

# CTR Survey Training

## April 18, 2024

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# CTR Tool

## SETTING UP A SURVEY

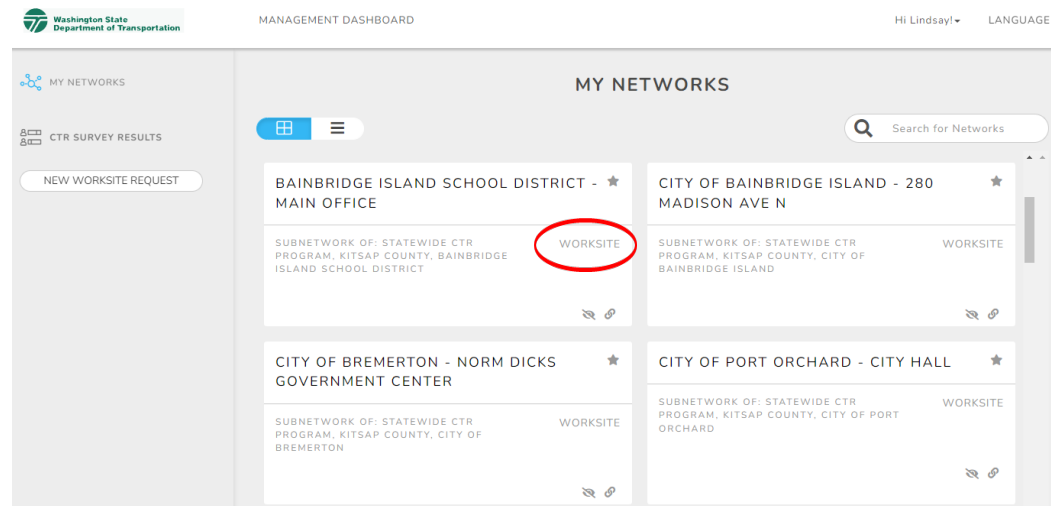
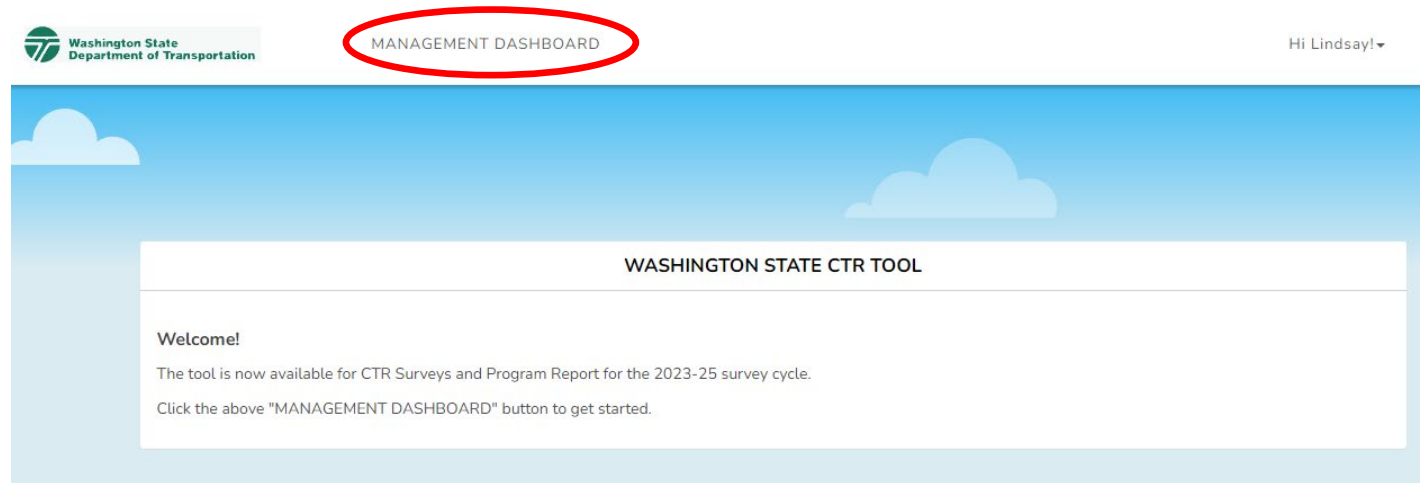
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# CTR Tool: logging into the CTR tool

Log in at [ctrsurvey.org](https://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**.

The screenshot shows the 'MANAGEMENT DASHBOARD' for the 'BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE'. The left sidebar contains a table of contents with the following items: MY NETWORKS, Bainbridge Island School Dist..., NETWORK HOME, NETWORK STATS, EDIT, WORKSITE CTR REPORT, MEMBERS, SUBNETWORKS, MANAGERS, and SURVEY MANAGEMENT. The 'SURVEY MANAGEMENT' item is circled in red. The main content area displays 'NETWORK INFORMATION' for a subnetwork of the statewide CTR program. It includes the address '8489 Madison Ave N, Bainbridge Island, WA 98110', jurisdiction 'City of Bainbridge Island', county 'Kitsap COUNTY', and CTR ID 'C50002'. A bar chart titled 'CTR Affected STATUS' is also visible.

Washington State Department of Transportation

MANAGEMENT DASHBOARD

Hi Lindsay! LANGUAGE

MY NETWORKS

Bainbridge Island School Dist...

NETWORK HOME

NETWORK STATS

EDIT

WORKSITE CTR REPORT

MEMBERS

SUBNETWORKS

MANAGERS

**SURVEY MANAGEMENT**

BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE

NETWORK INFORMATION

SUBNETWORK OF OF: STATEWIDE CTR PROGRAM, KITSAP COUNTY, BAINBRIDGE ISLAND SCHOOL DISTRICT

WORKSITE

8489 Madison Ave N  
Bainbridge Island, WA 98110

City of Bainbridge Island  
JURISDICTION

Kitsap  
COUNTY

C50002  
CTR ID

CTR Affected  
STATUS

# 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.

The screenshot displays the Washington State Department of Transportation Management Dashboard. The page title is "BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE / SURVEYS". A green "NEW SURVEY" button is visible in the top right corner. A dropdown menu is open, showing a list of survey options. The option "+ New Kitsap - CTR Survey" is circled in red. The dashboard also features a sidebar with navigation options: MY NETWORKS, NETWORK HOME, WORKSITE CTR REPORT, MEMBERS, SUBNETWORKS, MANAGERS, SURVEY MANAGEMENT, and REPORTS. A "NEW WORKSITE REQUEST" button is located at the bottom of the sidebar. The top right corner shows the user name "Hi Lindsay!" and a "LANGUAGE" dropdown menu.

6/11	SURVEY TITLE	STATUS	RESPONSES	EXPECTED R...	RE

- + New CTR Survey
- + New Program Report
- + New Kitsap - CTR Survey
- + New Kitsap - Program Report
- + New Everett - CTR Survey
- + New Kirkland - CTR Survey
- + New Everett - Program Report
- + New Spokane - CTR Survey
- + New Spokane - Program Report
- + New Pierce - CTR Survey
- + New Tacoma - CTR Survey

# 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!

The screenshot displays the 'MANAGEMENT DASHBOARD' for the 'BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE / SURVEYS / 2024 BAINBRIDGE ISLAND SCHOOL DISTRICT COMMUTE TRIP REDUCTION SURVEY'. The interface includes a left-hand navigation menu with options like 'MY NETWORKS', 'NETWORK HOME', 'WORKSITE CTR REPORT', 'MEMBERS', 'SUBNETWORKS', 'MANAGERS', 'SURVEY MANAGEMENT', 'EDIT', and 'REPORTS'. The main content area is divided into 'BASIC INFORMATION' and 'ADDITIONAL SURVEY INFORMATION'. In the 'BASIC INFORMATION' section, the 'Survey Title' field contains the text '2024 Bainbridge Island School District Commute Trip Reduction Survey', which is circled in red. Other fields include 'Survey URL' (with a 'COPY' button) and 'Survey Questions'. The 'ADDITIONAL SURVEY INFORMATION' section includes 'Location' fields with the address '8489 Madison Ave N', 'Bainbridge Island', 'Washington', and '98110'. On the right side, there are buttons for 'SAVE CHANGES', 'DELETE', and 'START SURVEY', along with a 'SURVEY STATUS : NEW' indicator and instructions to click the 'Start Survey' button to begin responses.

# 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](mailto:lindsayk@kitsaptransit.com)

The screenshot displays the 'MANAGEMENT DASHBOARD' for the Washington State Department of Transportation. The user is logged in as 'Hi Lindsay!'. The dashboard is divided into three main sections: a left sidebar, a central content area, and a right sidebar.

**Left Sidebar:** Contains navigation options: MY NETWORKS (selected: Bainbridge Island School Dist...), NETWORK HOME, WORKSITE CTR REPORT, MEMBERS, SUBNETWORKS, MANAGERS, SURVEY MANAGEMENT, EDIT, and REPORTS (selected: NEW WORKSITE REQUEST).

