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|--|--|--|--|

(office use only)

## STAFF SURVEY – Paper version

### SECTION ONE: ABOUT YOUR JOB

**Q1. On an average week, what time do you usually arrive and leave work? (Use 24 hour clock)**

|           | Time In |        | Time Out |        | Not<br>Applicable<br>(Tick if you do<br>not usually<br>work this day) |
|-----------|---------|--------|----------|--------|---|
|           | Hour    | Minute | Hour     | Minute |   |
| Monday    |         |        |          |        | <input type="checkbox"/>  |
| Tuesday   |         |        |          |        | <input type="checkbox"/>  |
| Wednesday |         |        |          |        | <input type="checkbox"/>  |
| Thursday  |         |        |          |        | <input type="checkbox"/>  |
| Friday    |         |        |          |        | <input type="checkbox"/>  |
| Saturday  |         |        |          |        | <input type="checkbox"/>  |
| Sunday    |         |        |          |        | <input type="checkbox"/>  |

I work Full Time (FT) / Part Time (PT)

*Cross out box that does not apply*

|    |    |
|----|----|
| FT | PT |
| Y  | N  |

I work Rotational shifts (Y/N)

*Cross out box that does not apply*

**Q2. Please select one choice from the following options which best describes your current employment status.**

|                 |                          |
|-----------------|--------------------------|
| Permanent       | <input type="checkbox"/> |
| Contract        | <input type="checkbox"/> |
| Agency          | <input type="checkbox"/> |
| Casual/seasonal | <input type="checkbox"/> |

**Q3. Do you have a disability that would affect your travel options?**

|     |                          |                          |
|-----|--------------------------|--------------------------|
| Yes | <input type="checkbox"/> | Please answer question 4 |
| No  | <input type="checkbox"/> | Please answer question 5 |

**Q4. Are you part of the Blue Badge scheme?**

|     |                          |
|-----|--------------------------|
| Yes | <input type="checkbox"/> |
| No  | <input type="checkbox"/> |

**SECTION TWO: ABOUT YOUR JOURNEY TO WORK**

**Q5. What was the main mode of transport you used to get here today? (tick one box only)**  
*Main mode in this case means the mode that covered the **longest distance** in your journey.*

|                          |                          |                                  |                          |
|--------------------------|--------------------------|----------------------------------|--------------------------|
| Walk                     | <input type="checkbox"/> | Drive a car alone                | <input type="checkbox"/> |
| Cycle                    | <input type="checkbox"/> | Taxi                             | <input type="checkbox"/> |
| Train                    | <input type="checkbox"/> | Scooter/motorcycle (below 125cc) | <input type="checkbox"/> |
| Bus                      | <input type="checkbox"/> | Motorcycle (above 125cc)         | <input type="checkbox"/> |
| Park & Ride bus          | <input type="checkbox"/> | Work from home                   | <input type="checkbox"/> |
| Ferry                    | <input type="checkbox"/> | Other ( <i>please specify</i> )  | <input type="text"/>     |
| Car share as a driver    | <input type="checkbox"/> |                                  |                          |
| Car share as a passenger | <input type="checkbox"/> |                                  |                          |

