

State of Arizona

Agency Travel Reduction Plan

**Agency:**

**Coordinator:**

Pursuant to **A.R.S. § 49-581**, the State of Arizona is required to submit annual travel reduction plans. ADOA Travel Reduction Programs developed this plan to indicate the minimum, essential travel reduction measures this agency must implement in its effort to achieve its travel reduction goal(s) of **60% or less Single Occupancy Vehicle Trip Rate (SOV)** and/or **60% or less Single Occupancy Vehicle Miles Traveled Rate (SOVMT)** at each site. Additional measures may be added based on annual travel reduction survey results, which are available at <https://capitolrideshare.az.gov/travel-reduction-survey>. The plan will remain in effect for two years, unless otherwise revised.

**To assist the agency in meeting its travel reduction goals, the Travel Reduction Coordinator will:**

☐ Provide new hires with current travel reduction literature, including Capitol Rideshare’s new employee brochure.

☐ Work with Capitol Rideshare to obtain necessary training for administration of the travel reduction survey, ensure successful survey administration, and communicate results annually with agency staff.

☐ Forward/distribute emails and newsletters from Capitol Rideshare to agency employees within Maricopa County to promote commute options and circulate information regarding Capitol Rideshare events.

☐ Support Capitol Rideshare by: making current materials available in a timely manner, encouraging management support whenever possible, and participating in all promotions as well as one or more Capitol Rideshare programs.

☐ As needed, request Capitol Rideshare staff to set up an information table in a prominent area of the agency site to provide travel reduction information, and to provide an opportunity for employees to ask questions about their commute options.

☐ Work with the agency head and facilities personnel to evaluate existing agency parking for the establishment of preferential parking for employees who carpool. Once establishment has been deemed **feasible**, the designated spaces should be located conveniently for the employee (i.e., near the main entrance or shaded). Capitol Rideshare will be contacted to provide signage, and Travel Reduction Programs will issue Rideshare Parking Permits to eligible applicants. The Coordinator will ensure that rideshare parking is enforced.

☐ Include remote work, when feasible, as part of the agency’s overall plan to reduce its single occupancy vehicle (SOV) rate. The agency will notify employees to use <https://remotework.az.gov> for information on the State of Arizona Remote Work Program. The webpage includes a link to the current statewide remote work policy and training information.

**Additional site-specific measures added by the Agency**

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**Travel Reduction Coordinator Signature Date**

*This certifies that I have read this plan prior to implementation.*

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**Agency Director Signature Date**

*This certifies I have read this plan and approve it for implementation.*