**Central Content Area:** Titled 'ADDITIONAL SURVEY INFORMATION'. It includes a 'Location' section with input fields for '8489 Madison Ave N', 'Address Line 2', 'Bainbridge Island', 'Washington', and '98110'. Below these is a map showing the location on 'NE New Brooklyn Rd'. A 'Tags' section has an input field with the placeholder 'Enter tags...'. At the bottom of this section is a 'DETAILS' header.

**Right Sidebar:** Contains a list of survey management options: 'Basic Information', 'Additional Survey Information', 'Details', and 'Survey Questions', each with an edit icon. Below these are three buttons: 'SAVE CHANGES' (disabled), 'DELETE' (red), and 'START SURVEY' (blue). The 'SURVEY STATUS' is shown as 'NEW'. A note below states: 'Click on your survey URL to customize it. Don't forget to save any changes to your survey! Click the 'Start Survey' button to allow users to begin submitting responses.'

# 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

The screenshot displays the 'MANAGEMENT DASHBOARD' for the Washington State Department of Transportation. The interface includes a navigation sidebar on the left with options like 'MY NETWORKS', 'NETWORK HOME', 'WORKSITE CTR REPORT', 'MEMBERS', 'SUBNETWORKS', 'MANAGERS', 'SURVEY MANAGEMENT', 'EDIT', and 'REPORTS'. The main content area shows a map of 'NE New Brooklyn Rd' with a location pin. Below the map is a 'Tags' input field. The 'DETAILS' section contains three text input fields: 'Total number of employees at worksite' (with the value '450' circled in red), 'Survey Notes' (with the text 'Internal Staff-only notes about the survey.'), and 'Survey Success Message' (with the text 'Now that you have submitted your survey, check out this other site!'). A right-hand sidebar contains 'Basic Information', 'Additional Survey Information', 'Details', and 'Survey Questions' sections, each with an edit icon. At the bottom of this sidebar are buttons for 'SAVE CHANGES', 'DELETE', and 'START SURVEY'. Below these buttons, the 'SURVEY STATUS : NEW' is displayed, along with instructions to click on the survey URL to customize it and a note to save changes. A green message at the bottom of the sidebar says 'Click the 'Start Survey' button to allow users to begin submitting responses.'



# 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.

## \$25 Gift Card Available

- 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.

The screenshot displays the 'MANAGEMENT DASHBOARD' for the Washington State Department of Transportation. The interface includes a sidebar with navigation options like 'MY NETWORKS', 'NETWORK HOME', 'WORKSITE CTR REPORT', 'MEMBERS', 'SUBNETWORKS', 'MANAGERS', 'SURVEY MANAGEMENT', 'EDIT', and 'REPORTS'. The main content area shows a map of 'NE New Brooklyn Rd' with a location pin, a 'Tags' input field, and a 'DETAILS' section. The 'DETAILS' section contains fields for 'Total number of employees at worksite' (with the value 450), 'Survey Notes' (with the text 'Internal Staff-only notes about the survey.'), and 'Survey Success Message'. The 'Survey Success Message' field is highlighted with a red oval and contains the text: 'Thank you for taking the time to complete this survey. For a chance to win a \$25 gift card, please email a screenshot with your name and phone number to <ETC name>'. Below this field, a note states: 'This message will always show. For text formatting, Markdown Syntax is allowed. You can find an excellent Markdown editor here.' The right sidebar shows 'Basic Information', 'Additional Survey Information', 'Details' (with a checkmark), and 'Survey Questions'. At the bottom of the right sidebar, there are buttons for 'SAVE CHANGES', 'DELETE', and 'START SURVEY'. The 'SURVEY STATUS' is indicated as 'NEW'.

# CTR Tool: setting up a survey

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

The screenshot displays the 'MANAGEMENT DASHBOARD' for the Washington State Department of Transportation. The interface includes a left-hand navigation menu with options like 'MY NETWORKS', 'NETWORK HOME', 'WORKSITE CTR REPORT', 'MEMBERS', 'SUBNETWORKS', 'MANAGERS', 'SURVEY MANAGEMENT', 'EDIT', and 'REPORTS'. The main content area is divided into sections: a map showing 'NE New Brooklyn Rd', a 'Tags' input field with the placeholder 'Enter tags...', and a 'DETAILS' section. The 'DETAILS' section contains three text input fields: 'Total number of employees at worksite' (with the value '450'), 'Survey Notes' (with the text 'Internal Staff-only notes about the survey.'), and 'Survey Success Message' (with the text 'Thank you for taking the time to complete this survey. For a chance to win a \$25 gift card, please email a screenshot with your name and phone number to <ETC name>'). A right-hand sidebar contains a list of settings: 'Basic Information', 'Additional Survey Information', 'Details' (marked with a green checkmark), and 'Survey Questions'. At the bottom of this sidebar, a green 'SAVE CHANGES' button is circled in red, along with a red 'DELETE' button and a blue 'START SURVEY' button. Below these buttons, the 'SURVEY STATUS : NEW' is displayed, along with instructions to click the survey URL and save changes.

# CTR Tool

## PREVIEW THE SURVEY

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# CTR Tool: Preview the Survey

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

The screenshot displays the 'MANAGEMENT DASHBOARD' for the Washington State Department of Transportation. The main heading is 'BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE / SURVEYS / 2024 BAINBRIDGE ISLAND SCHOOL DISTRICT COMMUTE TRIP REDUCTION SURVEY'. The dashboard features a left-hand navigation menu with options: MY NETWORKS, NETWORK HOME, WORKSITE CTR REPORT, MEMBERS, SUBNETWORKS, MANAGERS, SURVEY MANAGEMENT (circled in red), EDIT, and REPORTS. A 'NEW WORKSITE REQUEST' button is also present. The main content area has three tabs: OVERVIEW, EDIT, and PREVIEW (circled in red). Below the tabs is the 'BASIC INFORMATION' section, which includes a 'Survey URL' field with a 'COPY' button, a 'Survey Title' field, and an 'ADDITIONAL SURVEY INFORMATION' section with 'Location' and 'Address Line 2' fields. On the right side, there is a sidebar with 'Basic Information', 'Additional Survey Information', 'Details', and 'Survey Questions' sections, each with an edit icon. At the bottom of the sidebar are buttons for 'SAVE CHANGES', 'DELETE', and 'START SURVEY'. The 'SURVEY STATUS' is shown as 'NEW'.

# 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.

The screenshot displays the 'MANAGEMENT DASHBOARD' for the Washington State Department of Transportation. The left sidebar contains navigation options: MY NETWORKS (selected), NETWORK HOME, WORKSITE CTR REPORT, MEMBERS, SUBNETWORKS, MANAGERS, SURVEY MANAGEMENT, EDIT, REPORTS, and a 'NEW WORKSITE REQUEST' button. The main content area shows the survey title 'BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE / SU...' and 'BAINBRIDGE ISLAND SCHOOL DISTRICT COMMUTE TRIP REDU...'. Below the title are three buttons: OVERVIEW, EDIT, and PREVIEW (highlighted in blue). The survey title is repeated in a larger font: '2024 Bainbridge Island School District Commute Trip Reduction Survey'. A progress indicator shows 9 steps, with step 1 highlighted in green. The main text reads: 'Thank you for taking the Commute Trip Reduction (CTR) survey! Your answers help us understand commuting habits, patterns, and preferences. More importantly, you're also helping employers provide options that best meet everyone's transportation needs. Even if you telework fulltime or always drive alone, you can support increased mobility and improved air quality by taking the survey and informing your employer.' Below this is a paragraph: 'CTR is a state law supported by the Washington State Department of Transportation and your local jurisdiction. If you would like to learn more about the CTR program, follow this link to our [frequently asked questions](#) page.' At the bottom left, it says 'Step 1 of 9' and at the bottom right, there is a 'NEXT' button.

# CTR Tool: Preview the Survey

“Which of the following best describes your work schedule?”

Washington State Department of Transportation

MANAGEMENT DASHBOARD

MY NETWORKS

Bainbridge Island School Dist...

NETWORK HOME

WORKSITE CTR REPORT

MEMBERS

SUBNETWORKS

MANAGERS

SURVEY MANAGEMENT

EDIT

REPORTS

NEW WORKSITE REQUEST

BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE / S  
BAINBRIDGE ISLAND SCHOOL DISTRICT COMMUTE TRIP RED

OVERVIEW EDIT PREVIEW

## 2024 Bainbridge Island School District Commute Trip Reduction Survey

1 2 3 4 5 6 7 8 9

Your work schedule is used to determine if the CTR law affects your worksite. Your employer and local planning organizations may also use this data to understand how many days per week employees commute to work.