***Please continue this section on the next page...***

|  |  |                          |            |                                    |           |  |                          |
|--|--|--------------------------|------------|------------------------------------|-----------|--|--------------------------|
| <p><b>Q6. This question asks you about your normal journey to work (ignore your journey from work to home). Please use the following choices for each part of your journey that best describe the way you <u>usually</u> travel into work, and the amount of time spent on each part of the journey.</b></p> <p><i>Tick the box for the mode that applies to you for each leg of your journey and use as many 'legs' as it takes to complete all parts of your journey.</i></p> <p><i>If you use Public Transport, don't forget to record how you travel (walk/cycle) to the bus stop/train station as the <b>FIRST</b> leg of your journey.</i></p> |  |                          |            |                                    |           |  |                          |
| <b>From home I:</b>  | Walk                                     | <input type="checkbox"/> | <b>for</b> | Approx.<br>time<br>taken<br>(mins) | <b>to</b> | My place of work                           | <input type="checkbox"/> |
|  | Cycle                                    | <input type="checkbox"/> |            |                                    |           | The railway station                        | <input type="checkbox"/> |
|  | Drive a car alone                        | <input type="checkbox"/> |            |                                    |           | The bus stop                               | <input type="checkbox"/> |
|  | Ride a scooter/ motorcycle (below 125cc) | <input type="checkbox"/> |            |                                    |           | The Ferry stop                             | <input type="checkbox"/> |
|  | Ride a motorcycle (above 125cc)          | <input type="checkbox"/> |            |                                    |           | The Park & Ride site                       | <input type="checkbox"/> |
|  | Catch a taxi                             | <input type="checkbox"/> |            |                                    |           | Meet my car share partner                  | <input type="checkbox"/> |
|  | Car share as a driver                    | <input type="checkbox"/> |            |                                    |           | Pick up/drop off children                  | <input type="checkbox"/> |
|  | Car share as a passenger                 | <input type="checkbox"/> |            |                                    |           | The taxi rank                              | <input type="checkbox"/> |
|  | Go to my home work station               | <input type="checkbox"/> |            |                                    |           | Another location ( <i>please specify</i> ) | <input type="checkbox"/> |
|  |  |                          |            |                                    |           |  |                          |
| <b>Then I:</b>   | Walk                                     | <input type="checkbox"/> | <b>for</b> | Approx.<br>time<br>taken<br>(mins) | <b>to</b> | My place of work                           | <input type="checkbox"/> |
|  | Cycle                                    | <input type="checkbox"/> |            |                                    |           | The railway station                        | <input type="checkbox"/> |
|  | Catch a train                            | <input type="checkbox"/> |            |                                    |           | The bus stop                               | <input type="checkbox"/> |
|  | Catch a bus                              | <input type="checkbox"/> |            |                                    |           | The Ferry stop                             | <input type="checkbox"/> |
|  | Catch the Ferry                          | <input type="checkbox"/> |            |                                    |           | The Park & Ride site                       | <input type="checkbox"/> |
|  | Catch the Park & Ride bus                | <input type="checkbox"/> |            |                                    |           | Meet my car share partner                  | <input type="checkbox"/> |
|  | Car share as a driver                    | <input type="checkbox"/> |            |                                    |           | Pick up/drop off children                  | <input type="checkbox"/> |
|  | Car share as a passenger                 | <input type="checkbox"/> |            |                                    |           | The taxi rank                              | <input type="checkbox"/> |
|  | Drive a car alone                        | <input type="checkbox"/> |            |                                    |           | Another location ( <i>please specify</i> ) | <input type="checkbox"/> |
|  | Catch a taxi                             | <input type="checkbox"/> |            |                                    |           |  |                          |
|  | Ride a scooter/ motorcycle (below 125cc) | <input type="checkbox"/> |            |                                    |           |  |                          |
|  | Ride a motorcycle (above 125cc)          | <input type="checkbox"/> |            |                                    |           |  |                          |
|  | Other (please specify)                   | <input type="checkbox"/> |            |                                    |           |  |                          |

