



Travel Reduction Program

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Completing the Maricopa County Travel Reduction Program Annual Survey Frequently Asked Questions

Q. Who should complete a Maricopa County Travel Reduction Program (TRP) Annual Survey?

A. All employees who report to a site in Maricopa County at least three or more times per week for at least six months of the year regardless of the number of hours worked are required to complete the TRP Annual Survey (survey) per the [A.R.S. § 49-581, et seq.](#) and [Maricopa County Ordinance P-7](#). Employers must achieve their required minimum response rate to stay in compliance however TRP encourages employers to strive for 100 percent participation.

Q. Should employees that telework complete a survey?

A. Yes, if the employee is assigned to a site in Maricopa County that they would otherwise be traveling to if they were unable to telework. Do not include employees that telework in another county or state. On the survey, they should indicate the number of days they telework as 'Telecommute' for their mode of travel (Question 3) and the number of one-way miles they would have traveled from their home to the site (Question 6).

Q. What is a field worker? Should they complete a TRP annual survey?

A. A field worker is a field-based employee that regularly commutes/reports to other work sites in and around Maricopa County instead of the main work site that they are primarily assigned to. Field workers should not be included in the total employee count. Please review the [Field Worker Policy and Application](#) and provide a completed application with the Employer Report to pursue exempting them from the survey.

Q. What if an employee/student uses more than one mode of transportation to get to the site?

A. Multi-mode commuters should record the applicable number of days under the mode that constitutes the longest part of their commute (Question 3). For example, a commuter drives themselves three miles to a Park & Ride, rides the Valley Metro Light Rail for ten miles and then walks a mile to their site. Since the longest part of their commute was on the train, they would indicate that day under 'Light Rail.'

Q. If the surveys are confidential, how do I know they completed a survey?

A. While the surveys are kept confidential on TRP servers, the Transportation Coordinator (TC) will need to monitor participation to ensure the minimum response rate is achieved. Participants should note their confirmation number and time/date after completing the survey online. The confirmation number is found at the end of the URL in the address bar of the browser. The TC can use the confirmation number to verify completion via the [TC Dashboard](#). For paper surveys, the TCs may mark the reverse side of the survey using an identifier that does not include the name of the employee/student. Please do not attach labels or staple anything to the paper surveys.

Q. Should I promote the survey as voluntary?

A. No, the survey is not voluntary. Employers are expected to ensure participation from their employees/students.

Q. How long is the survey period?

A. The employer has 30 days to complete the survey. Links to the internet e-survey will expire at 11:59pm on the due date or when participation reaches 100 percent. A Questionnaire Distribution Form (QDF) is sent with all paper surveys. It must be signed and returned with the completed surveys within the due date to ensure the organization's surveys are received. Please do not mix multi-site surveys. They should be returned with the applicable QDF as the coversheet for each batch.

Q. Where can I get more information?

A. Please visit the [Maricopa County Travel Reduction Program website](#) or call us at (602) 506-6750.