Which of the following best describes your work schedule, regardless of if you telework? \*Required

- 5 days/8 hours (5/8s)
- 4 days/10 hours (4/10s)
- 9 days in two weeks (9/80)
- 3 days/12 hours
- Part time (less than 35 hours per week)
- Other (please specify)

# CTR Tool: Preview the Survey

“When do you typically begin your workday?”

The screenshot displays the CTR Tool interface in the 'PREVIEW' tab. A dropdown menu is open, showing a list of time intervals. The selected interval is '8am-9am'. The list includes the following options:

- 12am-1am
- 1am-2am
- 2am-3am
- 3am-4am
- 4am-5am
- 5am-5:59am
- 6am-7am
- 7am-8am
- 8am-9am**
- 9:01am-10am
- 10am-11am
- 11am-12pm
- 12pm-1pm
- 1pm-2pm
- 2pm-3pm
- 3pm-4pm
- 4pm-5pm
- 5pm-6pm
- 6pm-7pm
- 7pm-8pm

At the bottom of the interface, it indicates 'Step 3 of 9' and provides 'PREVIOUS' and 'NEXT' navigation buttons.

# CTR Tool: Preview the Survey

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

## 2024 Bainbridge Island School District Commute Trip Reduction Survey



We use your home location or the location where you typically start your commute to calculate the average distance traveled. This data also helps us understand what roadways or transit routes you are most likely taking.

Please enter a location near the start of your commute (e.g., home address, closest intersection, or nearby point of interest), or for teleworkers, the location where you start your workday.

\*Required

Madison Ave S, Bainbridge Island, WA, 98110	making a physical e by teleworking.
Madison Ave N, Bainbridge Island, WA, 98110	*Required
Madison Ave NE, Bainbridge Island, WA, 98110	

Step 4 of 9

PREVIOUS

NEXT



# CTR Tool: Preview the Survey

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

## 2024 Bainbridge Island School District Commute Trip Reduction Survey



We use your home location or the location where you typically start your commute to calculate the average distance traveled. This data also helps us understand what roadways or transit routes you are most likely taking.

Please enter a location near the start of your commute (e.g., home address, closest intersection, or nearby point of interest), or for teleworkers, the location where you start your workday.

\*Required

What is the estimated distance between the above location and your worksite? For people making a physical commute, this is how far you travel. For teleworkers, this is how many commute miles you save by teleworking.

\*Required

Step 4 of 9

PREVIOUS

NEXT

# 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.

## 2024 Bainbridge Island School District Commute Trip Reduction Survey



During a typical week, how do you get to work each day (physically or virtually)?

- If you do not have a typical week please report on last week.
- If you used multiple types of transportation to get to work, please select the transportation mode you used for the longest distance (e.g., if you bike one mile to a park and ride, take a train 20 miles, and take a bus five miles, you will select train).
- Please only select modes for days you work. On typical days off select the day-off option. Days with no mode selected will be counted as a day off.

Monday Commute Mode

- Work from Home
- Bus**
- Train / Light Rail / Streetcar
- Ferry
- Carpool (2 or more people aged 16+)
- Vanpool
- Walk
- Bike
- Scooter
- Lyft / Uber / Taxi
- Employer Shuttle
- Motorcycle
- Drive Alone
- Other
- Day off (weekend, etc.)

Friday Commute Mode

Saturday Commute Mode

# 2024 Bainbridge Island School District Commute Trip Reduction Survey



Other modes used are captured so your worksite and local planning organizations can better understand how to support all modes that commuters are open to trying.

**Which of these transportation modes – that you did not indicate using in your typical weekly commute, have you used during the past three months?**

Select any that you used for at least five minutes of a commute trip.

- Work from Home
- Bus
- Train / Light Rail / Streetcar
- Ferry
- Carpool (2 or more people aged 16+)
- Vanpool
- Walk
- Bike
- Scooter
- Lyft / Uber / Taxi

Step 6 of 9

PREVIOUS **NEXT**

## CTR Tool: Preview the Survey

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

# CTR Tool: Preview the Survey

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What are the main reasons you use commute options.

Progress indicator: 7 of 9 steps completed.

**What are the main reasons you drive alone to work?**

- I like the convenience of having my car
- It is less expensive to drive
- Family care or other obligations (e.g., ability to run other errands, drop off household members at school or work)
- Being able to make additional stops before/after work (e.g., grabbing coffee, picking up groceries)
- It makes my commute significantly shorter than other commute types
- Public transit and other commute options not available
- I have access to free/subsidized parking
- I am concerned about safety when choosing another travel option
- I am concerned about spreading or catching an illness when choosing another travel option
- I am concerned about safety when walking or bicycling without access to dedicated bike lanes and sidewalks
- My job requires me to use a car
- There isn't any secure or covered bicycle parking at my worksite
- I need more information on alternative modes/I'm not sure how else to get to work

Other (please specify)

**Are you aware of any incentives or subsidies that your employer offers?**

**Please rate the level of support your employer demonstrates for commute options.**

Step 7 of 9

PREVIOUS NEXT

# CTR Tool: Preview the Survey

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

## 2024 Bainbridge Island School District Commute Trip Reduction Survey



Is there any other information you would like to provide about your commute that we did not ask about in this survey?

Step 8 of 9

PREVIOUS

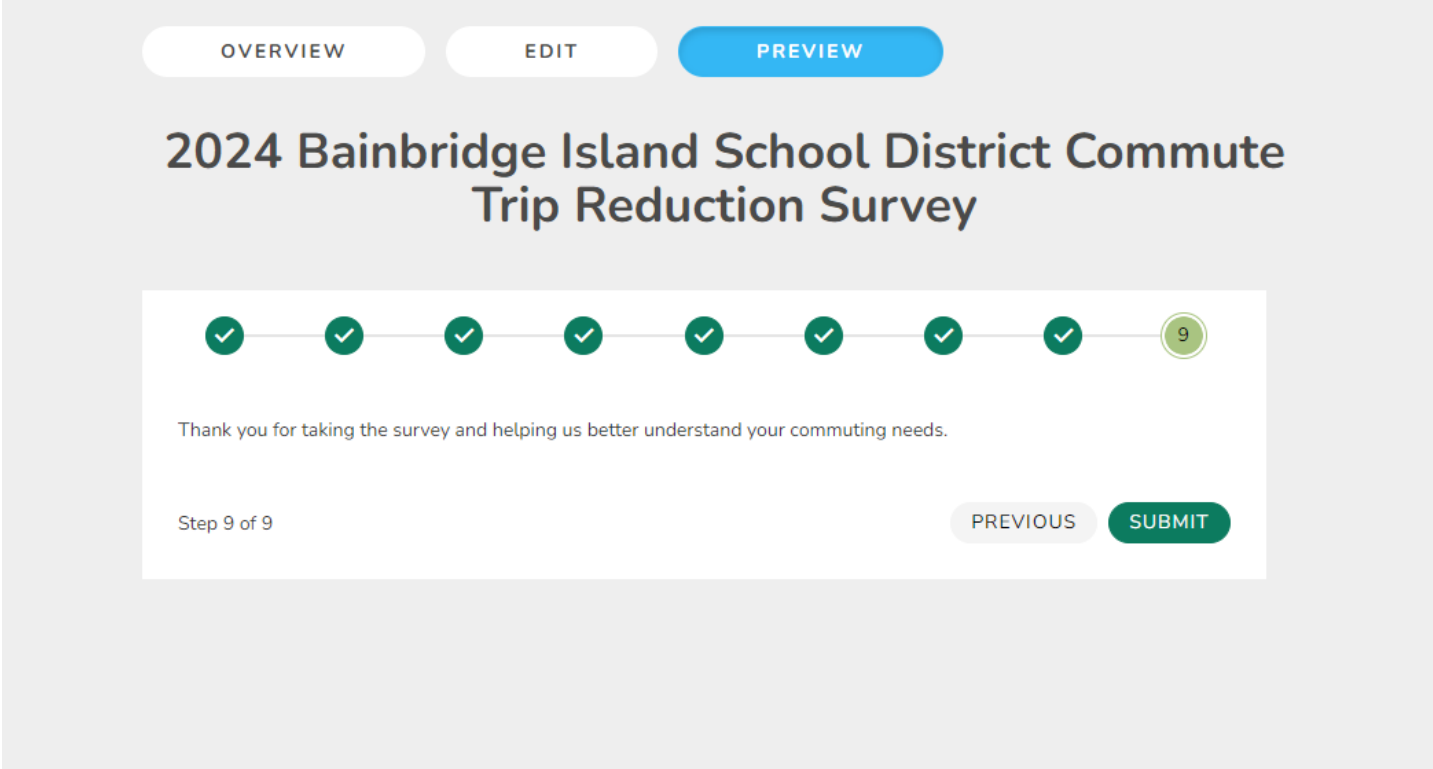
NEXT



# CTR Tool: Preview the Survey

Thank you for taking the survey!

