



RULE 211, TRANSPORTATION OUTREACH PROGRAM REQUIREMENTS:

INITIAL REGISTRATION OR ANNUAL REGISTRATION UPDATE

- The Ventura County Air Pollution Control District (VCAPCD) Rule 211 applies to any employer with 100 or more employees reporting to a worksite in Ventura County. See or search [Rule 211.pdf](#) on the www.VCAPCD.org website.
- Within 30 days of receiving a request for information or becoming subject to Rule 211, an employer must complete an initial Rule 211 Employer Registration Form and submit it to the VCAPCD.
- Returning Rule 211 employers must update their registration information every year. The annual Rule 211 Employer Registration Form updates are due in January.
- The Rule 211 Employer Registration Form requires a minimum amount of information, including designated contact, worksite location, worksite employee population, and senior management contact information.
- You may download a copy of the [Rule 211 Employer Registration Form](#) on the www.VCAPCD.org website.

BIENNIAL EMPLOYEE COMMUTE SURVEY

- New employers subject to Rule 211 will be assigned a month in the calendar year to select a survey week. The VCAPCD will provide instruction and guidance throughout the process.
- Returning Rule 211 employers will receive a reminder 30 days prior to their anniversary biennial survey month. You may contact the VCAPCD Rule 211 Transportation Outreach Program if you have questions about your survey month.
- Employers with multiple sites in Ventura County are required to conduct a biennial commute survey for each worksite subject to Rule 211. The survey results must be submitted to the VCAPCD within 30 days after conducting the survey.
- If you employ less than 100 employees, at the time of your scheduled survey, you may not be required to conduct a survey. You must contact the Rule 211 Transportation Outreach Program for further assistance.
- There are no fees associated with the annual registration or the biennial commute survey.

If you have any questions regarding the annual registration requirements, the biennial employee commute survey, or Rule 211, please contact Ben Cacatian at (805) 303-3666, or by email at ben@vcapcd.org.