



Travel Reduction Program  
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Maricopa.gov/AQ  
CleanAirMakeMore.com



## Completing the TRP Survey – Frequently Asked Questions

**Q. Who should fill out the survey?**

**A.** All employees and students are required to complete their own survey form.

**Q. What is a telecommuter (question #3)? How do they fill out the survey?**

**A.** 1) Telecommuters are simply your Maricopa County area employees working from home instead of commuting to the worksite for the entire work day. 2) Those employees should enter the number of days they work from home as “Telecommute” in question #3 and then enter their one-way miles from home to their primary worksite in question #6 even though they do not drive any miles. They should complete the rest of the survey as they normally would.

**Q. What if an employee uses more than one mode of transportation to get to the worksite?**

**A.** As the Greater Phoenix Area grows larger each year, many commuters are moving farther away from their worksite and in turn, moving away from bus or light rail services. So a commuter may take more than one mode to get from home to their worksite. An example would be a commuter who lives 35 miles from their worksite; they drive alone (two miles) to the park-and-ride to catch the bus, take the bus (32 miles) to the closest stop to their worksite and walk (one mile) the rest of the way to their office. In this case, the employee should select ‘Bus’ (in question #3) and then enter their total one-way miles (35 miles) from home to their worksite (in question #6). They should complete the rest of the survey as they normally would. Usually the longest part of the trip is using an alternative mode type, and the idea of the TRP survey is to capture what the commuter most commonly uses in their daily commute.

**Q. What is a field worker? Do they fill out the survey?**

**A.** A field worker is considered to be a field based employee that regularly commutes/reports to other worksites in and around Maricopa County instead of the main worksite that the employee is primarily assigned to. These employees are not required to survey and should not be included in the employee count. Please contact us at (602) 506-6750 if you have field workers and need to obtain an exemption for them.

**Q. How should an employee/student answer the Alternative Fuel type selection (question #4)?**

**A.** Review with your employees/students that they should only check this selection if the type of vehicle they drive to work/school uses one of the fuel types listed (in question #4).

**Q. Are answers on the survey kept confidential?**

**A.** Yes, all answers are kept confidential, and responding to each question ensures accurate reporting and helps with future transportation planning.

**Q. Where can I get more information about the above topics or problems regarding requirements?**

**A.** Visit our website at: <http://www.maricopa.gov/2388/Travel-Reduction-Program> or contact TRP staff at (602) 506-6750.

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