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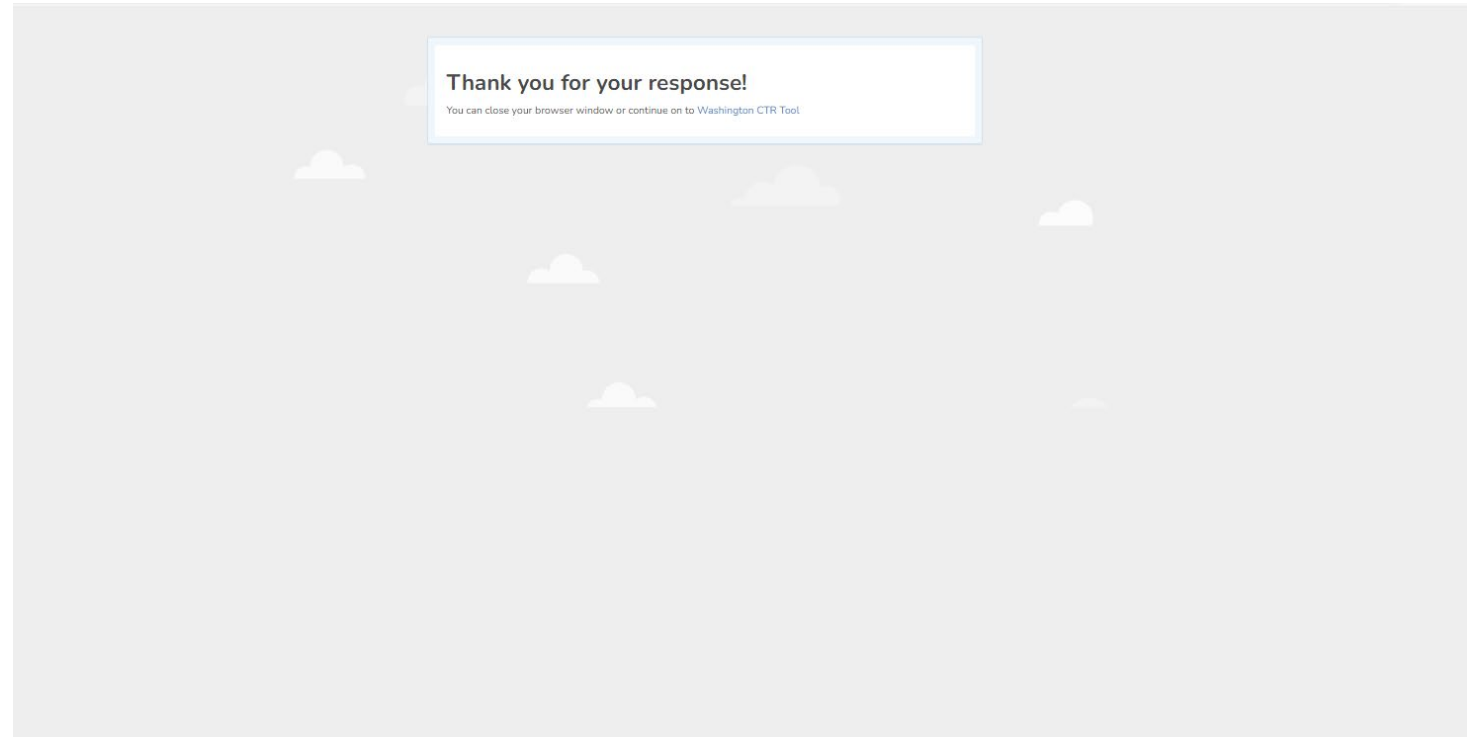


The screenshot shows a survey preview interface for the "2024 Bainbridge Island School District Commute Trip Reduction Survey". At the top, there are three navigation buttons: "OVERVIEW", "EDIT", and "PREVIEW" (which is highlighted in blue). Below the navigation is the survey title. A progress indicator shows nine steps, with the ninth step (labeled "9") being the current step. The main content area contains a thank-you message: "Thank you for taking the survey and helping us better understand your commuting needs." At the bottom left, it says "Step 9 of 9". At the bottom right, there are two buttons: "PREVIOUS" and "SUBMIT" (which is highlighted in green).

## CTR Tool: Submitting a survey

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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.

The screenshot displays the 'MANAGEMENT DASHBOARD' for the 'Washington State Department of Transportation'. The main content area is titled 'BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE / SURVEYS / 2024 BAINBRIDGE ISLAND SCHOOL DISTRICT COMMUTE TRIP REDUCTION SURVEY'. The 'OVERVIEW' tab is selected and highlighted with a red circle. Below the tabs, the 'BASIC INFORMATION' section contains a 'Survey URL' field with the value 'https://ctrsurvey.org/s/2024-bainbridge-island-sc' and a 'COPY' button. The 'Survey Title' field contains '2024 Bainbridge Island School District Commute Trip Reduction Survey'. The 'ADDITIONAL SURVEY INFORMATION' section has a 'Location' field with '8489 Madison Ave N' and an 'Address Line 2' field. On the right side, there are buttons for 'Basic Information', 'Additional Survey Information', 'Details', and 'Survey Questions'. At the bottom right, there are buttons for 'SAVE CHANGES', 'DELETE', and 'START SURVEY', with the 'START SURVEY' button highlighted by a red circle. Below these buttons, the 'SURVEY STATUS : NEW' is displayed, along with instructions to click on the survey URL to customize it and to save changes before starting the survey.



# 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.

The screenshot displays the CTR Tool interface for setting up a survey. The main heading is "BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE / SURVEYS / 2024 BAINBRIDGE ISLAND SCHOOL DISTRICT COMMUTE TRIP REDUCTION SURVEY". The interface includes a sidebar with navigation options: MY NETWORKS, NETWORK HOME, WORKSITE CTR REPORT, MEMBERS, SUBNETWORKS, MANAGERS, SURVEY MANAGEMENT, EDIT, and REPORTS. The main content area shows the "BASIC INFORMATION" section with a "Survey URL" field containing "https://ctrsurvey.org/s/2024-bainbridge-island-sc" and a "QR Code" image. A red circle highlights the Survey URL field. The "Survey Status" is "OPEN".

Basic Information

Additional Survey Information

Details

Survey Questions

DELETED

CLOSE SURVEY

**SURVEY STATUS :**  
**OPEN**

Your survey is now accepting responses.

Choose Close to end survey taking.

Choose Edit to cancel the survey and restart.

*WARNING: You will not be able to collect responses if you close/edit the survey.*

# 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.

**Got a Minute?**

We have a few questions for you about your commute!

Place Your QR Code Here

Help us by scanning the QR code and completing our quick Commute Trip Reduction worksite survey.

**Kitsap Transit**  
Connecting Communities

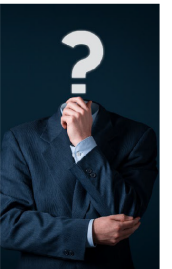
## Sample message to employees:

### 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!



# CTR Tool

# MONITOR THE SURVEY

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# 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**.

The screenshot displays the 'MY NETWORKS' dashboard. On the left sidebar, there are links for 'MY NETWORKS', 'CTR SURVEY RESULTS', and a 'NEW WORKSITE REQUEST' button. The main content area shows a grid of network cards. Each card includes the network name, a star icon, a subnetwork description, and a 'WORKSITE' label. The 'BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE' card is highlighted with a red circle around the 'WORKSITE' label. Below the network name, it shows '31 MEMBERS' and '1 MANAGERS'. The 'CITY OF BREMERTON - NORM DICKS GOVERNMENT CENTER' card also has a 'WORKSITE' label. The 'CITY OF PORT ORCHARD - CITY HALL' card also has a 'WORKSITE' label. The 'AMAZON - DSE8' card has a 'WORKSITE' label. The 'CITY OF BAINBRIDGE ISLAND - 280 MADISON AVE N' card has a 'WORKSITE' label. The 'SUBNETWORK OF: STATEWIDE CTR PROGRAM, KITSAP COUNTY, BAINBRIDGE ISLAND SCHOOL DISTRICT' card has a 'WORKSITE' label. The 'SUBNETWORK OF: STATEWIDE CTR PROGRAM, KITSAP COUNTY, CITY OF BREMERTON' card has a 'WORKSITE' label. The 'SUBNETWORK OF: STATEWIDE CTR PROGRAM, KITSAP COUNTY, CITY OF PORT ORCHARD' card has a 'WORKSITE' label. The 'SUBNETWORK OF: STATEWIDE CTR PROGRAM, KITSAP COUNTY, AMAZON' card has a 'WORKSITE' label. A search bar is located at the top right of the dashboard.

