

achievement and maintenance of environmental thresholds for transportation and air and water quality.

**65.4.2. Applicability**

This section applies to all rental car transactions in the Tahoe region, except that a local resident who hires a rental car shall be exempt from the mitigation fee.

**65.4.3. Definitions**

The following term shall be defined as provided below:

**A. Rental Transaction**

A commercial agreement for the hire of a rental car by a person for one or more days.

**65.4.4. Mitigation Fee**

Each rental transaction in which the rental car is rented by, or delivered to, a person in the Tahoe region shall be assessed a mitigation fee for each day of the rental transaction. TRPA shall review the fee schedules in accordance with subparagraph 10.8.5.A.2 in the Rules of Procedure. TRPA and/or the Tahoe Transportation District (TTD) will notify rental car companies when an adjustment is made to the fee. The up-to-date fee should be posted on the websites of the TTD and the TRPA.

**65.4.5. Collection**

The mitigation fee shall be charged and collected by all rental car businesses that rent or deliver rental cars to persons in the Tahoe region. The mitigation fee shall be charged and collected for each day of each rental transaction. Mitigation fees shall be remitted to TRPA quarterly and no later than 30 days after each quarter. The remitted mitigation fees shall be accompanied by a certified statement setting forth the number of days for all rental transactions in the Tahoe region and a list of exempted transactions.

**65.4.6. Use of Mitigation Fees**

TRPA shall deposit rental car mitigation fees in an interest-bearing trust account and accrued interest shall remain with the trust account. TRPA shall disburse funds to the Tahoe Transportation District (TTD), upon request, provided TRPA finds the expenditure is consistent with TRPA's Regional Transportation Plan Air Quality Plan. By October 1 of each year, TTD shall submit an annual report to TRPA on the funds expended as of June 30 of that year.

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**65.5. EMPLOYER-BASED TRIP REDUCTION PROGRAM**

**65.5.1. Purpose**

This section implements the 1992 Regional Transportation Plan - Air Quality Plan, and Goal 4, Policy 2 of the Development and Implementation Priorities Subelement, Implementation Element of the Regional Plan Goals and Policies Plan. The Employer-Based Trip Reduction Program set forth in this section is intended to assist in the achievement and maintenance of environmental thresholds for transportation and air and water quality.

## CHAPTER 65: AIR QUALITY/TRANSPORTATION

### 65.5 Employer-Based Trip Reduction Program

#### 65.5.1 Purpose

#### A. Local Government Standards

Local governments may adopt equal or superior trip reduction programs. TRPA, upon finding the local program is equal or superior to the TRPA Employer-Based Trip Reduction Program as it may affect attainment and maintenance of the thresholds, may exempt employers subject to such a program from the provisions of this section.

#### B. Definitions

The terms used in this section are defined as provided below.

##### 1. Alternative Commute Mode

The method of traveling to and from the worksite other than by using a single occupant vehicle (e.g., transit, carpool, vanpool, bicycle, walking, telecommuting).

##### 2. Average Vehicle Ridership (AVR)

The average number of persons occupying each vehicle. AVR is calculated by multiplying the number of persons by the standard number of trips in a work week (generally 10), then dividing by the actual number of vehicle trips per work week. The higher the AVR, the more people are using alternative transportation methods.

#### EXAMPLE AVR CALCULATION

For example, if all employees drive alone to work each day, the AVR = 1.0 (i.e., 10 employees would be expected to take 10 trips each per week for a total of 100 trips). If only 67 vehicle trips are taken, then the AVR is 1.5  $((10 \times 10) \div 67 = 1.5)$ , which means that, on average, each vehicle is transporting 1.5 people to their destination.

##### 3. Carpool

A motor vehicle occupied by two or more persons traveling to and from work.

##### 4. Common Work Location

A single building, building complex, campus, or work sites at a common location. A common work location is typified by a common private parking area to be used by employees, tenants, customers, and other visitors to the complex, even if there are parking spaces reserved for certain uses or tenants. For the purposes of this section, to be considered a common work location, the site shall have a central contact point, such as a property manager, property owner, or lessor. This definition shall apply to projects lasting longer than three months.

