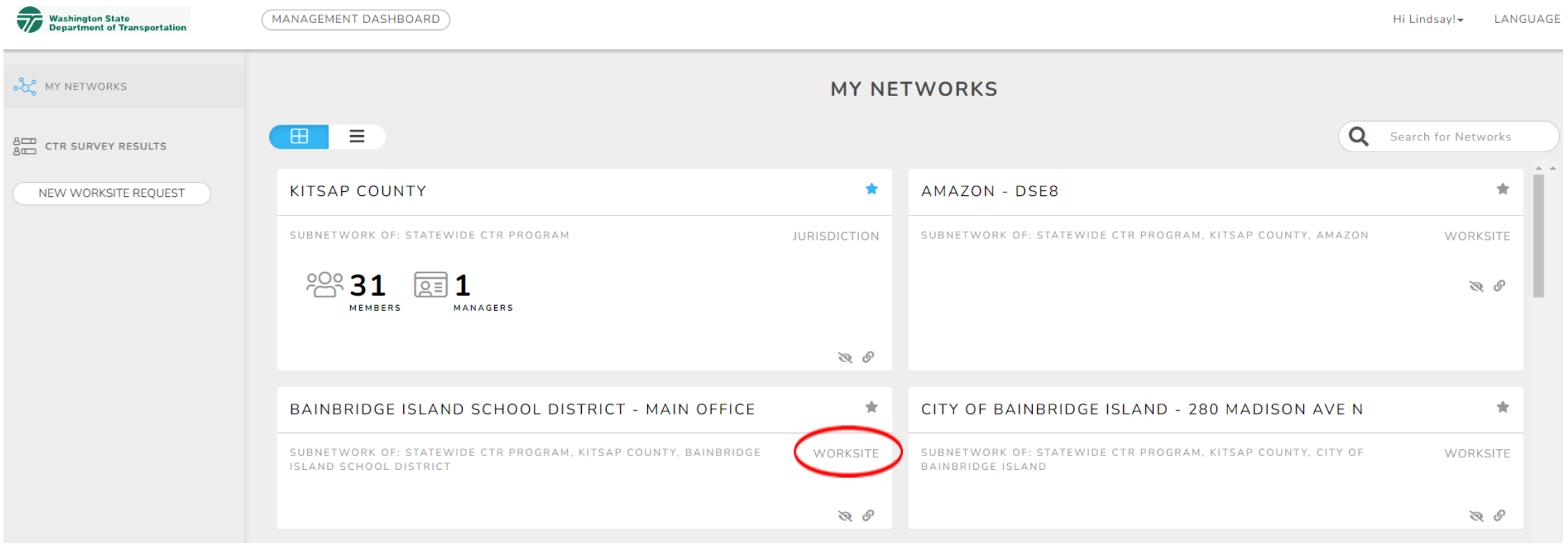
Confirm that the survey is closed



CTR Tool
GET SURVEY RESULTS

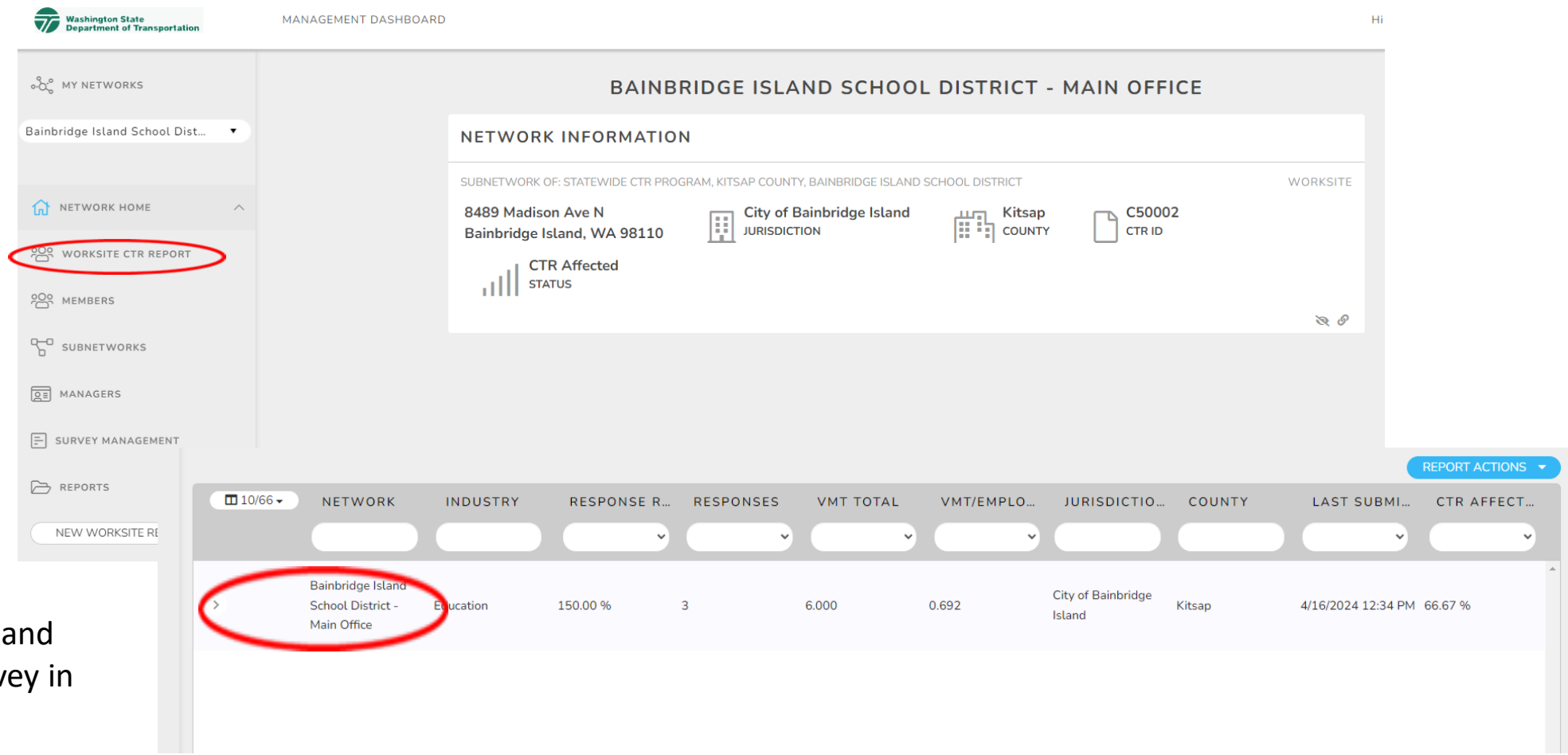
CTR Tool: access CTR Summary Report

- Log in at ctrsurvey.org, click **MANAGEMENT DASHBOARD** and go to **MY NETWORKS.**