Network Name	Subnetwork	Jurisdiction	Worksite
KITSAP COUNTY	SUBNETWORK OF: STATEWIDE CTR PROGRAM	JURISDICTION	
BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE	SUBNETWORK OF: STATEWIDE CTR PROGRAM, KITSAP COUNTY, BAINBRIDGE ISLAND SCHOOL DISTRICT		WORKSITE
CITY OF BREMERTON - NORM DICKS GOVERNMENT CENTER	SUBNETWORK OF: STATEWIDE CTR PROGRAM, KITSAP COUNTY, CITY OF BREMERTON		WORKSITE
AMAZON - DSE8	SUBNETWORK OF: STATEWIDE CTR PROGRAM, KITSAP COUNTY, AMAZON		WORKSITE
CITY OF BAINBRIDGE ISLAND - 280 MADISON AVE N	SUBNETWORK OF: STATEWIDE CTR PROGRAM, KITSAP COUNTY, CITY OF BAINBRIDGE ISLAND		WORKSITE
CITY OF PORT ORCHARD - CITY HALL	SUBNETWORK OF: STATEWIDE CTR PROGRAM, KITSAP COUNTY, CITY OF PORT ORCHARD		WORKSITE

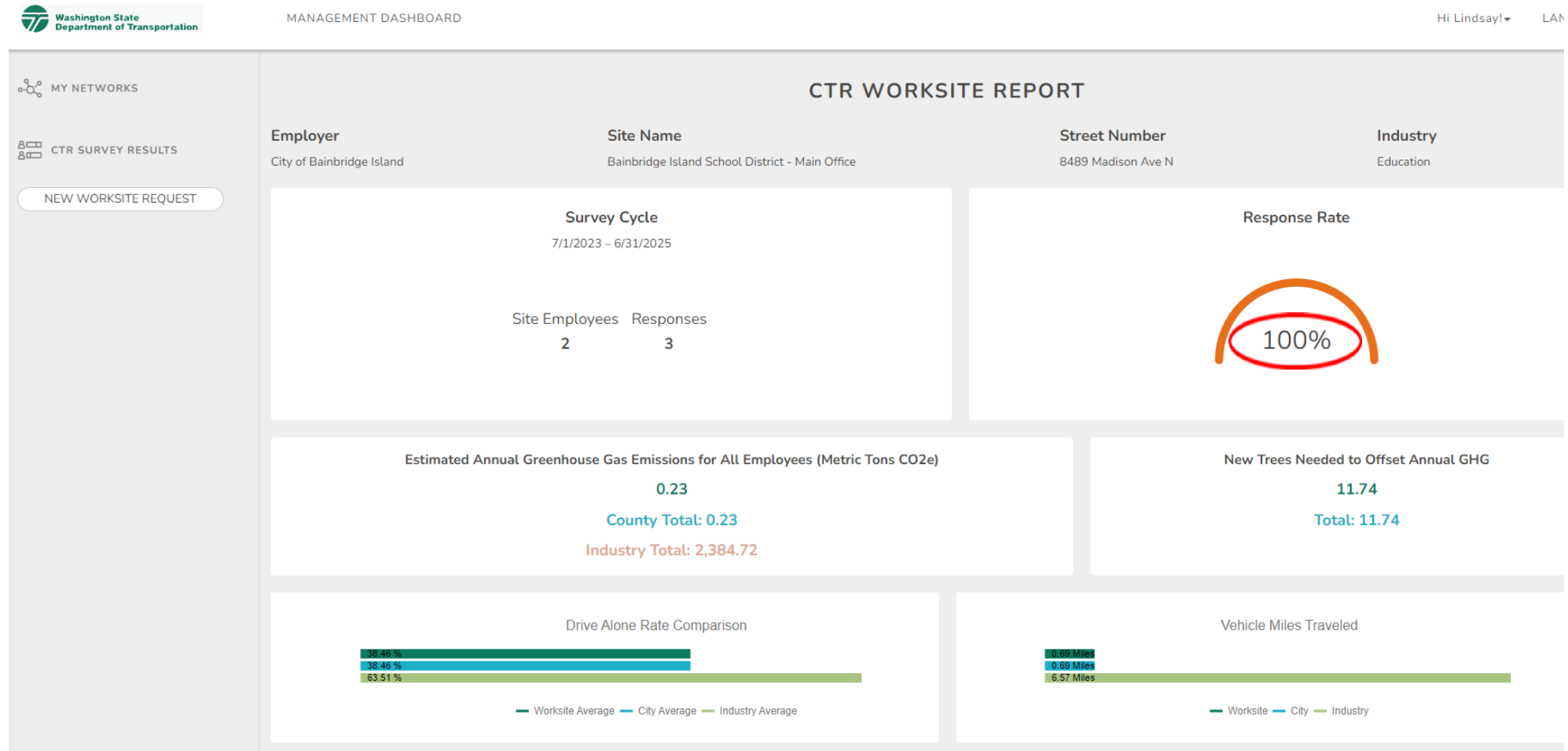
# CTR Tool: monitor a survey

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

The screenshot displays the CTR Tool interface for the BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE. The left sidebar contains a navigation menu with the following items: MY NETWORKS, 3ainbridge Island School Dist..., NETWORK HOME, NETWORK STATS, EDIT, WORKSITE CTR REPORT (highlighted with a red circle), MEMBERS, SUBNETWORKS, MANAGERS, SURVEY MANAGEMENT, and REPORTS. The main content area shows NETWORK INFORMATION for the SUBNETWORK OF: STATEWIDE CTR PROGRAM, KITSAP COUNTY, BAINBRIDGE ISLAND SCHOOL DISTRICT. It includes the address 8489 Madison Ave N, Bainbridge Island, WA 98110, the City of Bainbridge Island JURISDICTION, Kitsap COUNTY, and CTR ID C50002. A CTR Affected STATUS bar chart is also visible.

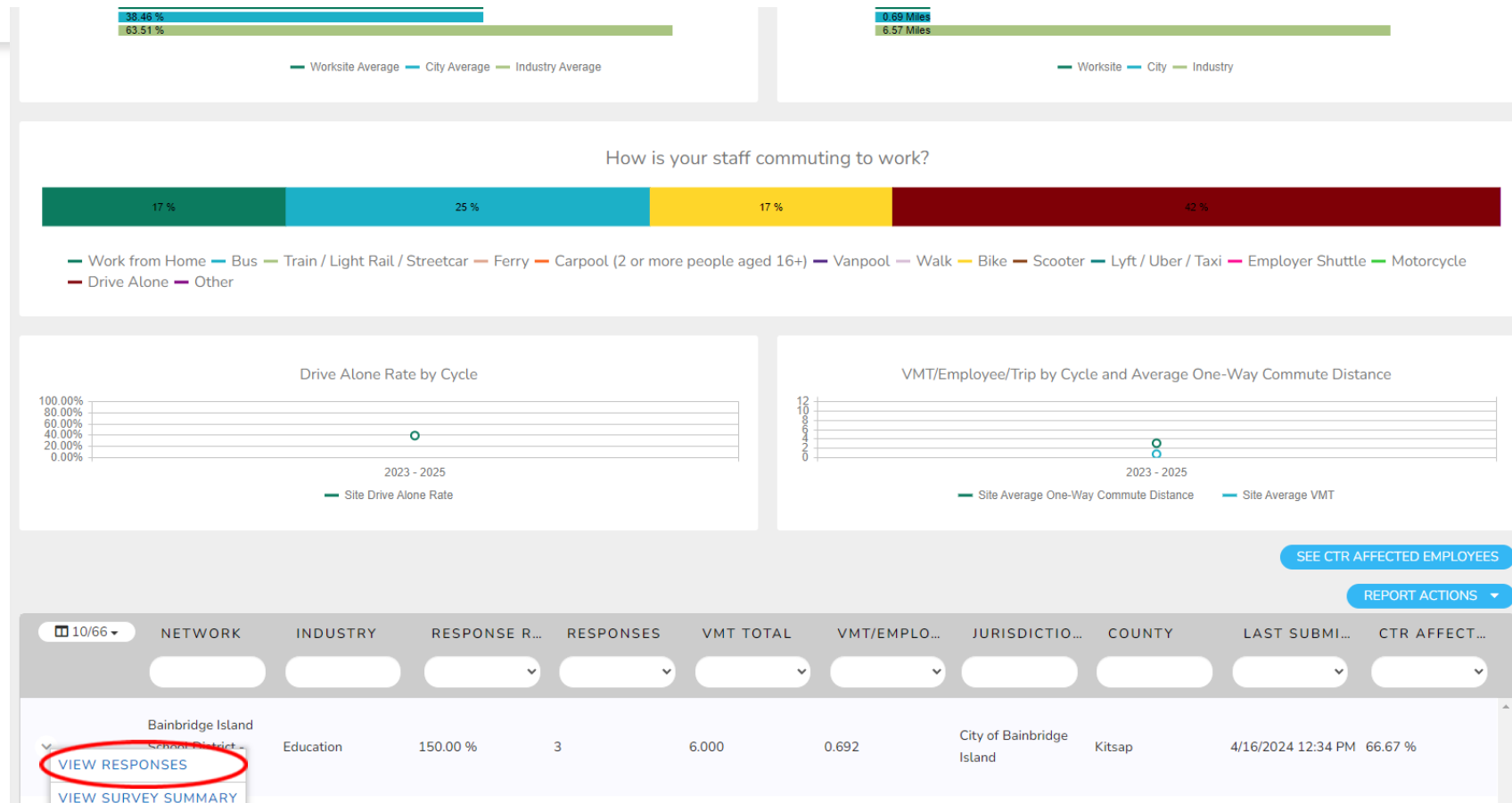
# CTR Tool: monitor a survey

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

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# CTR Tool: close a survey

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

The screenshot displays the Washington State Department of Transportation CTR Tool interface. The top navigation bar includes the logo, 'MANAGEMENT DASHBOARD', and a user greeting 'Hi'. The main content area is titled 'BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE' and shows 'NETWORK INFORMATION' for a subnetwork of the Statewide CTR Program. The address is 8489 Madison Ave N, City of Bainbridge Island, Kitsap, C50002.