##### 5. Commuter

An employee who travels regularly to and from an employment facility three or more days a week.

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- 6. Commuter Matching Service**  
Any system for mapping and matching home and work locations of interested commuters to identify prospects for ridesharing.
- 7. Employer**  
A person or business firm with a business license that hires one or more persons to work for wages or salary. A reference to an employer shall also include, as appropriate, employers within a common work location.
- 8. Employer Transportation Coordinator (ETC)**  
An employer, an employee, or other individual designated by the employer or project controller to coordinate and implement TCM activities as required by the Employer Transportation Plan. In addition, any reference to an ETC shall also include, as appropriate, reference to the employer performing the ETC duties and the Property Transportation Coordinators (PTC) for common work locations.
- 9. Employer Transportation Plan**  
The plan developed by the employer or project controller to reduce single occupant vehicle trips.
- 10. Peak Period Commuter**  
Any employee who travels regularly to and from a work facility three or more days a week and arrives or departs from the facility during the peak period specified by the jurisdiction. This peak period shall be linked to the hours that commuter congestion actually occurs.
- 11. Project Controller**  
An owner, lessor, or property manager of a common work location.
- 12. Property Transportation Coordinator (PTC)**  
An owner, lessor, or property manager, of a common work location, or its designee designated to coordinate and implement TCM activities as required by the Employer Transportation Plan.
- 13. Ridesharer**  
Any employee who commutes to and from work location by a mode other than single occupancy light or medium duty vehicle, motorcycle, or moped.
- 14. Shift of Employment**  
Any group of employees who work at a common work location and who arrive and depart from work in a common time interval not greater than one hour.
- 15. Single Occupant Vehicle (SOV)**  
A motor vehicle occupied by one employee for commute purposes.

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### 65.5 Employer-Based Trip Reduction Program

#### 65.5.2 Program Requirements

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- 16. Transportation Control Measures (TCMs)**  
Measures used to maintain or improve the efficient movement of persons and goods while reducing the congestion and air quality impacts associated with motorized vehicles.
- 17. Transportation Control Measure (TCM) Coordinator**  
A TRPA employee or other individual designated to manage and enforce employer compliance with the requirements of this section.
- 18. Transportation Management Association (TMA)**  
An association, usually of employers, developers, property managers, and public agencies organized to facilitate, support, and encourage the use of alternative transportation methods for commuters.
- 19. Trip Reduction Credit**  
The credits assigned to an Employer Transportation Plan for implementing a specific transportation control measure (TCM) program.
- 20. Vanpool**  
A motor vehicle, other than a motor truck or truck tractor, suited for occupancy by more than six but less than 16 persons including the driver traveling to and from work.

#### 65.5.2. Program Requirements

The requirements of the Employer-Based Trip Reduction Program are provided below.

- A. All Employers (Level 1)**  
Every employer shall encourage ridesharing and use of alternative commute modes by providing the information listed below. Participation in a local transportation management association (TMA) may assist in implementation of these Level 1 requirements.
  - 1.** Posting, in a conspicuous place, informational material to encourage ridesharing, such as:
    - a. Current schedules, rates (including procedures for obtaining transit passes), and routes of mass transit service to the common work location or employment site;
    - b. The location of all bicycle routes within at least a five-mile radius of the employment site; and
    - c. Posters or flyers encouraging the use of ridesharing and referrals to sources of information concerning ridesharing.
  - 2.** Distributing rideshare applications to interested employees when a regional service is available.
- B. All Employers and Employers within Common Work Locations with 100 or More Employees at a Single Project Area (Level 2)**  
In addition to the requirements of subparagraph 65.5.2.A, all employers and employers within common work locations with 100 or more employees working at a single project area, shall provide additional encouragement for the

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use of alternative transportation modes through the provision of the incentives and resources listed below. Employers within a common work location with more than 100 employees may be exempted from the Level 2 requirements if implementation is found to be impractical by TRPA.

