|  |
| --- |
| Commute Verification Guidance |

# 

**Commute Verification Survey**

According to Rule 9410, for the calendar year beginning in January 1, 2014, and annually thereafter, employers shall collect information on the modes of transportation used for each Eligible Employee’s commutes both to and from work for every day of the Commute Verification Period. This can be accomplished by using the **Mandatory Commute Verification Method** or the **Representative Survey Method** (see below).

The **Mandatory Commute Verification Method** requires employers to distribute Mandatory Commute Verification Forms, provided on the eTRIP website, to all Eligible Employees and require their completion and return by each Eligible Employee.

The **Representative Survey Method** allows employers to propose an alternative data collection approach OR employers can survey a number of Eligible Employees based on the total number of Eligible Employees at that worksite (see chart below). The surveyed employees shall be selected at random from the pool of Eligible Employees.



**Annual Report**

No later than March 31, 2015, and by March 31 annually thereafter, employers shall submit a report to the District containing the results of the Commute Verification from the previous year. Individual surveys will NOT be submitted to the District. However in accordance with Rule 9410, Commute Verification Forms shall be kept onsite for 5 years and made available to the District upon request.

The report shall contain the following information:

* The number of forms distributed to Eligible Employees
* The number of forms completed and returned
* Total number of trips to and from work
* Total number of each commute mode used during the Commute Verification period

The District is currently working on paper and electronic based reporting systems which will be made available at [www.valleyair.org/tripreduction.htm](http://www.valleyair.org/tripreduction.htm).