

Annual Commute Verification Survey Instructions

Commute Verification Survey

According to Rule 9410, eTRIP employers shall collect information on the methods of transportation used for each Eligible Employee’s commutes both to and from work for every day of the weeklong Commute Verification Period. This can be accomplished by using the **Mandatory Commute Verification Method** or the **Representative Survey Method** (see below).

Commute Verification Survey Methods

The **Mandatory Commute Verification Method** required employers to distribute Mandatory Commute Verification Forms, 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 approval OR employers can survey a number of Eligible Employees based on the total number of Eligible Employees at that worksite (see table below). The surveyed employees shall be selected at random from the pool of Eligible Employees.

Sample Size Determination Table										
# of Eligible Employees	100-124	125-149	150-174	175-199	200-249	250-299	300-399	400-499	500-999	1000+
# of Sample Size	80	95	105	115	130	145	165	180	240	280

Conducting the Commute Verification Survey

1. The employer will select a Commute Verification Period of one week representing a typical workweek. This period shall not contain holidays, regardless of whether the holiday is observed by the employer.
2. The employer may use the eTRIP Annual Commute Verification Survey form as a template for their employee surveys. Other means of data collection (electronic, Survey Monkey, etc.) may also be used, as long as the same data is collected.
3. If using the example form, please enter the worksite information respectively. Use the “For Employer Use Only” section at the bottom of the form to aid in tracking forms that have been distributed and received.
4. When surveys have been collected, please tabulate results and submit results in the eTRIP Applicability, Registration, and Reporting Portal.

Do not submit individual surveys 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.