



Online staff travel survey sample

DESCRIPTION: On-line self-completion travel surveys are a popular method to collect information for a Travel Plan as they get quantifiable and comparable data about how people travel and their barriers to change. They are relatively easy and inexpensive to design, distribute, complete and analyse using online packages such as Survey Monkey and SurveyGizmo.

A sample on-line travel survey is provided below. The text in *<italics>* provides design instructions or navigational guidance and is not part of the final survey.

Note: This survey is primarily applicable for office-based staff. It may need to be modified to suit employees working shifts. Not all questions may be applicable to your organisation or employees.

Introduction:

Hello and welcome to the travel survey!

Complete the survey and you can *<insert incentive eg. go into the prize draw to win a \$100 Opal Card, \$100 store vouchers, etc>*

No matter whether you walk, cycle, drive or catch the bus to work – and even if you didn't come to work today – we need you to complete this!

It won't take more than 5 minutes, promise. You'll find the results on our intranet site soon.

Thanks,

Your Travel Plan team

First a bit about you

1. What is your age in years?

16 - 17	35 - 44	Over 65
18 - 24	45 - 54	
25 - 34	55 - 64	

2. What postcode do you live in?

(Free text)

Your journey to and from work

3. In an average week, on how many days do you commute for work?

One	Four	I predominantly work from home or remotely
Two	Five	
Three	More than five	

<Questions 4 – 5 apply if the survey is going to multiple work places across the precinct. If it is being deployed by one organisation only, these questions are not required.>

4. What is the postcode where you normally work?

(Free text)

5. What department / business unit do you work for?

We ask this to identify travel trends within your organisation. If you do not wish to answer, please type "blank". If you are self-employed, please type "self".

(Drop down list)

Your journey to and from work

6. What time do you typically arrive at work? <adjust as needed to include relevant shifts>

Before 06:00	07:30 – 07:59	09:30 – 09:59
06:00 – 06:29	08:00 – 08:29	10:00 or later
06:30 – 06:59	08:30 – 08:59	
07:00 – 07:29	09:00 – 09:29	

7. What time do you usually travel home? <adjust as needed to include relevant shifts>

Before 15:00	16:30 – 16:59	18:30 – 18:59
15:00 – 15:29	17:00 – 17:29	19:00 or later
15:30 – 15:59	17:30 – 17:59	
16:00 – 16:29	18:00 – 18:29	

8. What is your main mode of transport when travelling to and from work? Please choose the mode that you use for the greatest distance.

Walk or run	Light rail	Car (as passenger)
Bicycle	Ferry	Car pool
Bus	Car (as driver/sole occupancy)	Motorbike or Moped
Train	Car (as driver with passengers)	Taxi or Rideshare (e.g. Uber)

Your journey to and from work

9. Do you ever work from home?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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10. On average, how many times do you work from home in one month?

(Free Text)

11. Do you have a disability or impairment that has an impact on how you travel?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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12. Do you have childcare commitments that have an impact on how you travel?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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13. Are you entitled to a free parking space at your place of work?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Your potential for behaviour change

Significant improvements are being made across the transport network in Sydney. These changes may have an impact on your journey to work. To improve your journey, how likely is it that you will do the following to make your journey more comfortable and reliable?

14. Choose another mode to travel to work, e.g. switching from driving to public transport or from public transport to walking or cycling.

<input type="checkbox"/>	Very likely	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Very unlikely
<input type="checkbox"/>	Likely	<input type="checkbox"/>	Unlikely	<input type="checkbox"/>	Not possible

15. Change the timing of the journeys you make to avoid the busiest periods if possible given your work conditions.

<input type="checkbox"/>	Very likely	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Very unlikely
<input type="checkbox"/>	Likely	<input type="checkbox"/>	Unlikely	<input type="checkbox"/>	Not possible

Your potential for behaviour change

16. Reduce the number of times you travel to the office, e.g. by working from home if possible given your work conditions.

<input type="checkbox"/>	Very likely	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Very unlikely
<input type="checkbox"/>	Likely	<input type="checkbox"/>	Unlikely	<input type="checkbox"/>	Not possible

17. Reroute the way you take to and from work to avoid the busiest areas.

<input type="checkbox"/>	Very likely	<input type="checkbox"/>	Neutral	<input type="checkbox"/>	Very unlikely
<input type="checkbox"/>	Likely	<input type="checkbox"/>	Unlikely	<input type="checkbox"/>	Not possible

Your comments and interest in updates

18. Do you have any general comments on how you currently travel or how you would like to travel?

(Free text)

19. Would you like to ... <refer to incentive, for example: be entered into the draw for the chance to win a \$100 Opal Card? To view the terms and conditions for the prize draw, please [click here](#) >.

(Tick box)

20. If yes, please enter your email address.

(Free text)

Would you like to receive updates from the Travel Plan team bringing you relevant travel advice (e.g. information on new services)?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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21. If yes, please enter your email address to receive the updates you requested.

(Free text)

Closing

Thank you! To send your response, please click the 'Done' button below. Your responses will be collected and analysed by *<insert>* to help us create our Travel Plan. They will not be passed on to any third party. If you have any additional feedback on travel or transport to our workplace, please email us on *<insert>*, give us a call on *<insert>* or pop in and see us at *<insert>*.

DONE