- Scroll to find your **WORKSITE.**
- Verify that you found your worksite(s) and click on the **worksite name.**



CTR Tool: access CTR survey summary

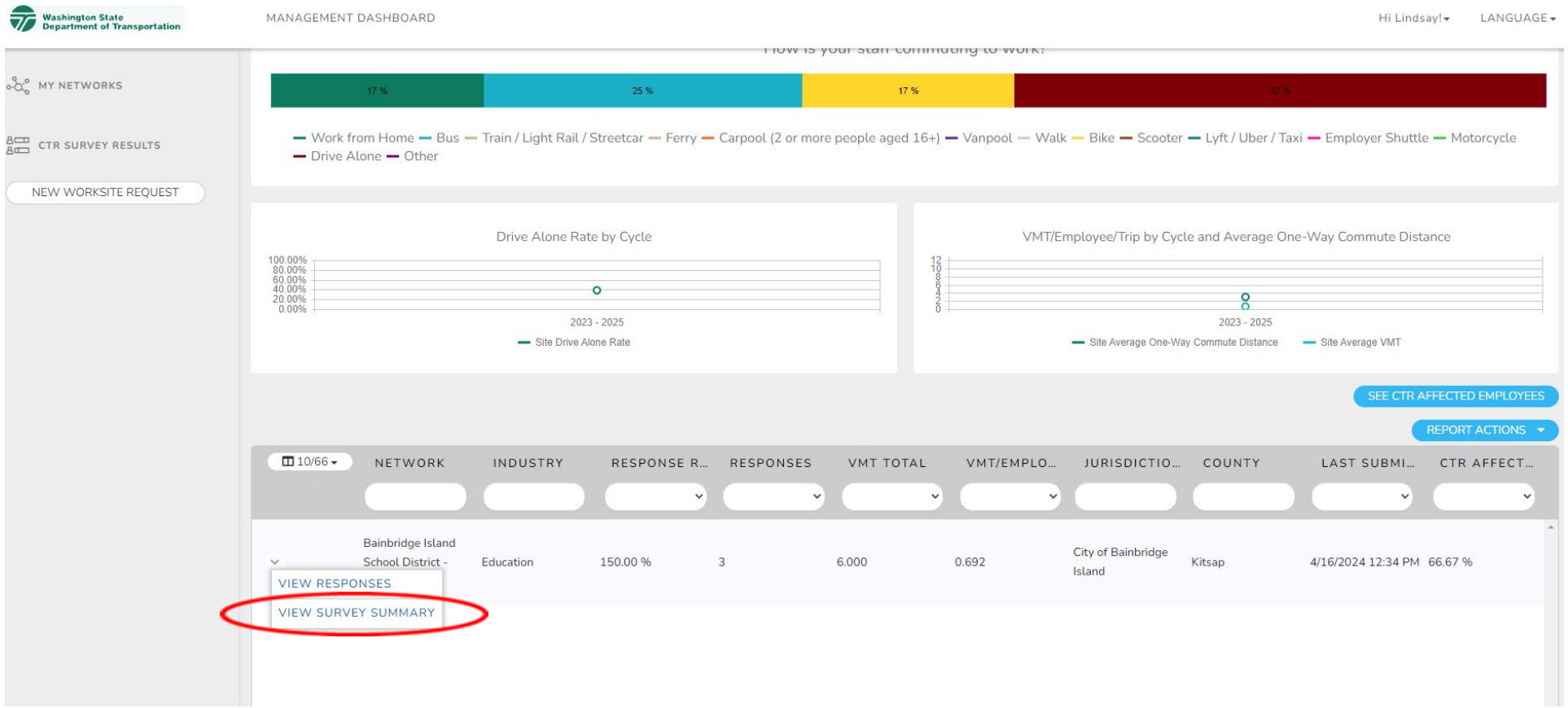
Click **WORKSITE CTR REPORT** in the left navigation column