**Continue your journey breakdown on the next page(s) if necessary**

|                |   |  |            |                                    |           |  |  |
|----------------|---|--|------------|------------------------------------|-----------|--|--|
| <b>Then I:</b> | Walk  |  | <b>for</b> | Approx.<br>time<br>taken<br>(mins) | <b>to</b> | My place of work                           |  |
|                | Cycle                                       |  |            |                                    |           | The railway station                        |  |
|                | Catch a train                               |  |            |                                    |           | The bus stop                               |  |
|                | Catch a bus                                 |  |            |                                    |           | The Ferry stop                             |  |
|                | Catch the Ferry                             |  |            |                                    |           | The Park & Ride site                       |  |
|                | Catch the Park & Ride bus                   |  |            |                                    |           | Meet my car share partner                  |  |
|                | Car share as a driver                       |  |            |                                    |           | Pick up/drop off children                  |  |
|                | Car share as a passenger                    |  |            |                                    |           | The taxi rank                              |  |
|                | Drive a car alone                           |  |            |                                    |           | Another location ( <i>please specify</i> ) |  |
|                | Catch a taxi                                |  |            |                                    |           |  |  |
|                | Ride a scooter/ motorcycle<br>(below 125cc) |  |            |                                    |           |  |  |
|                | Ride a motorcycle (above<br>125cc)          |  |            |                                    |           |  |  |
|                | Other ( <i>please specify</i> )             |  |            |                                    |           |  |  |
|                |   |  |            |                                    |           |  |  |
| <b>Then I:</b> | Walk  |  | <b>for</b> | Approx.<br>time<br>taken<br>(mins) | <b>to</b> | My place of work                           |  |
|                | Cycle                                       |  |            |                                    |           | The railway station                        |  |
|                | Catch a train                               |  |            |                                    |           | The bus stop                               |  |
|                | Catch a bus                                 |  |            |                                    |           | The Ferry stop                             |  |
|                | Catch the Ferry                             |  |            |                                    |           | The Park & Ride site                       |  |
|                | Catch the Park & Ride bus                   |  |            |                                    |           | Meet my car share partner                  |  |
|                | Car share as a driver                       |  |            |                                    |           | Pick up/drop off children                  |  |
|                | Car share as a passenger                    |  |            |                                    |           | The taxi rank                              |  |
|                | Drive a car alone                           |  |            |                                    |           | Another location ( <i>please specify</i> ) |  |
|                | Catch a taxi                                |  |            |                                    |           |  |  |
|                | Ride a scooter/ motorcycle<br>(below 125cc) |  |            |                                    |           |  |  |
|                | Ride a motorcycle (above<br>125cc)          |  |            |                                    |           |  |  |
|                | Other ( <i>please specify</i> )             |  |            |                                    |           |  |  |
|                |   |  |            |                                    |           |  |  |
| <b>Then I:</b> | Walk  |  | <b>for</b> | Approx.<br>time<br>taken<br>(mins) | <b>to</b> | My place of work                           |  |
|                | Cycle                                       |  |            |                                    |           | The railway station                        |  |
|                | Catch a train                               |  |            |                                    |           | The bus stop                               |  |
|                | Catch a bus                                 |  |            |                                    |           | The Ferry stop                             |  |
|                | Catch the Ferry                             |  |            |                                    |           | The Park & Ride site                       |  |
|                | Catch the Park & Ride bus                   |  |            |                                    |           | Meet my car share partner                  |  |
|                | Car share as a driver                       |  |            |                                    |           | Pick up/drop off children                  |  |
|                | Car share as a passenger                    |  |            |                                    |           | The taxi rank                              |  |
|                | Drive a car alone                           |  |            |                                    |           | Another location ( <i>please specify</i> ) |  |
|                | Catch a taxi                                |  |            |                                    |           |  |  |
|                | Ride a scooter/ motorcycle<br>(below 125cc) |  |            |                                    |           |  |  |
|                | Ride a motorcycle (above<br>125cc)          |  |            |                                    |           |  |  |
|                | Other ( <i>please specify</i> )             |  |            |                                    |           |  |  |
|                |   |  |            |                                    |           |  |  |

Considering your journey details above, choose the mode of transport which you spend the **most time** on during your journey to work:

