

## Frequently Asked Questions

### Rule 9410: Employer Based Trip Reduction (eTRIP)

#### 1. What is the eTRIP Rule?

The eTRIP Rule requires large employers to establish Employer Trip Reduction Implementation Plans (eTRIP) designed to give employees alternatives to single-occupancy vehicle trips, thus reducing pollutant emissions associated with commutes to and from work.

#### 2. Who is subject to the eTRIP rule?

##### a. **eTRIP applicability: Worksite location**

The eTRIP Rule applies to worksites located in incorporated cities with a population of at least 10,000;

- OR -

Worksites located in incorporated cities with a population of less than 10,000 people , and more than 50% of their employees work at least 2,040 hours or more per year ;

- OR -

Worksites located in unincorporated cities and more than 50% of their employees work at least 2,040 hours or more per year.

##### b. **eTRIP Applicability: Worksite Employee Numbers**

The eTRIP Rule applies to employers with at least 100 eligible employees at a worksite. For the eTRIP Rule, a worksite includes any satellite buildings within one mile of a central location.

#### **Who are eligible employees?**

Eligible employees are any employees that are not defined as excluded employees.

**Excluded** employees include:

- Employees who do not report to work between 6 AM and 10 AM
- Part-time employees who work fewer than 32 hours per week
- Emergency health and safety employees
- Farm workers
- Field personnel
- Seasonal employees who are employed less than 16 consecutive weeks
- Employment agency personnel
- Field construction workers who report directly to work at temporary construction sites
- Home garage employees who are assigned employer owned vehicles for commute to and from worksites
- On-call employees who are required to be on call for at least 50% of their work time per year
- Volunteers

#### 4. eTRIP Plan Strategies

Each eTRIP plan measure has an assigned point value and are grouped into strategies. Valid eTRIP plans must include measures from each strategy and meet a minimum point total for each of the strategies below.

- **Marketing and Program Support Strategies** - include measures that increase program awareness among employees to make ridesharing and alternative transportation easier.
- **Services and Facilities Strategy** - includes measures deployed in the workplace so that employees are less likely to travel offsite for personal business or needs during work hours.
- **Transportation, Alternative Schedules, and Incentives Strategies** - include a wide range of options such as comprehensive carpool and vanpool programs, monetary incentives for ridesharing, subsidized transit passes, and telecommuting.

#### 5. Employer developed eTRIP measures

Employers also have the option of suggesting measures that are not on the existing list of measures. To submit a new measure, please fill out and submit to the District the eTRIP Measure Submittal Form.

#### 3. What are the eTRIP Rule requirements?

##### a. **Employer Registration**

Within 180 days of becoming subject to the eTRIP Rule, employers shall register on the District's eTRIP portal. Registration shall provide the following: employer's business name and mailing address; each worksite location address; designated Employee Transportation Coordinator's name and telephone number for each worksite; the total number of eligible and excluded employees reporting to each worksite.

##### b. **Employee Notification**

Employers shall provide information to its employees explaining the requirements and applicability of this rule to the employer and its worksite(s) prior to or at the time of registration.

##### c. **eTRIP Plan**

Employers shall submit an eTRIP plan for each worksite via the eTRIP online portal. Each eTRIP plan shall be implemented 30 days after District approval. The eTRIP plan shall be updated as necessary annually thereafter as part of the Annual Report.

##### d. **Annual Commute Verification Survey**

Each calendar year, 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. The Commute Verification Period is a period of at least one week, selected by the employer, to represent a typical work week. The Commute Verification Period shall not contain a federal, state, or local holiday, regardless of whether the holiday is observed by the employer.

##### e. **Annual Report**

Each year, no later than March 31<sup>st</sup>, the employer shall submit a report to the District containing the results of the Annual Commute Verification Survey for the previous calendar year, including the number of forms distributed, the number of forms completed and returned, the total number of trips to and from work, and the total number of each commute mode for the Eligible Employees during the Commute Verification period.

# eTRIP Requirement Timeline

