

## Appendix 3 – Sample Employee Travel Survey

Question 1:

### How do you usually travel TO work?

Pick one box only, for the longest part, by distance, of your usual journey to work <sup>3</sup>

On foot	Passenger in a car with driver going to the same destination
Bicycle	Passenger in a car with driver going to a different location
Bus, minibus or coach	Taxi
Luas	Lorry or van
Train or DART	Other means
Motorcycle or scooter	Work mainly at or from home
Driving a car	

Question 2:

### What is your main reason for choosing that mode?

Please choose one response only

Cheapest	Habit
Quickest	Personal Safety
Environmentally-friendly	Other commitments
Lack of alternative	Reliability
Less stressful	Other – Please specify

Question 3:

### Which modes of travel do you use occasionally to travel to/ from work?

Please choose all modes that apply.

On foot	Passenger in a car with driver going to the same destination
Bicycle	Passenger in a car with driver going to a different location
Bus, minibus or coach	Taxi
Luas	Lorry or van
Train or DART	Other means
Motorcycle or scooter	Work mainly at or from home
Driving a car	

<sup>3</sup> Please note that the format for questions on modes of travel is the same as those used in the Census– this will allow you to compare your organisation's travel patterns with those in the rest of the country, your county or even in the local area.



Question 4:

**Which of the following modes of travel would you consider using for your journey to/ from work, if they were available?**

Please choose all that apply.

<input type="checkbox"/>	Car-sharing
<input type="checkbox"/>	Public Transport
<input type="checkbox"/>	Bicycle
<input type="checkbox"/>	Walking
<input type="checkbox"/>	Car
<input type="checkbox"/>	Other – please specify

Question 5:

**What time do you usually arrive in the office/ at work/on campus? <sup>4</sup>**

<input type="checkbox"/>	Before 7.30am
<input type="checkbox"/>	7.31-8.00
<input type="checkbox"/>	8.01-8.30
<input type="checkbox"/>	8.31-9.00
<input type="checkbox"/>	9.01-9.30
<input type="checkbox"/>	9.31-10
<input type="checkbox"/>	10.01-10.30
<input type="checkbox"/>	10.31-11
<input type="checkbox"/>	11.01-11.30
<input type="checkbox"/>	11.31-12
<input type="checkbox"/>	12.01-12.30
<input type="checkbox"/>	12.30-13
<input type="checkbox"/>	After 13.01

Question 6:

**How far do you travel to work/ college?**

<input type="checkbox"/>	Less than 1km
<input type="checkbox"/>	Between 1 and 3km
<input type="checkbox"/>	Between 3 and 5km
<input type="checkbox"/>	Between 5 and 10km
<input type="checkbox"/>	More than 10km

Question 7:

**How long does it take you to get to work?**

<input type="checkbox"/>	Less than 15 minutes
<input type="checkbox"/>	16-30 minutes
<input type="checkbox"/>	31-45 minutes
<input type="checkbox"/>	46-60 minutes
<input type="checkbox"/>	61-90 minutes
<input type="checkbox"/>	91 minutes and above

Question 8:

**Are there any factors or needs which affect your choice of mode of transport for the journey to/ from work?**

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
<input type="checkbox"/>	If you would like to comment, please do so:

### Public Transport

Question 9:

**Are you aware that public transport users can purchase a Tax Saver commuter ticket through your employer? This can save you between 31% - 52% in tax, PRSI and USC, depending on your tax band.**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Question 10:

**Are you aware that Tax Saver tickets for public transport are available in both monthly and annual options?**

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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<sup>4</sup> Please ensure the start times given in this question suit your organisation's work practices e.g. shift patterns/ flexitime/ rosters.