Scroll down and find the survey in the list

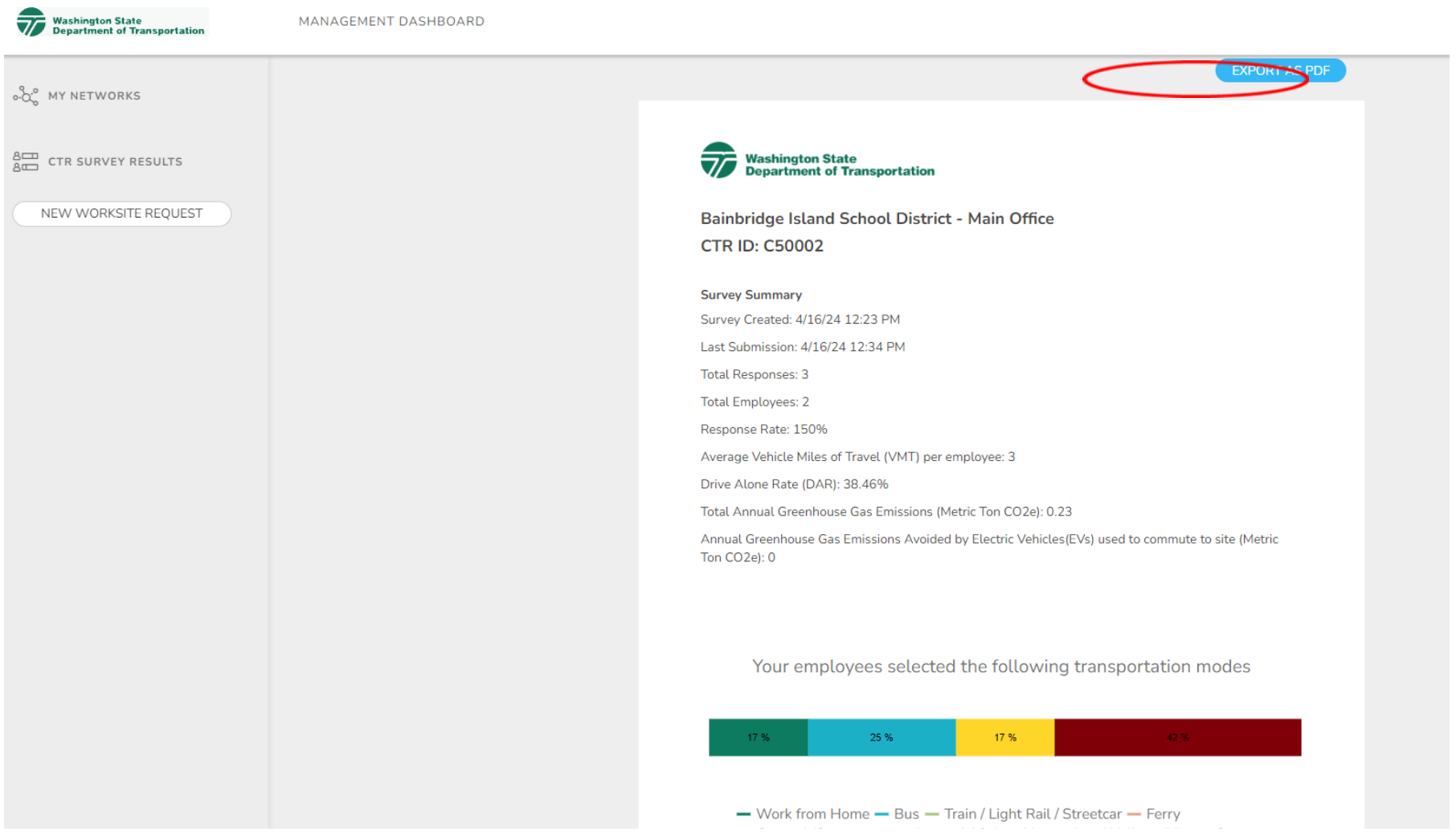
CTR Tool: access CTR survey summary

Click **VIEW SURVEY SUMMARY** in the drop-down menu



CTR Tool: CTR survey summary

Click **EXPORT AS PDF** to get your worksite summary.



Washington State Department of Transportation

Bainbridge Island School District - Main Office

CTR ID: C50002

Survey Summary

Survey Created: 4/16/24 12:23 PM

Last Submission: 4/16/24 12:34 PM

Total Responses: 3

Total Employees: 2

Response Rate: 150%

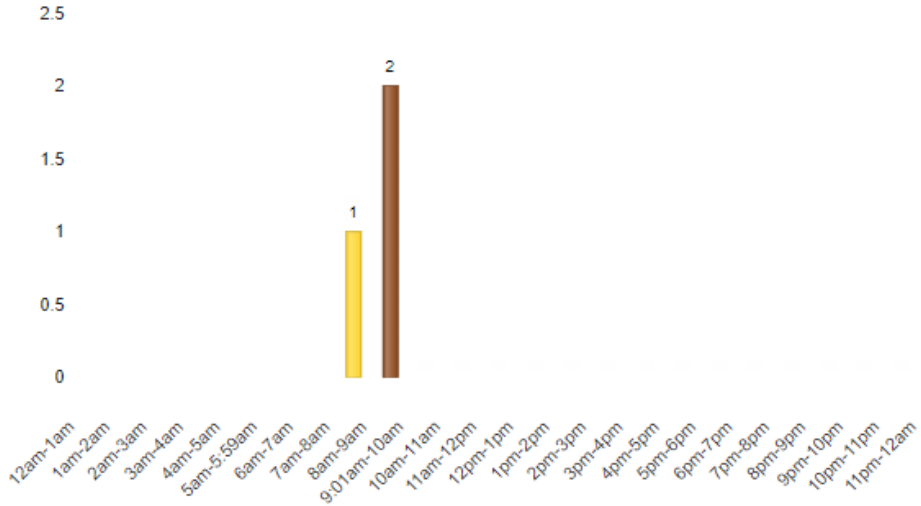
Average Vehicle Miles of Travel (VMT) per employee: 3

