

APPENDIX 2

“CLEANER, GREENER TRAVEL” –

Questionnaire

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HOW TO SET UP GREEN TRAVEL PLANS

Date	Action	Achieved?
	Set up a meeting with employees to discuss Travel Plans: what a Travel Plan is and how you can help.	
	Nominate a staff member to look after the following areas: • Sending out travel surveys (see questionnaire at the back of this brief) and collating the information from them • Communicating results to colleagues and feeding back results • Rewarding colleagues who have improved the most (see below) • Nominate one permanent Travel Plan Co-ordinator (TPC) who can look after green issues such as this going forward.	
	Send out the 'How do we travel' survey at the back of this brief to every employee.	
	Return replies to your nominated survey representative.	
	Results to be analysed and Action Plan to be produced. Results to be forwarded to the Council with the Final Travel Plan document.	
	Meet and obtain approval from the Council and implement within one month of approval.	
	Repeat the survey monitoring and review on an annual basis for five years and thereafter on a two – yearly basis.	
	Call employee meeting to discuss the results of the surveys and explain targets for reducing number of car journeys to and from your place of work.	

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QUESTIONNAIRE - 'HOW DO WE TRAVEL?'

'Green' travel is really in the news at the moment, so we want to see how we can help reduce the number of car journeys employees take, to try and see if we can do our bit to help the environment. In fact, our business is required by the Council as part of its planning permission to undertake this survey as part of the Travel Plan process.

Therefore, we would be grateful if you could fill in this questionnaire and return it to

Name: _____

by _____

For all those who return a fully completed questionnaire there is a PRIZE DRAW. Please fill in your name on the slip attached and you could be the lucky one!

Thanks

Date _____

- 1) How do you normally travel to and from work at the moment (tick appropriate box)?**

Drive alone to work	
Share a car with another colleague / family member / friend	
Dropped off / picked up by car	
By bus	
By train	
Cycle	
Motorcycle	
Walk	
Taxi	
Other (please state)	

- 2) Where does your journey start? (post code)**

- 3) If by public transport, which service do you use? (e.g. Bus 117)**

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4) How many miles (kilometres) do you travel to and from work?

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5) Do you make any journeys throughout the course of work?

If Yes, please answer the following:

If no, proceed to question 6)

Yes	
No	

a) Mode of transport	
b) Distance travelled on average per month	
c) Does your journey on business influence your normal mode of travel to work?	

6) Why do you use your chosen mode of transport?

a) Cost	
b) Time (restrictions/ benefits)	
c) Ease of use	
d) No alternative available	
e) Other (please specify)	

THE FOLLOWING QUESTIONS APPLY ONLY IF YOU DRIVE ALONE TO WORK AT THE MOMENT:**7) To try and help us comply with a planning agreement, would you be willing to:**

Share a car into work with another colleague?	
Use public transport?	
Walk?	
Cycle?	
Other (please list ideas of what you might do)	

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- 8) What would encourage you to travel in a more "Green" way?
Choose 3 from the following, in order of preference, (please complete every section):

CYCLING

A) Discount on bike and accessories	
B) Bicycle Users Group	
C) Covered secure cycle parking	
D) Entry into 6 monthly prize draw	
E) Lift home in an emergency	
F) Limited availability of car permits	
G) Other, please state	

PUBLIC TRANSPORT

A) Discounted ticket purchase	
B) Entry into 6 monthly prize draw	
C) Lift home in an emergency	
D) Car permits limited	
E) Other, please state	

WALK

A) Entry into 6 monthly prize draw	
B) Lift home in an emergency	
C) Car permits limited	
D) Other, please state	

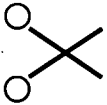
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CAR SHARING

A) Preferential parking for car sharers	
B) Improved information on the availability of car sharers	
C) Entry into 6 monthly prize draw	
D) Car permits limited	
E) Other, please state	

POWERED TWO - WHEELERS

A) Covered secure parking	
B) Powered Two Wheelers Users Group	
C) Entry into 6 monthly prize draw	
D) Car permits limited	
E) Other, please state	

**EMPLOYEE – TRAVEL PLAN QUESTIONNAIRE**

I would like to be included in the **Prize Draw**.

NAME:

DEPARTMENT:

Please detach and place in the Travel Plan Prize Draw Box.