Question 11:

**Are you aware that some Tax Saver tickets for public transport can be used for travel both during the week and at weekends?**

Yes  No

Question 12:

**If you currently use public transport for your journey to or from work, do you avail of Tax Saver tickets through your employer?**

Yes  No

Question 13: (Greater Dublin Area only)

**Are you aware of the new top-up LEAP card system for pay-per-journey public transport on Dublin Bus, Luas and Irish Rail?**

Yes  No

Question 14:

**Are you aware of the national Journey Planner on [www.transportforireland.ie](http://www.transportforireland.ie), which gives door-to-door travel information and includes both public and private transport operators?**

Yes  No

### Cycling

Question 15:

**Do you own a bicycle?**

Yes  No

Question 16:

**Would you be interested in purchasing a discounted tax-free bicycle & related equipment if \_\_\_\_\_ were to set up an employee Cycle to Work Scheme?**

OR

**Are you aware that \_\_\_\_\_ have a Cycle to Work Scheme, where employees can buy a tax-free bicycle & related equipment?**

Yes  No

Question 17

**Would you be encouraged to have an active commute (walking or cycling) if the following work was undertaken in your organisation?**

	Yes	No	Don't Know
Shower areas provided / increased / improved			
Lockers Provided			
Drying room for gear provided			
Cycle parking increased			



Question 18

**Would you be interested in any of the following initiatives to promote walking or cycling?**  
**Please tick all that apply.**

<input type="checkbox"/>	Bicycle maintenance class offered by an experienced bike mechanic
<input type="checkbox"/>	Cycle training/ on-road skills
<input type="checkbox"/>	A cyclists' forum (Bicycle Users' Group)
<input type="checkbox"/>	Lunchtime walking group
<input type="checkbox"/>	'Green Commuters' coffee mornings (Green Commuters are cyclists, pedestrians, public transport users and car-sharers)
<input type="checkbox"/>	Incentive Scheme for 'Green Commuters'
<input type="checkbox"/>	Slí na Sláinte walking route marked out in the local area/ on site
<input type="checkbox"/>	Information on electric bikes available through the Cycle to Work scheme
<input type="checkbox"/>	Information on fold up bikes (for use by people commuting part of the way on public transport/ by car) available through the Cycle to Work scheme
<input type="checkbox"/>	Other, please specify

### Car Drivers

**If you regularly use a car (as a driver) to travel to/ from work, please answer the following questions, otherwise you can skip to Question 22.**

Question 19:

**How many people normally travel in your car TO work?**

1
  2
  3+

Question 20:

**Do you need a car for doing your job through the day?**

Always
  Sometimes
  Never

Question 21:

**Do you need your car for other pick-ups or drop offs (for example, the school run, crèche, etc.) on your commute?**

Yes
  No

Question 22:

**Are you interested in car-sharing (sometimes known as lift sharing or carpooling)?**  
**This could be as either a lift-seeker in someone else's car, or offering a lift in your car.**

Yes
  No
  Don't Know

If 'no' or 'don't know', please indicate why:



Question 23:

**Would any of the following encourage you to choose an alternative to the car on your commute?**

<input type="checkbox"/>	Discounted public transport tickets
<input type="checkbox"/>	Personalised information about other transport options
<input type="checkbox"/>	Improved cycle parking, showers and lockers at work
<input type="checkbox"/>	Bike purchase discount scheme
<input type="checkbox"/>	Access to a company car-sharing scheme
<input type="checkbox"/>	Access to a company vehicle for business travel
<input type="checkbox"/>	Financial measures such as the Government Parking Levy or parking charges
<input type="checkbox"/>	Nothing
<input type="checkbox"/>	Information on fold up bikes (for use by people commuting part of the way on public transport/ by car) available through the Cycle to Work scheme
<input type="checkbox"/>	Other, please specify

**Business Travel**

Question 24:

**On average, how often do you travel to the following locations for business? 1 trip = return journey**

	Never	1 trip per month	2-3 trips per month	4-10 trips per month	11-15 trips per month	16+ trips per month
Dublin City						
Dublin Metropolitan area						
Cork						
Any other national destinations						
Belfast						
London						
Europe (excluding Belfast/ London)						
Other international destinations						
Other, please specify						

**Please note that this question should be adapted to capture business travel patterns particular to your organisation, in terms of both destinations and number of trips. Some responses are 'by month' in this example, but 'by week' or 'by quarter' may be more relevant for particular destinations.**

**If your employees do not travel on business very often, you may wish to exclude this question. Also if you can capture business travel information from expenses, this question can be excluded as expenses information will be more accurate.**