Drive Alone Rate (DAR): 38.46%

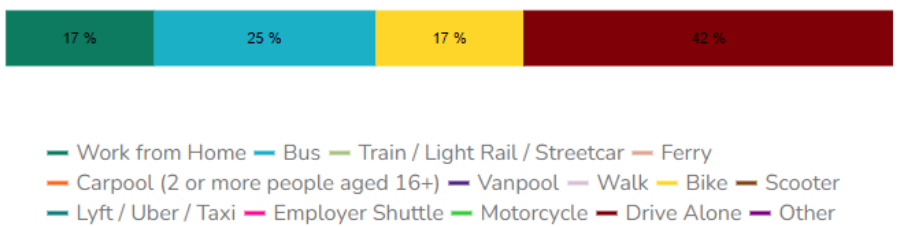
Total Annual Greenhouse Gas Emissions (Metric Ton CO2e): 0.23

Annual Greenhouse Gas Emissions Avoided by Electric Vehicles(EVs) used to commute to site (Metric Ton CO2e): 0

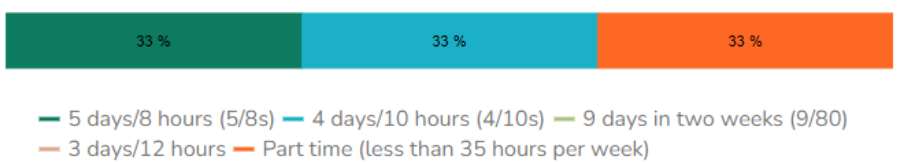
See when your employees start their workday



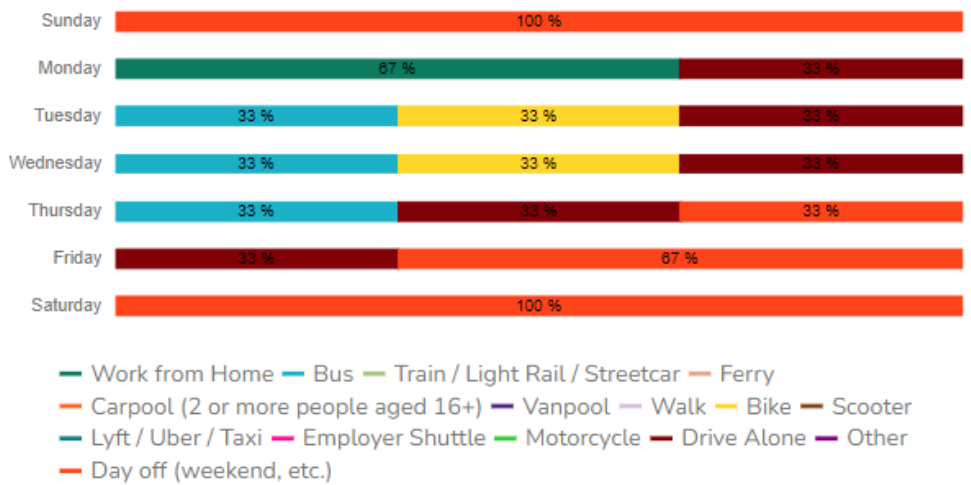
Your employees selected the following transportation modes



