

APPENDIX 6

QUESTIONNAIRE RESULTS COLLATION FORM

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COLLATING FEEDBACK

In order to make useful information out of the replies you have gathered in, we have included this collation form. This should help present colleague replies in an 'easy to read' format for the second employee meeting about green travel plans.

Date of Survey

Number of employees:

Number of employees who have replied to questionnaire:

1) How many employees come to work in the following ways?

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) Most common origins of journeys:

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3) Most common public transport services used:

4) Average miles / kilometres travelled to work:

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5) Number of employees making journeys during work:

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a) Mode of transport used	
b) Distance travelled	
c) Influence of business travel on mode used	

6) Reasons for use of chosen mode:

7) How many employees, who drive alone to work at the moment, would be willing to:

Share a car into work with another colleague?	
Use public transport?	
Walk?	
Cycle?	
Other (please specify)	

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- 8) What are the main things employees have said would encourage them to use "Greener" ways of travelling?
(Use these to prompt solutions in the 2nd employee meeting)

Cycling	
Public Transport	
Walking	
Car Sharing	
Powered 2-Wheelers	

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Rewarding employees

To encourage employees to come up with good ideas for reducing the number of car journeys, why not reward the best ideas at your next staff meeting.

As we mentioned above, green travel is not just another initiative it is a requirement that Oldlands Business Park must comply with as part of their planning permission. To keep the subject in your employees minds, why not nominate an employee of the month; someone who has, for example, saved the most money. You could reward them with a week's free bus fare, or similar.