

TRP Links

Please visit the following helpful websites to learn more about the Travel Reduction Program:

TRP Main Website:
<http://bit.ly/TravelRP>

Arizona Revised Statutes:
<http://bit.ly/AZRevised>

Maricopa County Ordinance P-7:
<http://bit.ly/2IV1tHT>

Valley Metro Commute Solutions:
www.valleymetro.org/commute-solutions

Clean Air Mobile App



Download the Clean Air Make More App for iPhone, iPad and Android and receive real-time air quality information and tips for reducing air pollution.

Community Outreach Services Program

TRP offers courtesy site visits, event outreach, state statute and county ordinance education and travel reduction plan development assistance.

Please contact our Community Services Program Specialist at 602.506.6750.



Travel Reduction Program
Transportation Coordinator's Reference Guide
Prepared by:

Maricopa County Air Quality Department
602.506.6750 - TRP Main Line (8 am-5 pm weekdays)
602.506.6010 - Air Quality Department Main Line (8 am-5 pm weekdays)

Maricopa.gov/AQ | CleanAirMakeMore.com

TC Timeline

Receive employer report from Maricopa County Travel Reduction Program (TRP)

- Enter current employee/student count for each site.
- Update TC and HRLO contact information.
- Add new sites and edit current sites.

Return employer report to TRP _____ (Due Date)

Start surveying _____ (Anniversary Date)

- A minimum response rate of 60% is required for each site.
- Surveys may be rejected for the following: X's, punctuation, illegible handwriting, missing data.

Return surveys to TRP _____ (Due Date)

- Submit to TRP within 30 days of anniversary date.

Receive summary analysis from TRP

- TRP will send via email within 60 days of survey submittal.
- Email will include a blank e-plan, multi-site sheets and plan due date.

Write/update travel reduction plan _____ (Due Date)

- Submit to TRP within five (5) weeks of receiving summary analysis results.

Implement travel reduction plan

- Begin implementing measures within 30 days of plan submission.

Maintain records/documentation for annual audit

Review of travel reduction plan by Task Force

- An email will be sent to TC confirming plan status within 90 days of plan submission.

Audit conducted (phone and/or site) by TRP

TRAVEL REDUCTION PROGRAM

Transportation Coordinator's Reference Guide



TC Responsibilities

A Transportation Coordinator (TC) is the lead person in developing, promoting and implementing their organization's travel reduction program (TRP). The TC has the responsibility of:

Conducting the Annual TRP Survey

- Respond to the employer report that requires a current employee count for each site.
- Receive the annual TRP survey.
- Administer survey to employees within 30 days and achieve a minimum 60% response rate for each site.
- If applicable, return completed paper and intranet surveys to Maricopa County TRP.

Writing and Submitting an approvable Travel Reduction Plan

- Use your summary analysis to create or update your travel reduction plan.
- Contact Maricopa County TRP for assistance with travel reduction plan development.
- Make sure both TC and Highest Ranking Local Official (HRLO) have signed and dated your travel reduction plan.
- Submit your travel reduction plan by the due date to TRPPlans@maricopa.gov.

Implementing the TRP

- Implement your travel reduction plan within 30 days from the original submission date of your plan, regardless of plan approval.
- Communicate your TRP to all employees at least two times per quarter.
- Provide TRP information to all new employees at time of hiring and to students at time of registration.
- Register alternative mode users (AMUs) for your TRP.
- Distribute incentives in accordance with your travel reduction plan.
- Maintain appropriate documentation and records to verify compliance and implementation for TRP audit.

Training

Valley Metro offers complimentary online training courses and webinars:

www.valleymetro.org/trp-training

www.valleymetro.org/webinar-archive

How to Avoid Penalties

- Make sure to meet all TRP due dates by using the attached TC Timeline.
- Take the 'Intro to TRP' training modules and participate in monthly TC webinars.
- Meet with organizational leadership regularly to discuss TRP promotion and upcoming due dates.
- Complete your annual TRP survey with a response rate of at least 60% for each site.
- Set aside time at least monthly to promote, issue incentives and organize documentation for your TRP.
- Use provided templates and pre-audit checklists to correctly document your TRP.
- Contact Maricopa County TRP staff or your Valley Metro Commute Solutions coordinator with any questions that you may have about your program.
- Communicate any organizational and TRP changes to Maricopa County TRP staff.

Task Force Members and Scheduled Dates for Meetings

The TRP Regional Task Force is appointed by the Board of Supervisors to review and approve travel reduction plans, policies, procedures and enforcement actions. Task Force meetings are held monthly and are open to the public.

For more information please visit the Maricopa County Air Quality web page at:

<http://bit.ly/TravelTaskForce>