Your employees selected the following schedules

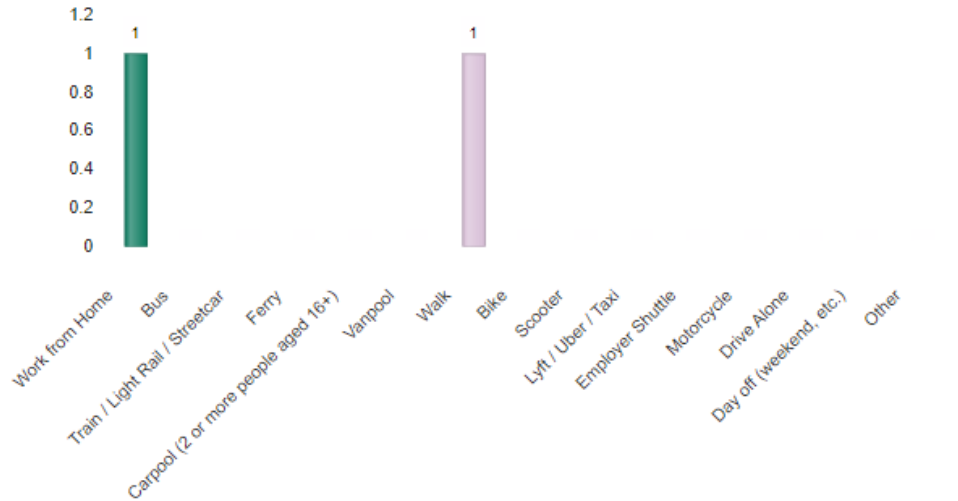


See how your employees get to work each day



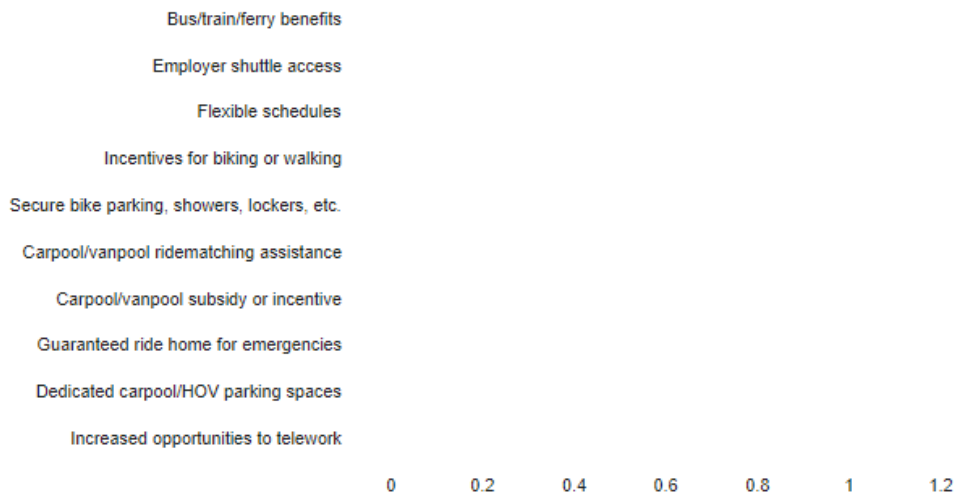
MODE	SUNDAY	MONDAY	TUESDA…	WEDNE…	THURS…	FRIDAY	SATUR…
Work from Home	0	2	0	0	0	0	0
Bus	0	0	1	1	1	0	0
Train / Light Rail / Streetcar	0	0	0	0	0	0	0
Ferry	0	0	0	0	0	0	0
Carpool (2 or more people aged 16+)	0	0	0	0	0	0	0
Vanpool	0	0	0	0	0	0	0
Walk	0	0	0	0	0	0	0
Bike	0	0	1	1	0	0	0
Scooter	0	0	0	0	0	0	0
Lyft / Uber / Taxi	0	0	0	0	0	0	0
Employer Shuttle	0	0	0	0	0	0	0
Motorcycle	0	0	0	0	0	0	0
Drive Alone	0	1	1	1	1	1	0
Other	0	0	0	0	0	0	0
Day off (weekend, etc.)	3	0	0	0	1	2	3

Other transportation modes your employees have used



Total Respondents: 3

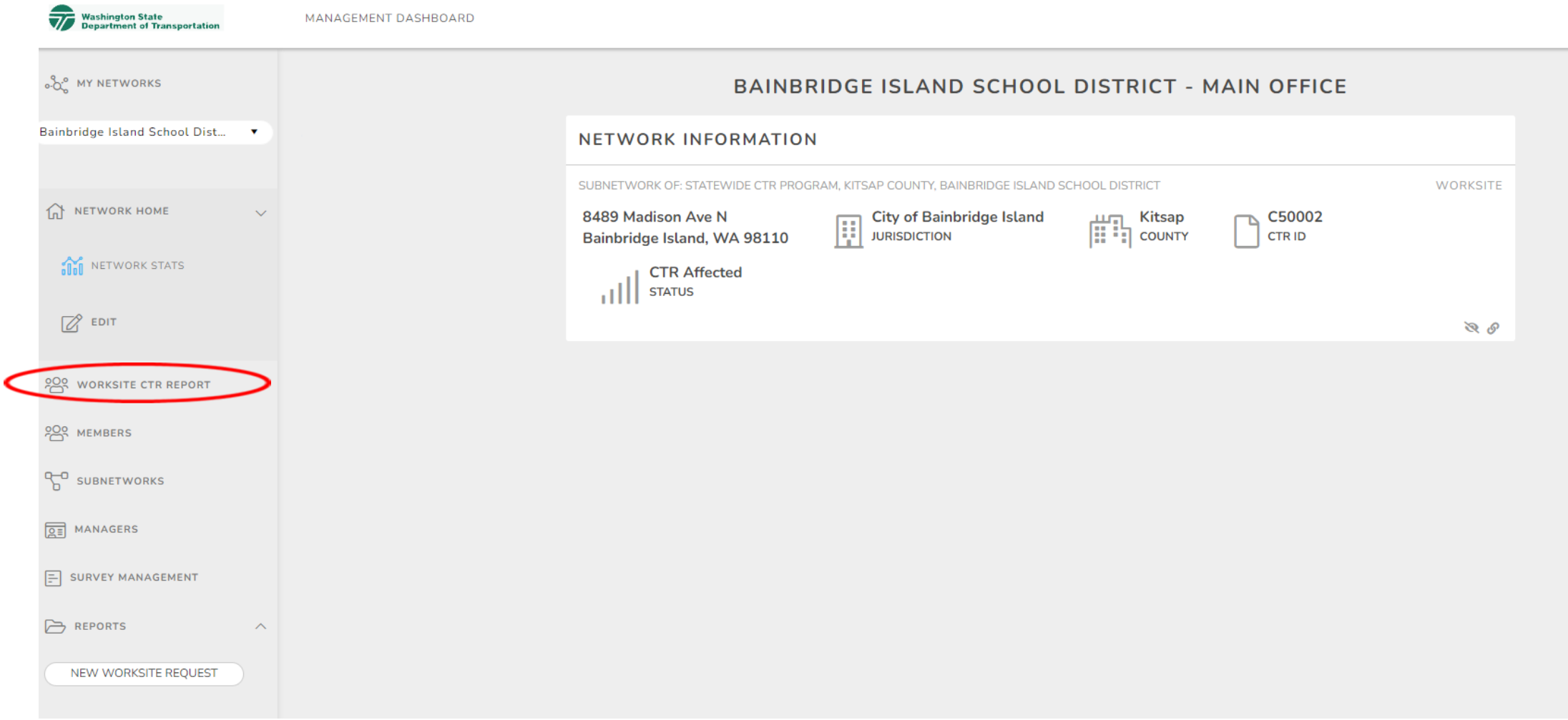
Factors that might help employees consider not driving alone to work