**Q7. Why do you use this mode of travel? (tick up to four boxes)**

|  |                          |                             |                          |
|--|--------------------------|-----------------------------|--------------------------|
| Convenience                                  | <input type="checkbox"/> | Time Savings                | <input type="checkbox"/> |
| Cost   | <input type="checkbox"/> | Availability                | <input type="checkbox"/> |
| Satisfy work need/commitments                | <input type="checkbox"/> | Personal Safety             | <input type="checkbox"/> |
| Environmental reasons                        | <input type="checkbox"/> | Health - disability reasons | <input type="checkbox"/> |
| Dropping/collecting/caring/other commitments | <input type="checkbox"/> | Health - fitness reasons    | <input type="checkbox"/> |
|  |                          | Other (please specify)      |                          |
|  |                          | <input type="text"/>        |                          |

If you drive or car share for a part or your entire journey to work answer Q8. If not, go to Q9.

**Q8. When you drive or car share to work, where do you park?**

|  |                          |
|--|--------------------------|
| On-site car park (no parking charges)      | <input type="checkbox"/> |
| On-site car park (with parking charges)    | <input type="checkbox"/> |
| Public car park (off-site)                 | <input type="checkbox"/> |
| On-street parking (no parking charges)     | <input type="checkbox"/> |
| On- street car park (with parking charges) | <input type="checkbox"/> |
| Park & Ride site                           | <input type="checkbox"/> |
| Not Applicable – I am dropped off          | <input type="checkbox"/> |
| Other (please specify)                     | <input type="text"/>     |

**Q9. What could be done to encourage you to travel by another mode of transport to work?**

Q8 is split into four different travel modes. Please consider this question for all the different modes and answer all four parts of Q9.

**Q9a. Public Transport mode**

For **each** and **every** public transport column below, number your **top four** choices with **1** as your first choice and **4** as your fourth.

|  | Bus                      | Train                    | Ferry                    |
|--|--------------------------|--------------------------|--------------------------|
| Subsidised/ cheaper fares  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Interest free loans for season ticket purchase                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Up to date travel information at work on routes, times and fares | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| More secure/better quality waiting areas                         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Pedestrian links   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Improved security on public transport                            | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| More frequent/reliable services at the times I need to travel    | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Less crowded services  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Nothing would encourage me                                       | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Other (please specify)

**Q9b. Cycle and Motor Cycle (including mopeds)**

Number your **top four** choices for either or both columns below, with **1** as your first choice and **4** as your fourth.

|   | Cycle                | Motorcycle           |
|---|----------------------|----------------------|
| Secure parking at work  | <input type="text"/> | <input type="text"/> |
| Improved showers and changing facilities at work                  | <input type="text"/> | <input type="text"/> |
| More lockers and locker facilities at work                        | <input type="text"/> | <input type="text"/> |
| Discounts/ loans for purchase of cycles/motorcycles and equipment | <input type="text"/> | <input type="text"/> |
| Advice or training on riding skills                               | <input type="text"/> | <input type="text"/> |
| On-site bicycle repair service                                    | <input type="text"/> | <input type="text"/> |
| Information on cycle routes and location of facilities            | <input type="text"/> | <input type="text"/> |
| Better procedures and administration of pool cycles               | <input type="text"/> | <input type="text"/> |
| Nothing would encourage me  | <input type="text"/> | <input type="text"/> |

Other (please specify)

**Q9c. Walking**

Number your **top four** choices, with **1** as your first choice and **4** as your fourth.

|   |                      |
|---|----------------------|
| Safer crossing facilities on route              | <input type="text"/> |
| Improved lighting/security on route to work     | <input type="text"/> |
| More lockers and storage facilities at work     | <input type="text"/> |
| Improved shower and changing facilities at work | <input type="text"/> |
| Less shared facilities with cyclists            | <input type="text"/> |
| Nothing would encourage me                      | <input type="text"/> |

Other (please specify)

**Q9d. Car Sharing**

Number the **four** choices, with **1** as your first choice and **4** as your last.