The left sidebar contains navigation options: MY NETWORKS, NETWORK HOME, WORKSITE CTR REPORT, MEMBERS, SUBNETWORKS, MANAGERS, SURVEY MANAGEMENT (highlighted with a red circle), and REPORTS. A 'NEW WORKSITE REQUEST' button is also present.

The main content area shows a table of surveys under the heading 'BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE / SURVEYS'. A 'NEW SURVEY' button is in the top right. The table has columns for Survey Title, Status, Responses, Expected Responses, Response Rate Percentage, and Date Created. One survey is listed: '2024 Bainbridge Island School District Commute Trip Reduction Survey' with a status of 'open', 0 responses, 450 expected responses, 0% response rate, and a creation date of 4/16/2024 9:17 AM. This survey title is circled in red.

6/11	SURVEY TITLE	STATUS	RESPONSES	EXPECTED RESPONSES	RESPONSE RATE PERCE...	DATE CREATED
>	2024 Bainbridge Island School District Commute Trip Reduction Survey	open	0	450	0	4/16/2024 9:17 AM

Click on your survey

# CTR Tool: close a survey

Click on  
**EDIT**  
Survey

The screenshot displays the CTR Tool interface for managing a survey. At the top, there is a table with columns: SURVEY TITLE, STATUS, RESPONSES, EXPECTED RESPONSES, RESPONSE RATE PERCE..., and DATE CREATED. A dropdown menu is open for the first row, showing options: EDIT SURVEY, CLONE SURVEY, VIEW RESPONSES, and DELETE SURVEY. The 'EDIT SURVEY' option is circled in red. Below the table, the survey details for 'BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE / SURVEYS / 2024 BAINBRIDGE ISLAND SCHOOL DISTRICT COMMUTE TRIP REDUCTION SURVEY' are shown. The 'EDIT' tab is selected. The 'BASIC INFORMATION' section includes a 'Survey URL' field with a 'COPY' button and a 'QR Code' section with a 'SAVE QR CODE' button. On the right side, there is a 'DELETED' button and a 'CLOSE SURVEY' button, both circled in red. Below these buttons, the 'SURVEY STATUS : OPEN' is displayed, along with instructions: 'Your survey is now accepting responses. Choose Close to end survey taking. Choose Edit to cancel the survey and restart.' A warning message states: 'WARNING: You will not be able to collect responses if you close/edit the survey.'

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

# CTR Tool: close a survey

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

The screenshot displays the Washington State Department of Transportation Management Dashboard. The main content area is titled "BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE / SURVEYS / 2024 BAINBRIDGE ISLAND SCHOOL DISTRICT COMMUTE TRIP REDUCTION SURVEY". A confirmation dialog box is overlaid on the dashboard, asking "Are you sure you want to Close this survey? No more responses will be accepted." The dialog box has two buttons: "CANCEL" and "OK". The "OK" button is circled in red. The dashboard also shows a sidebar with navigation options like "MY NETWORKS", "NETWORK HOME", "WORKSITE CTR REPORT", "MEMBERS", "SUBNETWORKS", "MANAGERS", "SURVEY MANAGEMENT", "EDIT", and "REPORTS". The main content area includes a "BASIC INFORMATION" section with a "Survey URL" field containing "https://ctrsurvey.org/s/2024-bainbridge-island-vp" and a "QR Code" section with a QR code and a "SAVE QR CODE" button. On the right side, there are sections for "Basic Information", "Additional Survey Information", "Details", and "Survey Questions", each with an edit icon. Below these sections are buttons for "DELETE" and "CLOSE SURVEY". The "SURVEY STATUS" is shown as "OPEN" in green text. A warning message at the bottom right states: "WARNING: You will not be able to collect responses if you close/edit the survey."

# CTR Tool: close a survey

Confirm that the survey is closed

BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE / SURVEYS / 2024  
BAINBRIDGE ISLAND SCHOOL DISTRICT COMMUTE TRIP REDUCTION SURVEY

OVERVIEW EDIT PREVIEW

**BASIC INFORMATION**

Survey URL

Survey Title  
2024 Bainbridge Island School District Commute Trip Reduction Survey

**ADDITIONAL SURVEY INFORMATION**

Location  
8489 Madison Ave N

Address Line 2

Bainbridge Island Washington 98110

Basic Information  
Additional Survey Information  
Details  
Survey Questions

SAVE CHANGES

DELETE

REOPEN SURVEY

**SURVEY STATUS :  
CLOSED**

Your survey has concluded  
To begin taking responses again, choose Re-Open

# CTR Tool GET SURVEY RESULTS

---



# CTR Tool: access CTR Summary Report

- Log in at [ctrsurvey.org](https://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**.

The screenshot shows the 'MANAGEMENT DASHBOARD' for the Washington State Department of Transportation. The main section is titled 'MY NETWORKS' and contains a grid of network cards. A search bar is located at the top right of the grid. The left sidebar includes 'MY NETWORKS', 'CTR SURVEY RESULTS', and a 'NEW WORKSITE REQUEST' button. The network cards are as follows:

Network Name	Subnetwork	Members	Managers	Jurisdiction	Worksite
KITSAP COUNTY	SUBNETWORK OF: STATEWIDE CTR PROGRAM	31	1	JURISDICTION	
AMAZON - DSE8	SUBNETWORK OF: STATEWIDE CTR PROGRAM, KITSAP COUNTY, AMAZON				WORKSITE
BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE	SUBNETWORK OF: STATEWIDE CTR PROGRAM, KITSAP COUNTY, BAINBRIDGE ISLAND SCHOOL DISTRICT				WORKSITE
CITY OF BAINBRIDGE ISLAND - 280 MADISON AVE N	SUBNETWORK OF: STATEWIDE CTR PROGRAM, KITSAP COUNTY, CITY OF BAINBRIDGE ISLAND				WORKSITE

The 'WORKSITE' label on the 'BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE' card is circled in red.

# CTR Tool: access CTR survey summary

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

The screenshot displays the 'MANAGEMENT DASHBOARD' for the 'Washington State Department of Transportation'. The main heading is 'BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE'. The left navigation menu includes 'MY NETWORKS', 'NETWORK HOME', 'WORKSITE CTR REPORT' (circled in red), 'MEMBERS', 'SUBNETWORKS', 'MANAGERS', 'SURVEY MANAGEMENT', and 'REPORTS'. The main content area shows 'NETWORK INFORMATION' for a 'WORKSITE' with details: '8489 Madison Ave N, Bainbridge Island, WA 98110', 'City of Bainbridge Island JURISDICTION', 'Kitsap COUNTY', and 'C50002 CTR ID'. Below this is a 'CTR Affected STATUS' bar chart. At the bottom, a table lists survey data with columns: NETWORK, INDUSTRY, RESPONSE R..., RESPONSES, VMT TOTAL, VMT/EMPLO..., JURISDICTION, COUNTY, LAST SUBMI..., and CTR AFFECT... The first row is circled in red.

NETWORK	INDUSTRY	RESPONSE R...	RESPONSES	VMT TOTAL	VMT/EMPLO...	JURISDICTION	COUNTY	LAST SUBMI...	CTR AFFECT...
Bainbridge Island School District - Main Office	Education	150.00 %	3	6.000	0.692	City of Bainbridge Island	Kitsap	4/16/2024 12:34 PM	66.67 %

Scroll down and find the survey in the list



# CTR Tool: access CTR survey summary

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

Washington State Department of Transportation

MANAGEMENT DASHBOARD

Hi Lindsay! LANGUAGE

MY NETWORKS

CTR SURVEY RESULTS

NEW WORKSITE REQUEST

How is your staff commuting to work?