**1. Employee Transportation Coordinator (ETC)**

Every employer shall facilitate the use by employees and tenants of area-wide ridesharing programs and other trip reduction programs by performing the following responsibilities. An employer may designate an employee as an employee transportation coordinator (ETC) to carry out the employer's responsibilities.

**a. Responsibilities**

The employer's responsibilities shall include:

- (i) Implementing the requirements of subparagraph 65.5.2.A;
- (ii) Communicating employee or tenant transportation needs to TRPA, the Transportation Management Association (TMA) representative, property manager, property owner, and city and county staff, as appropriate;
- (iii) Assisting employees and tenants in forming carpools or vanpools;
- (iv) Developing, coordinating, and implementing the Employer Transportation Plan, as required under subparagraph 65.5.2.B.2;
- (v) Performing an annual survey of employees and tenants showing the distribution of employees and tenants by transportation mode;
- (vi) Coordinating the Employer transportation plan with property owners/managers and other tenants, as applicable; and
- (vii) Participating in the development of a ridesharing program through a TMA, if available.

**2. Employer Transportation Plan**

Every Level 2 employer shall prepare an Employer Transportation Plan.

**a. Employer Transportation Plan Elements**

The Employer Transportation Plan shall include the elements listed below.

**(i) Description**

A description of the activity and operating characteristics of the proposed or existing project (e.g., business hours and peak hours of travel), including a parking area map or diagram.

**(ii) Existing Conditions**

A description of the available alternative transportation facilities and program currently in place, such as bike lockers, preferential

carpool parking, rideshare information posting, vanpool subsidies.

**(iii) Estimate**

A description and estimate of the commuting characteristics of the labor force (e.g., travel distance and mode).

**(iv) Transportation Control Measures (TCM)**

Measures designed to reduce the number of single occupant vehicle trips. At a minimum, all required TCMs, as set forth in subparagraph 65.5.3.A, shall be included in the Employer Transportation Plan. Each Employer Transportation Plan of employers with between 100 and 200 employees, and of employers within common work locations, shall include optional TCMs totaling at least 15 credits. Each Employer Transportation Plan of employers with greater than 200 employees shall include optional TCMs totaling at least 22 credits.

**(v) Implementation Schedule**

A timeline showing the approximate schedule of implementation of each TCM.

**3. Trip Reduction Credit for Transportation Control Measures**

An Employer Transportation Plan shall include and implement the mandatory TCMs set forth in subparagraph 65.5.3.A. The employer shall select optional TCMs from the list of transportation control measures in subparagraph 65.5.3.B below that will best serve to reduce commute trips of its employees and tenants.

**4. Seasonal Employment Distinguished**

For seasonal work locations, the Employer Transportation Plan shall be in effect only at such times that the employment level reaches 100 or more employees.

**65.5.3. Transportation Control Measures (TCM) Menu**

Below is the list of transportation control measures (TCMs). The optional TCMs in subparagraph 65.5.3.B are assigned a trip reduction credit. Each Employer Transportation Plan shall include optional measures that, when the credits are added together, meet or exceed the required trip reduction credits in subparagraph 65.5.2.B.2.a(iv). Mandatory TCMs shall not have trip reduction credits assigned to them; each plan shall include them.

**A. Required Transportation Control Measures (TCMs)**

The following TCMs shall be included in an Employer Transportation Plan:

**1. Designation of an Employee Transportation Coordinator (ETC)**

The employer shall serve as ETC or designate an employee to perform the duties of the ETC.

- 2. Posting of Ridesharing Information**  
Posting of ridesharing information, including:
  - a. Posters or flyers encouraging the use of ridesharing and referrals to sources of information concerning ridesharing; and
  - b. The names and phone numbers of the ETC and transportation management associations, where applicable.
- 3. Posting Alternative Transportation Mode Information**  
Posting alternative transportation mode information, including:
  - a. Current schedules, rates (including procedures for obtaining transit passes), and routes of mass transit service to the common work location or employment site; and
  - b. The location of all bicycle routes within at least a five mile radius.
- 4. Bicycle Parking Facilities**  
Provisions of bicycle parking for the bicycle commuters, as determined by the ETC. The bicycle parking facilities shall be, at a minimum, Class II stationary bike racks.
- 5. Preferential Carpool/Vanpool Parking**  
Unless TRPA finds there are overriding considerations specific to the employment site or common work location, parking spaces for four percent of the employees shall be designated as carpool or vanpool parking and shall be, with the exception of handicapped and customer parking, the spaces with the most convenient access to employee entrances. The employer may issue carpool and vanpools tickers and shall be responsible for monitoring the spaces.