|  |                      |
|--|----------------------|
| Help in finding car share partners with similar work/travel patterns | <input type="text"/> |
| Incentives for car sharers   | <input type="text"/> |
| Preferential parking   | <input type="text"/> |
| Nothing would encourage me   | <input type="text"/> |

Other (please specify)

**SECTION THREE: ABOUT TRAVELLING IN THE COURSE OF WORK**

**Q10. Ignoring your work commute, but including any trips direct from home to another site, how many working days per month do you travel for your business?** *Please enter number of days (on average) per month.*

days

**Q11. Where do you usually travel to on business?**

*Cross out box that does not apply*

|  |                            |                            |                            |
|--|----------------------------|----------------------------|----------------------------|
| To other sites in your organisation in Kent?           | <input type="checkbox"/> Y | <input type="checkbox"/> N | <i>Please state where</i>  |
| To other sites in your organisation in the UK?         | <input type="checkbox"/> Y | <input type="checkbox"/> N | <i>Please state where</i>  |
| To other sites in your organisation outside of the UK? | <input type="checkbox"/> Y | <input type="checkbox"/> N | <i>Please state where</i>  |
| To other sites outside of your organisation?           | <input type="checkbox"/> Y | <input type="checkbox"/> N | <i>Please state nature</i> |

**Q12. What usual main mode of transport do you use for business travel?** *Main mode in this case means the mode which you will spend the most time using for your journey:*

|                          |                          |                                  |                          |
|--------------------------|--------------------------|----------------------------------|--------------------------|
| Walk                     | <input type="checkbox"/> | Drive a car alone                | <input type="checkbox"/> |
| Cycle                    | <input type="checkbox"/> | Taxi                             | <input type="checkbox"/> |
| Train                    | <input type="checkbox"/> | Scooter/motorcycle (below 125cc) | <input type="checkbox"/> |
| Bus                      | <input type="checkbox"/> | Motorcycle (above 125cc)         | <input type="checkbox"/> |
| Park & Ride bus          | <input type="checkbox"/> | Work from home                   | <input type="checkbox"/> |
| Ferry                    | <input type="checkbox"/> | Pool bike                        | <input type="checkbox"/> |
| Car share as a driver    | <input type="checkbox"/> | Pool car                         | <input type="checkbox"/> |
| Car share as a passenger | <input type="checkbox"/> | Other ( <i>please specify</i> )  | <input type="text"/>     |

Answer this question if you currently drive on your own for business journeys, if not go to Q.14.

**Q13. If you currently drive on your own for business journeys, what could be done to encourage you to travel by another, more sustainable mode of transport?** (*tick up to four boxes*)

|                        |                          |   |                          |
|------------------------|--------------------------|---|--------------------------|
| Travel information     | <input type="checkbox"/> | Pool bike   | <input type="checkbox"/> |
| Ticket purchase        | <input type="checkbox"/> | Cycle mileage   | <input type="checkbox"/> |
| Financial incentive    | <input type="checkbox"/> | Provision of equipment (cycle jacket, lock, etc.)         | <input type="checkbox"/> |
| Telephone conferencing | <input type="checkbox"/> | Pool car  | <input type="checkbox"/> |
| Video conferencing     | <input type="checkbox"/> | My role is designated as 'Car User' – I need to use a car | <input type="checkbox"/> |
| Teleworking            | <input type="checkbox"/> | Other ( <i>please specify</i> )                           | <input type="text"/>     |
| Nothing                | <input type="checkbox"/> |   |                          |

**Q14. If you use your car for non-work purposes during the day, are there any facilities that could be provided on or near your work site that could be considered instead?**