Mode	Percentage
Work from Home	17%
Bus	25%
Train / Light Rail / Streetcar	17%
Ferry	0%
Carpool (2 or more people aged 16+)	0%
Vanpool	0%
Walk	0%
Bike	0%
Scooter	0%
Lyft / Uber / Taxi	0%
Employer Shuttle	0%
Motorcycle	0%
Drive Alone	40%
Other	0%

Drive Alone Rate by Cycle

VMT/Employee/Trip by Cycle and Average One-Way Commute Distance

SEE CTR AFFECTED EMPLOYEES

REPORT ACTIONS

10/66	NETWORK	INDUSTRY	RESPONSE R...	RESPONSES	VMT TOTAL	VMT/EMPLO...	JURISDICTIO...	COUNTY	LAST SUBMI...	CTR AFFECT...
	Bainbridge Island School District -	Education	150.00 %	3	6.000	0.692	City of Bainbridge Island	Kitsap	4/16/2024 12:34 PM	66.67 %

VIEW RESPONSES

VIEW SURVEY SUMMARY

# CTR Tool: CTR survey summary

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

Washington State Department of Transportation

MANAGEMENT DASHBOARD

MY NETWORKS

CTR SURVEY RESULTS

NEW WORKSITE REQUEST

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

Your employees selected the following transportation modes

Transportation Mode	Percentage
Work from Home	17 %
Bus	25 %
Train / Light Rail / Streetcar	17 %
Ferry	42 %

EXPORT AS PDF

**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

Your employees selected the following transportation modes



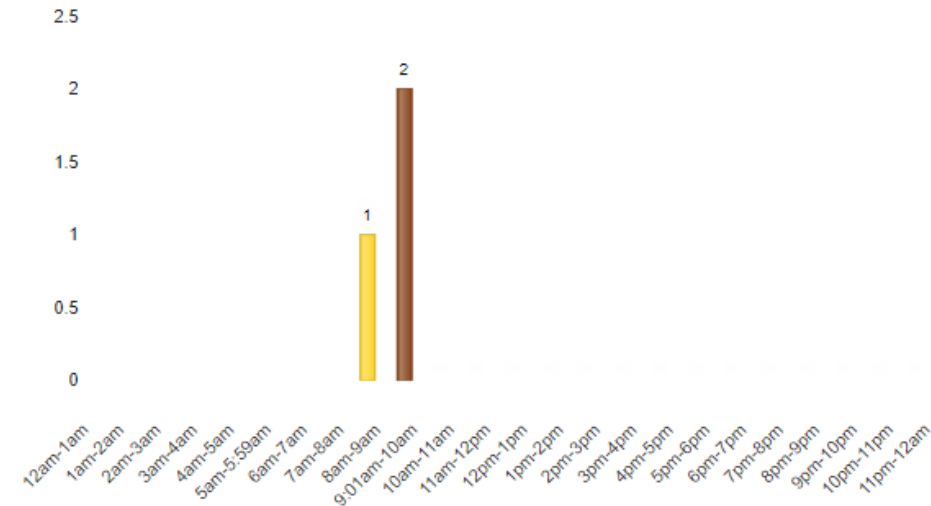
- Work from Home
- Bus
- Train / Light Rail / Streetcar
- Ferry
- Carpool (2 or more people aged 16+)
- Vanpool
- Walk
- Bike
- Scooter
- Lyft / Uber / Taxi
- Employer Shuttle
- Motorcycle
- Drive Alone
- Other

Your employees selected the following schedules

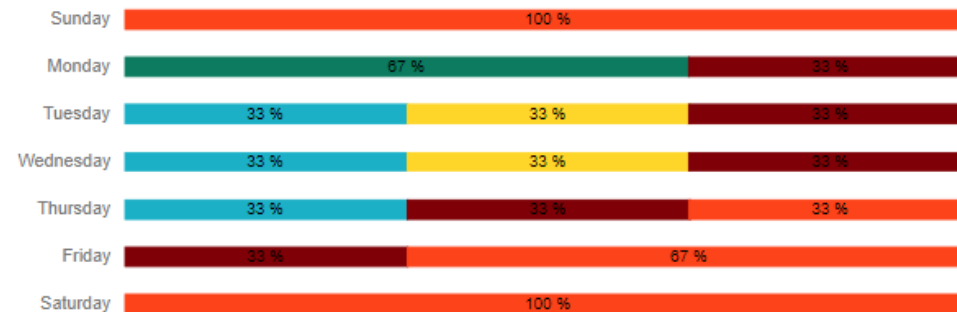


- 5 days/8 hours (5/8s)
- 4 days/10 hours (4/10s)
- 9 days in two weeks (9/80)
- 3 days/12 hours
- Part time (less than 35 hours per week)

See when your employees start their workday



See how your employees get to work each day



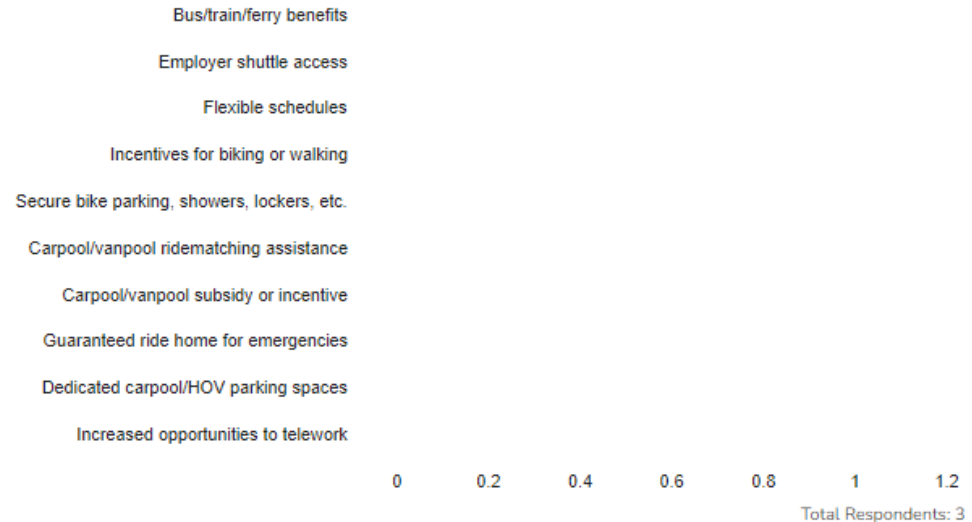
- Work from Home
- Bus
- Train / Light Rail / Streetcar
- Ferry
- Carpool (2 or more people aged 16+)
- Vanpool
- Walk
- Bike
- Scooter
- Lyft / Uber / Taxi
- Employer Shuttle
- Motorcycle
- Drive Alone
- Other
- Day off (weekend, etc.)

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



### Factors that might help employees consider not driving alone to work



# CTR Tool: get supplemental survey responses

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

Washington State Department of Transportation

MANAGEMENT DASHBOARD

MY NETWORKS

Bainbridge Island School Dist...

NETWORK HOME

NETWORK STATS

EDIT

**WORKSITE CTR REPORT**

MEMBERS

SUBNETWORKS

MANAGERS

SURVEY MANAGEMENT

REPORTS

NEW WORKSITE REQUEST

### BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE

#### NETWORK INFORMATION

SUBNETWORK OF: STATEWIDE CTR PROGRAM, KITSAP COUNTY, BAINBRIDGE ISLAND SCHOOL DISTRICT WORKSITE

8489 Madison Ave N  
Bainbridge Island, WA 98110

City of Bainbridge Island  
JURISDICTION

Kitsap  
COUNTY

C50002  
CTR ID

CTR Affected  
STATUS

# 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

MANAGEMENT DASHBOARD Hi Lindsay! LANGUAGE

How is your staff commuting to work?