**B. Optional Transportation Control Measures (TCMs) Trip Reduction Credit**  
Each employer, in preparing an Employer Transportation Plan, shall include measures from the following list of optional TCMs to achieve the required number of trip reduction credits. It is at the discretion of the individual employer to choose which measures are best suited to its location, business, employees, and tenants.

- 1. ETC Education Program (3 credits per seminar)**  
ETC attendance at one educational seminar, workshop, or other approved training program, on an annual basis, subject to TRPA approval of the seminar, workshop, or program.
- 2. In-House Carpool Matching Service (3 credits)**  
A survey of employees to identify persons interested in being in carpools and a match of potential carpools by work address and shift. The survey and matching shall be performed on an annual basis for all interested employees.
- 3. Additional Preferential Carpool/Vanpool Parking (1-3 credits)**  
Up to 3 credits may be given for additional preferential carpool/vanpool parking provided beyond that required under subparagraph 65.5.3.A.5.

A credit shall be earned for each additional two percent of the total number of employee-designated parking for which additional preferential carpool/vanpool parking is provided.

- 4. ETC Membership in Transportation Management Association (TMA) (15 credits)**  
To qualify as active participation, the ETC shall attend membership meetings or send a designated representative, pay all required dues, and be involved in any other programs that the TMA Board administers.
- 5. Guaranteed Ride Home Program (2 credits)**  
The provision, by contract or otherwise, of a guaranteed ride home for employees who rideshare two days or more a week. The guaranteed ride home shall be provided to the ridesharer if any emergency or illness requires that they or their carpool or vanpool driver must leave work early or late.
- 6. Clean Air Fuel Vehicles (1-5 credits)**  
For obtaining and maintaining fleet vehicles that use clean air fuels, such as compressed natural gas, electricity, methanol, and propane. One credit is given for each dedicated alternative fuel vehicle, or flexible fuel (able to use either gasoline or alternative fuel) vehicle, up to a maximum of 5 credits.
- 7. Shuttle Bus/Buspool Program (5 credits)**  
The provision of shuttle service to transport workers to and from their residences, a park-and-ride lot, or other staging area, to the workplace. The employer may lease a bus and may work with nearby employers or employment complexes to maximize ridership. Five credits shall be given for every five percent of the total number of its employees served.
- 8. Carpool Program (4 credits)**  
For obtaining a vehicle and related insurance that is made available to any group of two or more employees for commute purposes. The employer may recover full or partial operating costs from the carpool participants. Four credits shall be given for every five percent of the total number of employees served.
- 9. Vanpool Program (5 credit)**  
For obtaining a van and related insurance that is made available to any group of seven or more employees for commute purposes. The employer may recover full or partial operating costs from the vanpool participants. Five credits shall be given for every seven percent of the total number of employees served.
- 10. Transit Pass Subsidy (5 credits)**  
For provision, to the employees and tenants, of a monthly transit or rail pass subsidy of 50 percent, or the maximum taxable benefit limit, whichever is greater.