Question 25:

**How do you usually travel on business?**

**Please choose the modes you take most often.**

<input type="checkbox"/>	I don't do any business travel
<input type="checkbox"/>	On foot
<input type="checkbox"/>	Bicycle
<input type="checkbox"/>	Bus, minibus or coach
<input type="checkbox"/>	Train, Luas or DART
<input type="checkbox"/>	Driving a car
<input type="checkbox"/>	Passenger in a car
<input type="checkbox"/>	Taxi
<input type="checkbox"/>	Other means

Question 26:

**Do you know where \_\_\_\_\_s video/ tele-conferencing facilities are?**

Yes  No

Question 27:

**Do you know how to use \_\_\_\_\_s video/ tele-conferencing facilities?**

Yes  No

Question 28:

**Do you use video or tele-conferencing for business?**

Yes  No

Question 29:

**Would it be possible to substitute your Irish meetings with video or tele-conferencing?**

<input type="checkbox"/>	I could substitute all Irish meetings
<input type="checkbox"/>	I could substitute some Irish meetings
<input type="checkbox"/>	I could not substitute any Irish meetings
<input type="checkbox"/>	I don't have any Irish meetings

Question 30:

**Would it be possible to substitute your international meetings with video or tele-conferencing?**

<input type="checkbox"/>	I could substitute all international meetings
<input type="checkbox"/>	I could substitute some international meetings
<input type="checkbox"/>	I could not substitute any international meetings
<input type="checkbox"/>	I don't have any international meetings



Question 31:

**Would you be willing to walk, cycle, take public transport or car-share for business travel, where suitable?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know
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Question 32:

**Would you support the introduction of a Travel Allowance (covering mileage for walking, cycling, public transport and car-sharing, as well as car-mileage allowances)?**

<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't Know
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## About You

Question 33:

**Do you usually have a car-parking space available to you at your place of work?**

<input type="checkbox"/> Always	<input type="checkbox"/> Sometimes	<input type="checkbox"/> Never	<input type="checkbox"/> Don't Know
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Question 34:

**Would you be interested in home-working, where possible/ relevant for your work?**

<input type="checkbox"/>	I already home-work when suitable
<input type="checkbox"/>	Yes, on a regular basis
<input type="checkbox"/>	Yes on a one-off/ occasional basis
<input type="checkbox"/>	No
<input type="checkbox"/>	Don't Know

Question 35:

**Please indicate your department/ usual work location:**

<input type="checkbox"/> Dept. A	<input type="checkbox"/> Dept. B	<input type="checkbox"/> Dept. C
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Question 36:

**Do you usually have a car-parking space available to you at your place of work?**

<input type="checkbox"/> Under 25	<input type="checkbox"/> 25-34	<input type="checkbox"/> 35-44	<input type="checkbox"/> 44-54	<input type="checkbox"/> 55 or over
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Question 37:

**Please indicate your gender**

<input type="checkbox"/> Male	<input type="checkbox"/> Female
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Question 38:

**Please indicate your home location:**

**This information will be used to map how employees travel from different locations, to identify the variety of transport options used by people in the same area.**

**This survey can be completed anonymously – you can leave the address section blank if you wish.**

House/ apartment number:	
Building Name	
Street Name	
Locality (if in Dublin) or City/ Town (if outside Dublin)	
County or Postcode (if in Dublin)	

Question 39:

**Have you any other comments on travel to/ from/ for work that are not already covered?**

**If you wish to be entered into a prize draw for completing this survey, please enter your full name, office number/ email address in the field below, or email your details to \_\_\_\_\_.**

**For more information on this employee travel survey or the Organisation Name Travel Plan, please contact \_\_\_\_\_ in \_\_\_\_\_ Department.**

**Other Questions:**

Third Level Institutions should also capture whether it is a student or staff member responding to the survey, and days of the week they attend college. Organisations with travel between sites may wish to capture why employees use particular modes (sample responses might include: I have to carry bulky/ heavy items; speed; reliability; convenience; fitness reasons; environmental reasons; inclement weather; to reduce costs).

Other sites may wish to include further questions relevant to the local situation.