Commuting Method	Percentage
Work from Home	17%
Bus	25%
Train / Light Rail / Streetcar	17%
Drive Alone	42%

Legend: Work from Home, Bus, Train / Light Rail / Streetcar, Ferry, Carpool (2 or more people aged 16+), Vanpool, Walk, Bike, Scooter, Lyft / Uber / Taxi, Employer Shuttle, Motorcycle, Drive Alone, Other

[SEE CTR AFFECTED EMPLOYEES](#) [REPORT ACTIONS](#)

10/66	NETWORK	INDUSTRY	RESPONSE RA...	RESPONSES	VMT TOTAL	VMT/EMPLOYEE	JURISDICTION	COUNTY	LAST SUBMISS...	CTR AFFECTED...
	Bainbridge Island School District - Main	Education	150.00 %	3	6.000	0.692	City of Bainbridge Island	Kitsap	4/16/2024 12:34 PM	66.67 %

[VIEW RESPONSES](#) [VIEW SURVEY SUMMARY](#)

# CTR Tool: view individual responses

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

Washington State Department of Transportation MANAGEMENT DASHBOARD Hi Lindsay! LANGUAGE

BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE / SURVEYS / COMMUTE TRIP REDUCTION SURVEY

RESPONSES CTR SURVEY REPORT

UPDATED AN HOUR AGO REPORT ACTIONS

14/32

- Survey ID
- User ID
- Response ID
- Submitted Date
- Work Schedule
- Other Work Schedule
- Arrival Time
- Origin
- Origin Zip Code
- Work

SUBMITT...	WORK SC...	ARRIVAL ...	ORIGIN	COMMUT...	MONDAY ...	TUESDAY...	WEDNES...	THURSD...	FRIDAY C...	SATURDA...	SUNDAY ...	DRIVE AL...	OTHER M...
	hours	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, etc.)	Day off \ (weekend, etc.)		Work from Home
	hours \	7am-8am	NE Day Rd E, Bainbridge Island, Washington, 98110	3	Work from Home	Bus	Bus	Bus	Drive Alone	Day off \ (weekend, etc.)	Day off \ (weekend, etc.)		
>	4/16/2024 12:34 PM	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, etc.)	Day off \ (weekend, etc.)	Walk

# CTR Tool: run CTR survey responses

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

The screenshot displays the 'MANAGEMENT DASHBOARD' for the 'BAINBRIDGE ISLAND SCHOOL DISTRICT - MAIN OFFICE / SURVEYS / COMMUTE TRIP REDUCTION SURVEY'. The interface includes a sidebar with navigation options like 'MY NETWORKS', 'NETWORK HOME', 'WORKSITE CTR REPORT', 'MEMBERS', 'SUBNETWORKS', 'MANAGERS', 'SURVEY MANAGEMENT', and 'REPORTS'. The main content area shows a table of survey responses with columns for 'SUBMITT...', 'WORK SC...', 'ARRIVAL ...', 'ORIGIN', 'COMMUT...', 'MONDAY ...', 'TUESDAY...', 'WEDNES...', 'THURSD...', 'FRIDAY C...', 'SATURDA...', 'SUN...', and 'REPORT ACTIONS'. A red circle highlights the 'EXPORT TO EXCEL' button in the 'REPORT ACTIONS' column. The table contains three rows of data, each representing a different survey response with details on date, time, duration, origin, and commute mode.

	SUBMITT...	WORK SC...	ARRIVAL ...	ORIGIN	COMMUT...	MONDAY ...	TUESDAY...	WEDNES...	THURSD...	FRIDAY C...	SATURDA...	SUN...	REPORT ACTIONS
>	4/16/2024 12:24 PM	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, etc.)	Day off \ (weekend, etc.)	Work from Home
>	4/16/2024 12:25 PM	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, etc.)	Day off \ (weekend, etc.)	
>	4/16/2024 12:34 PM	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, etc.)	Day off \ (weekend, etc.)	Walk





# CTR Tool: timeline

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CTR Surveys can be completed between March – June.

Mar.–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.

29 Apr. – 17 May


All surveys must be completed by June 30, 2024.

30 June 2024

# Conducting the CTR survey with Paper forms

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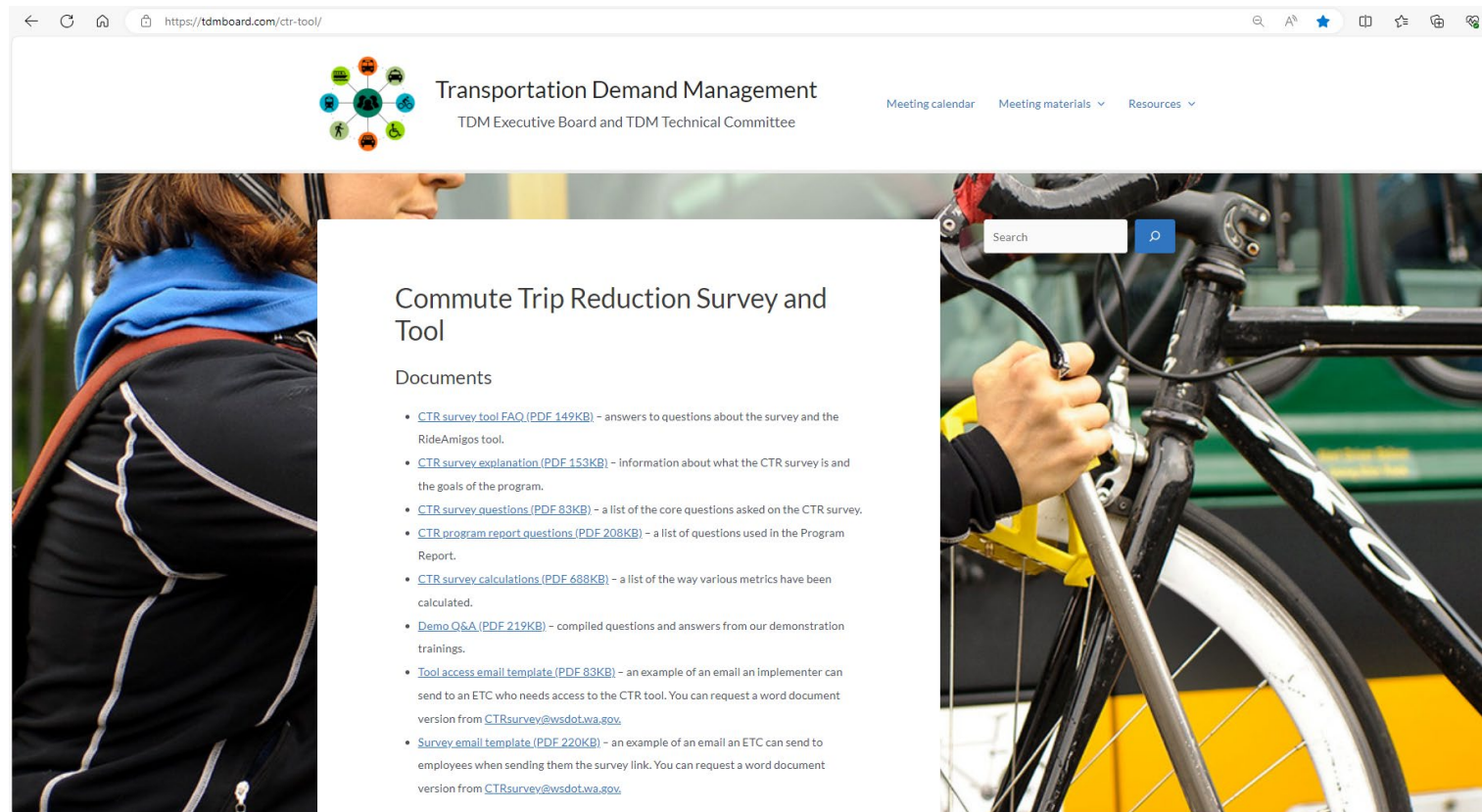
Worksites will have the availability of a hybrid survey using both paper forms and online (URL & QR code)



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/](https://tdmboard.com/ctr-tool/)



The screenshot shows a web browser displaying the Transportation Demand Management website. The page title is "Commuter Trip Reduction Survey and Tool". The navigation menu includes "Meeting calendar", "Meeting materials", and "Resources". The main content area features a list of documents related to the CTR survey and tool.

Transportation Demand Management  
TDM Executive Board and TDM Technical Committee

Meeting calendar Meeting materials Resources

## Commuter Trip Reduction Survey and Tool

### Documents

- [CTR survey tool FAQ \(PDF 149KB\)](#) - answers to questions about the survey and the RideAmigos tool.
- [CTR survey explanation \(PDF 153KB\)](#) - information about what the CTR survey is and the goals of the program.
- [CTR survey questions \(PDF 83KB\)](#) - a list of the core questions asked on the CTR survey.
- [CTR program report questions \(PDF 208KB\)](#) - a list of questions used in the Program Report.
- [CTR survey calculations \(PDF 688KB\)](#) - a list of the way various metrics have been calculated.
- [Demo Q&A \(PDF 219KB\)](#) - compiled questions and answers from our demonstration trainings.
- [Tool access email template \(PDF 83KB\)](#) - an example of an email an implementer can send to an ETC who needs access to the CTR tool. You can request a word document version from [CTRsurvey@wsdot.wa.gov](mailto:CTRsurvey@wsdot.wa.gov).
- [Survey email template \(PDF 220KB\)](#) - an example of an email an ETC can send to employees when sending them the survey link. You can request a word document version from [CTRsurvey@wsdot.wa.gov](mailto:CTRsurvey@wsdot.wa.gov).

# QUESTIONS?

LINDSAY KUIPHOFF

[lindsayk@kitsaptransit.com](mailto:lindsayk@kitsaptransit.com)

