



RULE 211, TRANSPORTATION OUTREACH REQUIREMENTS:

INITIAL REGISTRATION OR ANNUAL REGISTRATION UPDATE

- Rule 211 applies to any employer with 100 or more employees reporting to a worksite in Ventura County. See [Rule 211 pdf](#).
- Within 30 days of becoming subject to Rule 211, or receiving a request for information, an employer must complete an annual registration form and submit it to the APCD. APCD usually requests an annual update during January of each year.
- You must complete an annual registration update when requested, even if you are not scheduled to conduct an Employee Commute Survey during that calendar year.
- The Annual Rule 211 Employer Registration Form requires a minimum amount of information, including designated contact info, worksite location info, total worksite population and senior management contact information.
- You can download a copy of the Rule 211 Employer Registration Form from the APCD website: [Online Registration Form](#)
- There are no fees associated with the Annual Registration Form or the commute survey.

BIENNIAL EMPLOYEE COMMUTE SURVEY

- If you do not know your survey month, you can contact the APCD to find out.
- The APCD will send affected employers notice of the upcoming survey approximately 1 month prior to your annual survey month.
- Employers are required to conduct a biennial commute survey for each affected worksite and submit the results to the APCD within 30 days of conducting the survey.
- If you employ less than 100 employees at the time you are scheduled to survey, you will not be required to conduct a survey. Your survey schedule will be postponed one year. However, we welcome your data if you choose to survey employees as scheduled.

Rule 211 staff is available if you have questions, need advice regarding carpooling or if you need promotional materials related to carpooling and saving trips. We can participate in your employee wellness & environmental fairs too.

If you have any questions regarding the annual registration requirements, the biennial employee commute survey requirements, or Rule 211, Transportation Outreach, please contact Ben Cacatian at (805) 645-1428, or by email at ben@vcapcd.org.