Total Respondents: 3

CTR Tool: get supplemental survey responses

Click **WORKSITE CTR REPORT** in the left navigation column

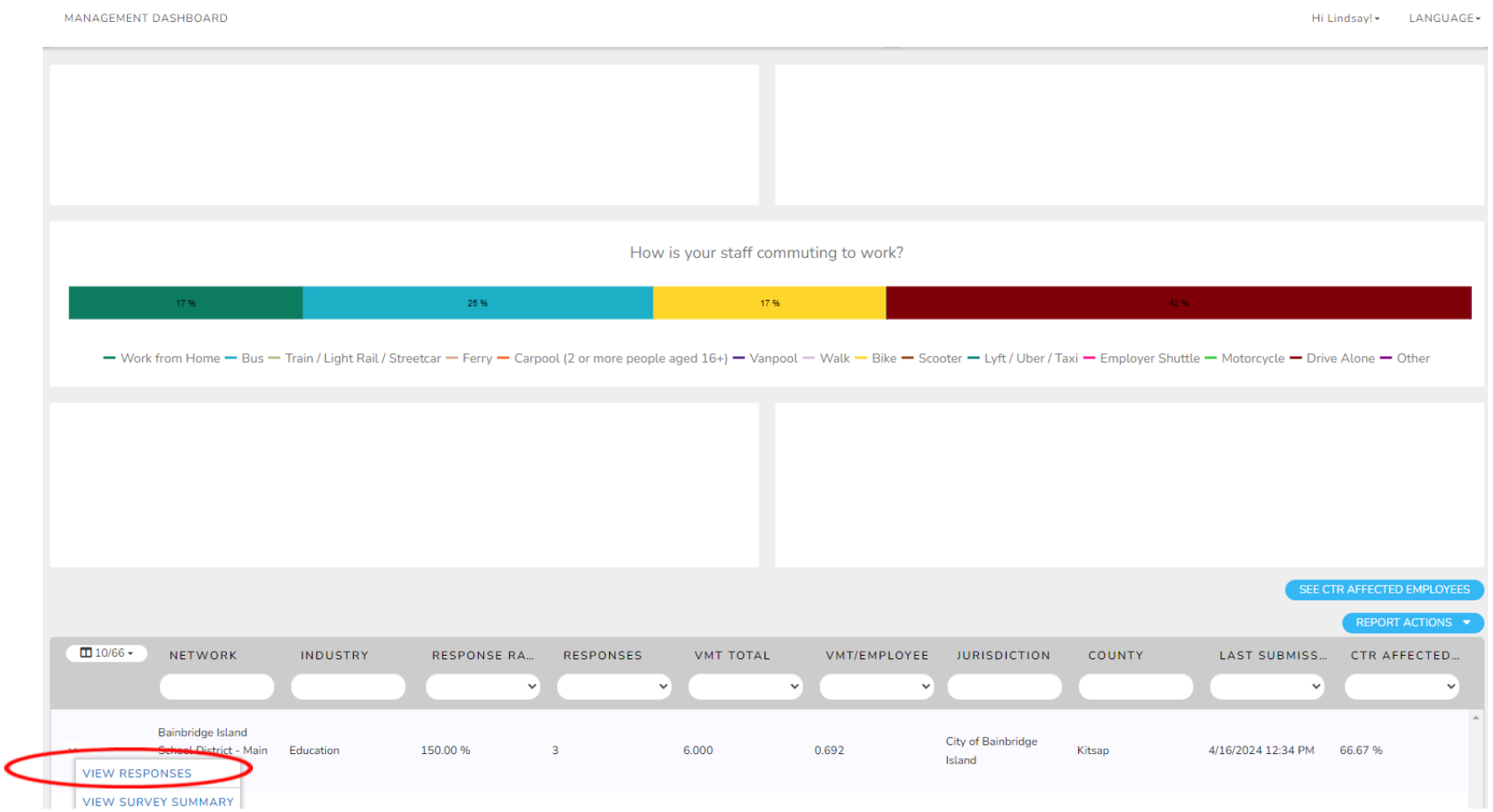


CTR Tool: get survey responses

Scroll Down beyond the **CTR Worksite Dashboard.**

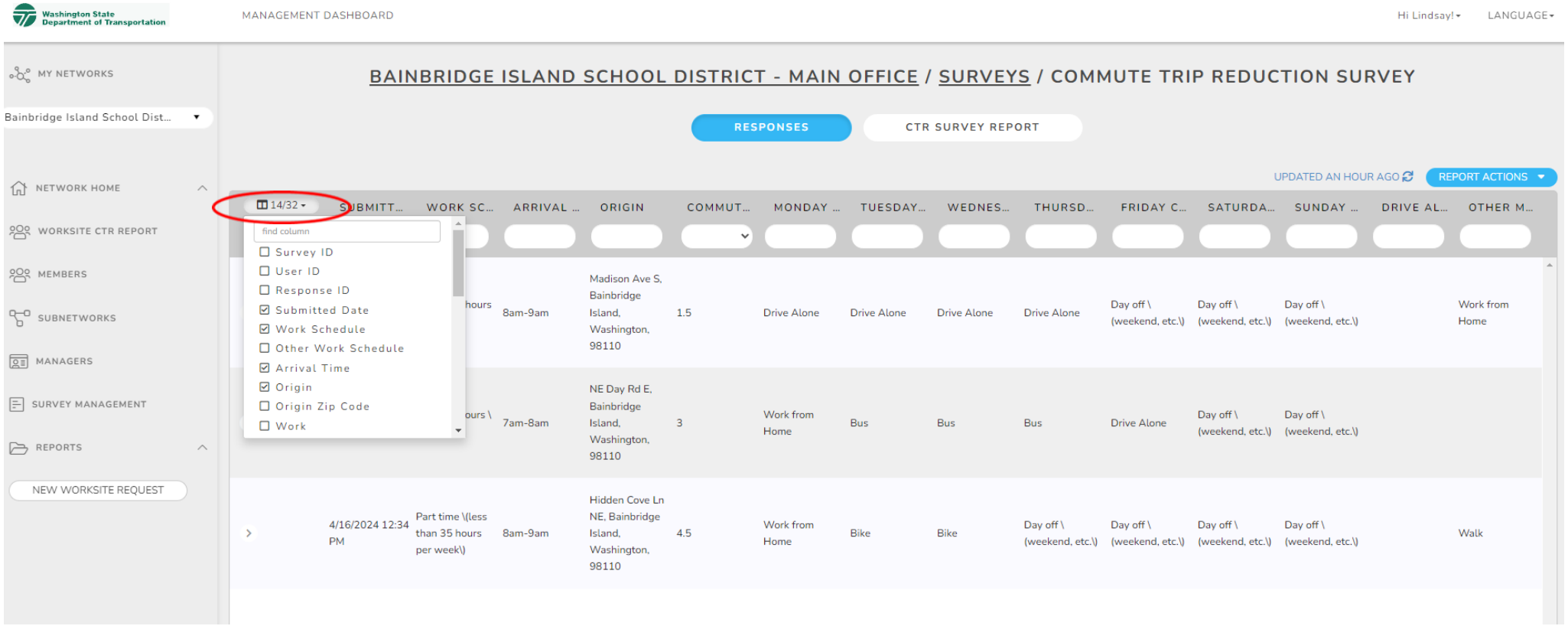
Find the survey in the list, then click the ARROW to see the menu of options.

