



Appendix 3: Example Travel Survey

Before putting together your Travel Plan you will need to complete a staff travel survey so that you know how employees currently travel to work and why they travel the way they do.

Rather than just asking a few quick questions, it is a good idea to make sure the survey is as comprehensive as possible. When you carry out another survey in the future make sure that the questions are similar or the same, to make the 2 sets of results comparable.

This sheet contains an example of a comprehensive staff travel survey but you may need to amend certain bits to make it more applicable for your own company.

EVERYONE TO COMPLETE:

About you:

Gender:

- Male
- Female

Are you a registered blue badge holder?

- Yes
- No

Which department do you work in?

- Management
- Administration
- Sales

[Add departments relevant to company]

What contract do you have with the company?

- Full Time - Permanent
- Part Time - Permanent
- Full Time - Temporary
- Part Time - Temporary

At which company site are you normally based?

[Add your company sites]

What is your home postcode?

How often do you currently work from home?

- I never work from home
- Less than once a month
- 1-4 times each month
- Approximately once a week
- 2-4 times per week
- More or less everyday

Given your current job role within the company, do you feel that it would be a realistic option for you to work from home, even occasionally?

- Yes
- No
- I already work from home



EVERYONE TO COMPLETE:

About your travel:

Do you nearly always travel to work using the same mode of transport?

- Yes
- No

How do you currently get to work? Please tick the modes of transport that you use to come to work in the correct columns to show how often you use each mode.

	Everyday	More than once week	About once per week	Few times per month	Less than once per month
Bus					
Car					
Car Share					
Cycle					
Motorcycle					
Park and Ride					
Taxi					
Train					
Walk					
Combination (e.g. train <i>and</i> cycle)					

How far do you live from your normal place of work?

- Less than 1 mile
- Between 1 and 2 miles
- Between 2 and 5 miles
- Between 5 and 10 miles
- Between 10 and 25 miles
- More than 25 miles

How long does it currently take you to travel to work on an average day?

- Less than 15 minutes
- Between 15 and 30 minutes
- Between 30 and 45 minutes
- Between 45 and 60 minutes
- Over an hour

Do you consider that you could walk to work?

- Yes
- No

Do you consider that you could cycle to work?

- Yes
- No



EVERYONE TO COMPLETE:

What time do you arrive at work each day? (Please tick)

[Adjust times for company]	Mon	Tues	Wed	Thurs	Fri
Before 7am					
Between 7am and 7.30am					
Between 7.30am and 8am					
Between 8am and 8.30am					
Between 8.30am and 9am					
Between 9am and 10am					
After 10am					

What time do you leave work each day? (Please tick)

[Adjust times for company]	Mon	Tues	Wed	Thurs	Fri
Before 3pm					
Between 3pm and 4pm					
Between 4pm and 4.30pm					
Between 4.30pm and 5pm					
Between 5pm and 5.30pm					
Between 5.30pm and 6pm					
After 6pm					

Is the area you live in served by a regular bus service?

- Yes
- No
- Don't know

If there is a bus, approximately how often does this service run?

- Every 10 minutes
- Every 15 minutes
- Every 20 minutes
- Every 30 minutes
- Every 60 minutes
- Less than hourly
- I don't know
- Not applicable, there is no bus

How close do you live to your nearest railway station?

- Less than 2 miles
- Between 2 and 5 miles
- Between 5 and 10 miles
- More than 10 miles
- Don't know

Does your nearest railway station have a direct line to Derby?

- Yes
- No
- Don't know



ONLY CAR COMMUTERS TO COMPLETE:

Car users:

If you currently drive to work, what are your main reasons for doing so?

- I drop off/collect children on the way to/from work
- I use the car for other personal business on the way to/from work
- I use my vehicle during the day for work purposes
- I car share/give a lift/get a lift
- It's quicker than other modes
- It's cheaper than other modes
- I have a lot to carry
- I have no alternative
- Personal security
- General convenience
- I have a disability that affects my travel choice
- Other

Where do you normally park your car when you come to work?

- On site parking
- Park and Ride site
- Nearby pay and display car park
- Nearby free public car park
- Nearby on street parking

Do you ever have difficulty finding a parking space?

- Yes – frequently
- Yes – Occasionally
- No

On your journey to work do you ever get stuck in a level of traffic that you feel is unacceptable?

- Yes – frequently
- Yes – Occasionally
- No

On your journey home from work do you ever get stuck in a level of traffic that you feel is unacceptable?

- Yes – frequently
- Yes – Occasionally
- No

If you bring your car for work purposes, would having access to company vehicles make it possible for you to leave your car at home?

- Yes
- No
- Not Applicable, that's not why I bring my car



EVERYONE TO COMPLETE:

Public Transport Measures:

Would you consider using public transport to travel to and from work?

- Yes
- No

If you would *consider* using public transport, which of the following possible measures would give you enough motivation to try it?

- More easily available information
- More modern waiting facilities
- Bus stop closer to home
- Bus stop closer to work
- Faster journey times
- More direct routes
- Cheaper fares
- More frequent services
- Interest free salary loans payable over 12 months for purchase of season tickets
- Not applicable as there is no public transport near to where I live
- Nothing would encourage me to use it

If you would never consider using public transport, which of the following statements do you think most sum up the reasons for this?

- There is no public transport near to where I live
- The public transport is not frequent enough
- It would not fit in with my lifestyle
- It's too inconvenient
- It's too expensive
- It takes too long to get about
- I like my own space when travelling
- I have too much to carry
- I need my car for work





EVERYONE TO COMPLETE:

Cycling Measures:

Would you consider cycling to work?

- Yes
- No

If you would *consider* cycling, which of the following possible measures would give you enough motivation to try it?

- More readily available information on cycle routes
- Safer cycle routes near to where I live
- Safer cycle routes around work
- More cycle storage facilities
- Safer cycle storage facilities
- Modern showering/changing facilities
- Lockers for cycling gear and clothes
- A scheme that allows me to buy a bike and pay through my salary over instalments
- Employer discounts at cycle shops
- Not applicable as I live too far away to cycle to work
- Even though I live close enough, nothing would encourage me to cycle to work

If you would never consider cycling to work, which of the following statements do you think most sum up the reasons for this?

- I live too far away
- It would not fit in with my lifestyle
- It's too dangerous
- It would take too long
- I don't feel confident on a bicycle
- The weather is too unpredictable
- The city air is too polluted
- I have too much to carry
- I need my car for work





EVERYONE TO COMPLETE:

Walking Measures:

Would you consider walking to work?

- Yes
- No

If you would *consider* walking, which of the following possible measures would give you enough motivation to try it?

- More readily available information on walking routes
- Improvements to the quality of footpaths
- More lighting in pedestrian areas
- More CCTV covering pedestrian areas
- Modern showering/changing facilities
- Lockers for walking gear and clothes
- Free issue of pedometers
- Free issue of personal safety alarms
- Interest free salary loans payable over 12 months for purchase of walking/outdoor gear
- Employer discounts at outdoor gear shops
- Not applicable as I live too far away to walk to work
- Nothing would encourage me to walk to work

If you would never consider walking to work, which of the following statements do you think most sum up the reasons for this?

- I live too far away
- It would not fit in with my lifestyle
- I don't like the idea of walking around on my own
- It would take too long
- The weather is too unpredictable
- The city air is too polluted
- I have too much to carry
- I need my car for work

