

APPENDIX 5

“CLEANER, GREENER TRAVEL” - Colleague Questionnaire

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HOW TO SET UP GREEN TRAVEL PLANS

Date	Action	Achieved?
	Set up a meeting with the Colleague Circle to discuss Travel Plans: what a Travel Plan is and how you can help.	
	Nominate colleagues in the Colleague Circle 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 to ASDA House • Rewarding colleagues who have improved the most (see below) • Nominate one permanent Travel Plan Co-ordinator (TPC) on the Circle 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 colleague in store using the departmental representatives on the Colleague Circle.	
	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 Colleague Circle meeting to discuss the results of the surveys and explain targets for reducing number of car journeys to and from your store.	

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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 colleagues at our store take, to try and see if we can do our bit to help the environment. In fact, our store 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,
The Colleague Circle

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 Asda 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		

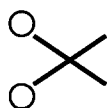
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CAR SHARING

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		

**COLLEAGUE – 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.

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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 Colleague Circle meeting about green travel plans.

Date of Survey

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Number of colleagues in the store:

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Number of colleagues who have replied to questionnaire:

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- 1) **How many colleagues in the store 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 colleagues 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 colleagues in the store, 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 colleagues have said would encourage them to use "Greener" ways of travelling?
(Use these to prompt solutions in the Colleague Circle meeting)

Cycling		
Public Transport		
Walking		
Car Sharing		
Powered 2-Wheelers		

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Rewarding colleagues

To encourage colleagues to come up with good ideas for reducing the number of car journeys colleagues at your store take, why not reward the best ideas at your next celebration lunch in store?

We would also like to hear about ideas at ASDA House, so please send a copy of the questionnaire collation form above to:

Environmental Manager
Asda House
Soutbank
Great Wilson Street
Leeds
LS11 5AD

As we mentioned above, green travel is not just another initiative it is a requirement that Asda must comply with as part of their planning permission for the store. To keep the subject in your colleagues' minds, why not nominate a colleague 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.