Click on **VIEW RESPONSES** to see individual responses



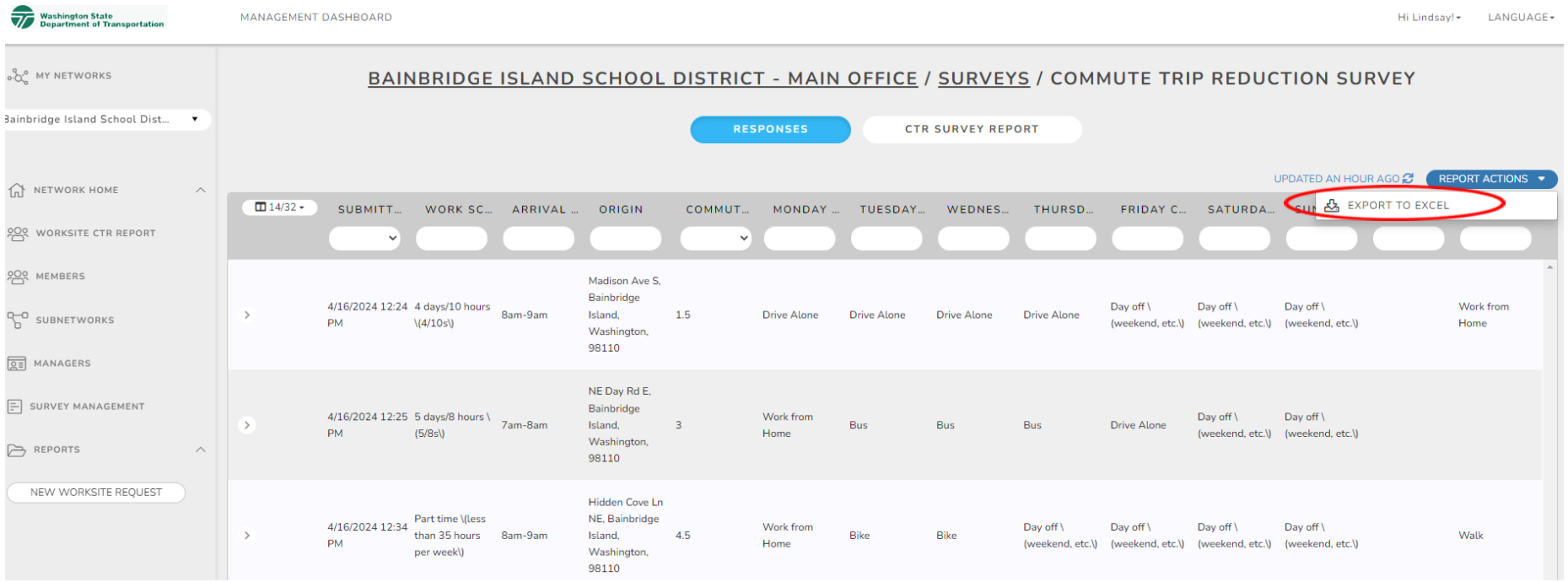
CTR Tool: view individual responses

Click on the **drop down** to choose which questions you want to see responses



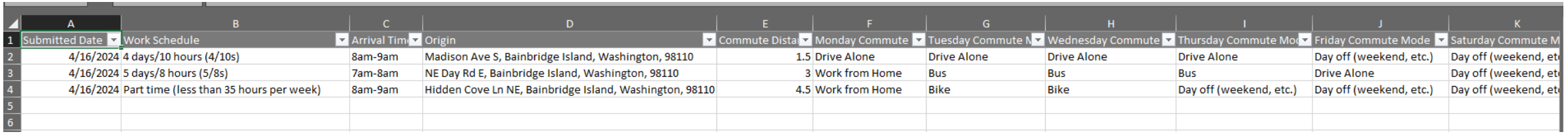
CTR Tool: run CTR survey responses

Click **REPORT ACTIONS** to export your results to Excel, which will then be found in your downloads folder.



CTR Tool: view individual responses

From the Excel download, view individual responses.