*Cross out box that does not apply*

|   |   |
|---|---|
| Y | N |
|---|---|

*If answered 'Yes', please also answer 14b.*

**Q14b. What facilities would you use if they were available on or near the site?**

Banking services  
 Postal Services  
 Dry cleaning  
 Crèche/childcare

|  |
|--|
|  |
|  |
|  |
|  |

Food (for consumption)  
 Food (retail)  
 Leisure e.g. gym  
 Other (*please specify*)

|  |
|--|
|  |
|  |
|  |

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**Q15. Please indicate if you already use these different working options in your role. If not used, indicate how realistic they might be to you.**

|                        | Currently<br>do so | Very<br>realistic | Possibly<br>realistic | Not<br>realistic |
|------------------------|--------------------|-------------------|-----------------------|------------------|
| Telephone conferencing |                    |                   |                       |                  |
| Video conferencing     |                    |                   |                       |                  |
| Flexi-working          |                    |                   |                       |                  |
| Compressed working     |                    |                   |                       |                  |
| Home working           |                    |                   |                       |                  |

**Q16. Given the opportunity to work from home, how likely are you to want to do this?**

|                            |  |
|----------------------------|--|
| Very likely                |  |
| Likely                     |  |
| Not likely                 |  |
| Not appropriate for my job |  |

## SECTION FOUR: ABOUT YOU

By submitting the personal details you have provided in this form, you are authorising South West Transport Planning Group and its subcontractors to use your details given in this Section for the purposes of administration and research linked to workplace travel plans. Your personal information will be properly safeguarded and processed in accordance with the requirements of the Data Protection Act 1998.

South West Transport Planning Group would like to contact you to offer you further travel plan advice. We will only do this if you tick this box:

**Q17. Please enter your surname and first initial (use block capitals)**

|                      |                      |
|----------------------|----------------------|
| Surname              | Initial              |
| <input type="text"/> | <input type="text"/> |

**Q18. Please enter your email address (either work or personal).**

|                      |   |
|----------------------|---|
| Email address        | This address is:  |
| <input type="text"/> | Work <input type="checkbox"/> Personal <input type="checkbox"/> |

**Q19. What is your home postcode?**

**Q20. What is the postcode of your main place of work?**

**Q21. Please indicate your gender**

|        |                          |
|--------|--------------------------|
| Female | <input type="checkbox"/> |
| Male   | <input type="checkbox"/> |

**Q22. Please indicate your age group**

|       |                          |       |                          |
|-------|--------------------------|-------|--------------------------|
| 16-18 | <input type="checkbox"/> | 36-40 | <input type="checkbox"/> |
| 19-21 | <input type="checkbox"/> | 41-50 | <input type="checkbox"/> |
| 22-24 | <input type="checkbox"/> | 51-60 | <input type="checkbox"/> |
| 25-30 | <input type="checkbox"/> | 61-70 | <input type="checkbox"/> |
| 31-35 | <input type="checkbox"/> | 71+   | <input type="checkbox"/> |

As part of the process to better understand the positive link between health and active travel please would you answer these final questions?

**Q23. During the last seven days, what physical activity have you undertaken (excluding cycling or walking to work)?**

*For each type of activity, please indicate the number of **days** on which you did the activity and give an approximation of the total time spent. Please include only those physical activities done for at least **10 minutes** at a time.*

| Activity   | Number of days on which you did this type of activity<br>(Please indicate 0-7) | Total weekly time spent on this type of activity<br>(in minutes) |
|--|--|--|
| Vigorous activity like football, squash, fast cycling, running, aerobics, workout in a gym | <input type="text"/>   | <input type="text"/>   |
| Moderate activity like walking, gentle cycling, yoga, gardening or DIY.                    | <input type="text"/>   | <input type="text"/>   |

**Q24. During the last 12 months, approximately how many days have you taken off work because of sickness?**

|                 |                      |
|-----------------|----------------------|
| No days         | <input type="text"/> |
| 1 to 5 days     | <input type="text"/> |
| 6 to 10 days    | <input type="text"/> |
| 11 to 15 days   | <input type="text"/> |
| 16 to 20 days   | <input type="text"/> |
| 20 or more days | <input type="text"/> |

**The survey is complete**

**THANK YOU FOR YOUR CO-OPERATION**