



Maricopa County
Air Quality Department

Substantive Policy Statement: SPS-2018-004
Travel Reduction Program- Research And Analysis
Surveying Field Workers

Approved by:

Jerry Geering, Chairman
Travel Reduction Program Regional Task Force

A substantive policy statement is advisory only. A substantive policy statement does not include internal procedural documents that only affect the internal procedures of the county and does not impose additional requirements or penalties on regulated parties or include confidential information or rules or ordinances adopted pursuant to Arizona Revised Statutes (A.R.S.) Title 49 (The Environment), Chapter 3 (Air Quality) [A.R.S. §§ 11-1601(8), 49-471(17)]

If you believe that this substantive policy statement does impose additional requirements or penalties on regulated parties, you may petition the agency under A.R.S. § 41-1033 for a review of the statement. [A.R.S. § 41-1033]

An applicant for a license subject to A.R.S. Title 11 (Counties), Chapter 11 (County Regulations), Article 1 (General Provisions) may request a county to clarify its interpretation or application of a statute, ordinance, regulation, delegation agreement or authorized substantive policy statement affecting the procurement of that license by providing the county with a written request that satisfies the requirements of A.R.S. § 11-1609(A) [A.R.S. § 11-1609]

I. Purpose

To provide guidance to employers and schools in the Travel Reduction Program (TRP) that have Field Workers (FW) at one or multiple sites and that request not to survey any employee(s) in this category during the annual survey cycle.

II. Applicability

This substantive policy statement applies to employers and schools that administer the annual TRP Survey.

III. Definitions

A. Field Worker (FW) - A field based employee that regularly commutes/reports to other work sites in and around Maricopa County instead of the main work site that the employee is primarily assigned to.

B. Full-Time Employee - An employee who works at or reports to a single work site during any 24-hour period for at least three days per week during at least six months of the year. (A.R.S. § 49-581)

C. Main Site - A site designated by the Transportation Coordinator (TC) and TRP staff that has a combination of office workers and field workers, also referred to as the primary site. An employer may have more than one main site.

D. SOV/MT- Single occupant vehicle/ miles traveled.

E. Summary Analysis (SA) Report- A report of aggregate commuter data collected from the annual TRP Survey. The SA report is provided to respective employers and is site specific.

IV. Discussion

Not applicable

V. Statutory Authority

A. A.R.S. §§ 49-581 – 49-593 [Title 49-The Environment, Chapter 3-Air Quality, Article 8-Travel Reduction Programs]

VI. Procedures

A. A employer or school that is requesting not to survey employees that are categorized as FWs will need to conduct their annual survey process as they normally would for all other employees at the primary work site and also provide detailed data on FWs.

a. In order for an employer or school not to survey any FWs, the TC will have to provide documentation stating which position(s) they are claiming as FWs.

b. The documentation will need to have a short description, for each employee, of why the TC (employer) categorizes this employee(s) as an FW, e.g. (1) what the FWs job title is, (2) how often they report into the primary work site, (3) short descriptions of job duties.

c. The TC will be required to provide this documentation for the first two years that they are requesting an exemption to survey, along with their annual employer report at the beginning of their survey cycle. After the first two years, if commuting patterns for these FWs (positions) do not change, the employer is exempt from having to survey and report documentation in future annual survey cycles. The additional data is to assist the Plan Review section when they conduct their audits to ensure measures can be properly implemented.

B. If the identifying of FWs for an employer decreases the total employee count below 50, the employer will become exempt from having to participate in the Travel Reduction Program. If the reduced employee number is greater than 40 employees but less than 50 employees, TRP staff will follow up with the employer the next annual survey cycle to confirm that the employer still has FWs and their total number is less than 50 employees for that site.

C. The TRP staff will process all surveys from the employer just as they normally would process them for any site. There will be no credit given for trips or miles not taken, when results from the SA are calculated for each site.

VII. Divisions Affected

A. Travel Reduction Program

VIII. References

Not applicable

IX. Revision History

Version	Revision Date	Description of Revision
1	03-5-2013	Initial version; approved the annual survey methodology, which guides TRP staff on how to survey and calculate FWs commute miles and trips
2	06-21-2016	Allowed for mile credit to be given to companies/employers that identified employees as FWs and surveyed them; an employer would only need to request an exemption from surveying FWs – no credit was given for FWs reduced miles or alternate commuting patterns
3	05-25-2018	Changed format and changed “companies” to “employers and schools”
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Employer Name	_____		
Site Address	_____		
City	_____	State	<u> AZ </u> Zip _____
Transportation Coordinator	_____		
Name	_____	Title	_____
Phone	_____	Fax	_____
Email	_____		
Highest Ranking Local Official	_____		
Name	_____	Title	_____
Phone	_____	Fax	_____
Email	_____		

Total Number of Employees at Site	_____	Total Number of Field Workers	_____	Position Title	_____
Brief description of Duties	_____				

Employee Name	Full/Part Time	Position Title	Frequency of Reporting to Site	Weekly Schedule
1				M T W T H F S A S U
2				M T W T H F S A S U
3				M T W T H F S A S U
4				M T W T H F S A S U
5				M T W T H F S A S U
6				M T W T H F S A S U
7				M T W T H F S A S U
8				M T W T H F S A S U
9				M T W T H F S A S U
10				M T W T H F S A S U
11				M T W T H F S A S U

INTERNAL USE ONLY	Emp Code _____	Site YR _____	Site # _____	Anniv Date _____
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12				M T W T H F S A S U
13				M T W T H F S A S U
14				M T W T H F S A S U
15				M T W T H F S A S U
16				M T W T H F S A S U
17				M T W T H F S A S U
18				M T W T H F S A S U
19				M T W T H F S A S U
20				M T W T H F S A S U
21				M T W T H F S A S U
22				M T W T H F S A S U
23				M T W T H F S A S U
24				M T W T H F S A S U
25				M T W T H F S A S U
26				M T W T H F S A S U
27				M T W T H F S A S U
28				M T W T H F S A S U
29				M T W T H F S A S U
30				M T W T H F S A S U
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38				M T W T H F S A S U
39				M T W T H F S A S U
40				M T W T H F S A S U
41				M T W T H F S A S U
42				M T W T H F S A S U
43				M T W T H F S A S U
44				M T W T H F S A S U
45				M T W T H F S A S U
46				M T W T H F S A S U
47				M T W T H F S A S U
48				M T W T H F S A S U
49				M T W T H F S A S U
50				M T W T H F S A S U