	A	B	C	D	E	F	G	H	I	J	K
1	Submitted Date	Work Schedule	Arrival Tim	Origin	Commute Dista	Monday Commute	Tuesday Commute M	Wednesday Commute	Thursday Commute Mo	Friday Commute Mode	Saturday Commute M
2	4/16/2024	4 days/10 hours (4/10s)	8am-9am	Madison Ave S, Bainbridge Island, Washington, 98110	1.5	Drive Alone	Drive Alone	Drive Alone	Drive Alone	Day off (weekend, etc.)	Day off (weekend, et
3	4/16/2024	5 days/8 hours (5/8s)	7am-8am	NE Day Rd E, Bainbridge Island, Washington, 98110	3	Work from Home	Bus	Bus	Bus	Drive Alone	Day off (weekend, et
4	4/16/2024	Part time (less than 35 hours per week)	8am-9am	Hidden Cove Ln NE, Bainbridge Island, Washington, 98110	4.5	Work from Home	Bike	Bike	Day off (weekend, etc.)	Day off (weekend, etc.)	Day off (weekend, et
5											
6											

CTR Tool: timeline

Mar.–June	29 Apr. – 17 May	30 June 2024
CTR Surveys can be completed between March – June.	My goal is for all Kitsap County employers to complete theirs April 29 – May 17. If that date won't work for you, please let me know.	All surveys must be completed by June 30, 2024.

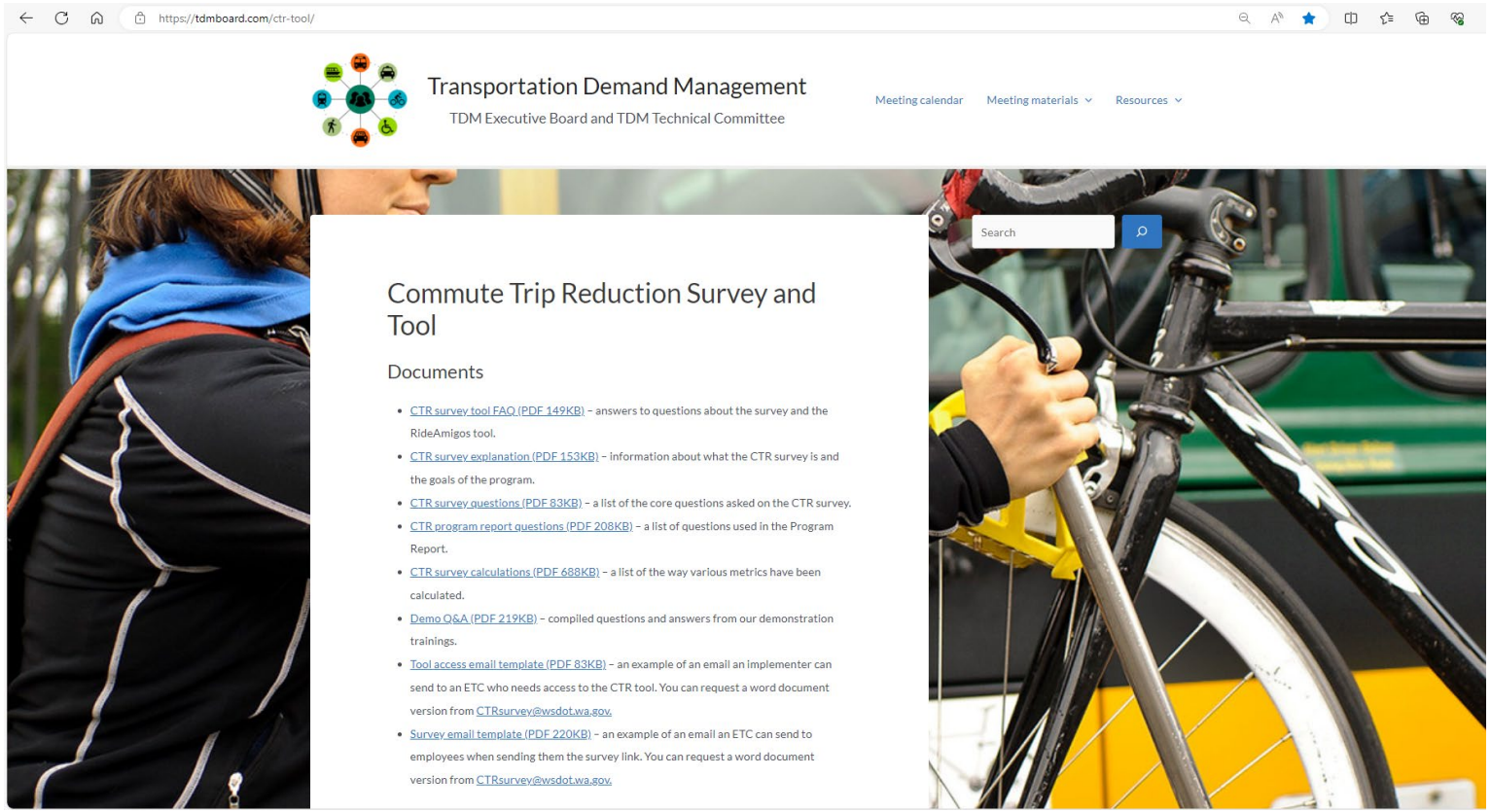
Conducting the CTR survey with Paper forms

Worksites will have the availability of a hybrid survey using both paper forms and online (URL & QR code)

If using paper forms, you'll need to notify Kitsap Transit with the number of surveys you'll need. The WSDOT survey team will create a file, with numbered surveys. You can either print out the surveys yourself or I will print them out and provide them to you. Once your employees have filled out the forms, you'll return to Kitsap Transit, and we will scan and send back to WSDOT.

CTR Tool: additional resources

Additional resources can be found at tdmboard.com/ctr-tool/



QUESTIONS?

LINDSAY KUIPHOFF
lindsayk@kitsaptransit.com

Kitsap Transit
Connecting Communities