



Commuter Trip Reduction Employer Exemption Form

The Commuter Trip Reduction (CTR) Program helps employers around the state address traffic congestion, air pollution, and fuel consumption in their communities through implementation of transportation demand management (TDM) strategies for employees that commute between the hours of 6-9 a.m.

WSDOT CTR grantees can use this form to exempt worksites with special circumstances that prohibit them from participation in the CTR Program. The grantee must provide language from their local ordinance or work plan that describes these special circumstances ([RCW 70.94.527\(1\) and \(9\)](#)).

Grantees must present their completed CTR Employer Exemption Form to the TDM Technical Committee (formerly the CTR Board). The committee will document the exemption, and may provide comments and request additional information to justify the exemption ([RCW 70.94.527\(9\)](#)).

Worksite exemptions are not permanent. Grantees submit a work plan every four years and can apply for a worksite exemption anytime within this cycle. During the next four year cycle, grantees must reevaluate the status of exempted worksites and report their findings in their CTR work plan. The work plan and subsequent quarterly reports must document how the grantee repurposed CTR funds from the worksite to support TDM.

Name & Address of Worksite Requesting Exemption

Documentation of special circumstances as described in the grantee's local ordinance that make the worksite not a good fit for the CTR Program.

Plan for re-purposing CTR funds from this worksite to support TDM during the exemption period, not to exceed four years.

Provide the following information for employer worksites seeking exemption:

1. Name and address of the worksite requesting an exemption.
2. Letter of support from the worksite and jurisdiction to the agreed terms of the worksite exemption.
3. Documentation of special circumstances as described in the grantee's local ordinance that prohibit the worksite from participating in the CTR Program.
4. Copy of the grantee's local CTR ordinance or work plan with the criteria and process for issuing a worksite exemption. Include other pertinent ordinances applicable to this request.