- 11. Paid Parking (3-9 credits)**  
For development of an Employee Parking Management Plan, addressing paid parking, subject to approval by TRPA. Three credits shall be given for paid parking provided for each ten percent of the total number of employees, up to a maximum of 9 credits.
- 12. Transit Shelter (3 credit)**  
For provision of a transit shelter on the designated bus route or posting a bond for future construction when the transit route is extended to the employment site. Credit shall be given when the transit shelter is constructed in conformance with city/county regulations and when the employment site is on or adjacent to an existing or planned bus route.
- 13. Secure Bicycle Parking Facilities (2 credits)**  
For provision of bicycle parking for at least five percent of the total number of employees. The bicycle parking facilities shall be of the following types:

  - a. A Class I bicycle parking facility with a locking door, typically called a bicycle locker, where a single bicyclist has access to a bicycle storage compartment; or
  - b. A fenced or covered area with Class II stationary bike racks and a locked gate.
- 14. Showers (2 credits)**  
One shower facility shall be provided by employers of less than 200 persons. For employers of 200 or more persons, four showers shall be provided with an additional two showers for every additional 500 employees.
- 15. Lockers (2 credits)**  
Ten lockers shall be provided by employers of less than 200 persons. For employers of 200 or more persons, 20 lockers shall be provided with an additional 10 lockers for each additional 500 employees.
- 16. Flexible Work Location Outside of Employer's Established Work Location (2 credits)**  
This option may include, but is not limited to, telecommuting from the employee's home, or the creation of satellite neighborhood offices. Credit shall be given when employees are permitted to telecommute at least one day per week.
- 17. Flexible Work Hours Outside of Employer's Established Work Schedule (1 credit)**  
Variable work hours may include, but are not limited to: 1) staggered work hours shifting the work hours of all employees to outside of peak hours; and 2) flexible work hours with individually determined work hours within guidelines established by the employer. Credit shall be given when employees are permitted to take advantage of flexible work hours. This TCM should be coordinated with other TCMs, such as van and carpools.

**18. Compressed Work Weeks (3 credits)**

This option requires a management strategy allowing the employee to compress the total number of hours required in week to fewer days. For example, a typical 40-hour work week could be compressed into four 10-hour days. Credit shall be given when employees are permitted to reduce their number of work days by at least one in two weeks (9-80 schedule). This TCM should be coordinated with other TCMs, such as van and carpools.

**19. On-Site Services (1-5 credits)**

This option requires the provision of necessary services on or near the employment site that eliminate the need for a vehicular trip before, during, or after the work day. Necessary services include, but are not limited to, child care, cafeteria/restaurant, lunchroom, automated teller machine, dry cleaners, or post office. These services may be provided by the employer through cooperative efforts of employers and service providers, or by other means. The number of credits given by TRPA shall depend on which service or combination of services is provided and their proximity to the employment site.

**20. Transit System Support (1-15 credits)**

This option requires the provision of support to a local transit system, such as system operations, marketing, or capital needs (e.g., new buses). Subsidies or grants may be financial or by donation of capital needs. The number of credits given by TRPA shall depend on the amount and type of subsidy or grant.

**21. Other (credits to be determined by TRPA)**

Trip reduction measures that are not included in this menu or do not specifically fit the TCM descriptions may also be considered. Innovative measures are strongly encouraged. An example is a high school setting up a ridesharing educational program for their students.

**65.5.4. Plan Review**

The Employer Transportation Plan shall be referred to the TRPA TCM Coordinator or the Executive Director of a regional TMA, for review and evaluation of the proposed mitigation measures. The TRPA TCM Coordinator or the Executive Director of a regional TMA shall make a recommendation to the TRPA Executive Director. The Executive Director may approve, deny, or modify the Plan.

**65.5.5. Annual Reporting Requirements**

All ETCs shall meet with the TRPA TCM Coordinator at least once every two years to review progress of their transportation plans and to submit the annual transportation surveys regarding employees' and tenants' use of alternative transportation modes.

**65.5.6. Implementation Schedule**

Employers and employers within a common work location with 100 or more employees working within a single project area shall submit an Employer Transportation Plan within six months of the effective date of this ordinance, or when the employment level

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**65.5 Employer-Based Trip Reduction Program**

**65.5.7 Compliance Monitoring**

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reaches 100 or more employees, whichever is later. Employers and employers within a common work location, with less than 100 employees, shall comply with this ordinance within thirty days of receipt of posting information from TRPA.

**65.5.7. Compliance Monitoring**

Employers shall encourage employees to use alternative transportation. TRPA shall conduct random audits to evaluate the effectiveness of the Employer Transportation Plans.