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| --- | --- |
| Date |  |

**Employer survey template**

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| 1. **Business details**
 |
| Business name |  |
| Address |  |
| District |  | Postcode |  |
| 1. **Your details**
 |
| Your Name |  | Job title  |  |
| Work email address |  | Work phone number |  |
| 1. **What business sector is your organisation involved in?**
 |
| Agriculture |  | Finance |  | Manufacturing |  | Research and development |  |
| Construction |  | Government |  | Media/Marketing |  | Retail |  |
| Consulting  |  | Healthcare |  | Not for profit/charity |  | Real Estate |  |
| Courier |  | Hospitality /leisure |  | Other public sector |  | Transport |  |
| Education |  | Information technology |  | Raw materials |  | Other (please specify): |  |
| Other: |
| 1. **Please provide a brief outline (just a sentence or two) of your organisation’s main operations?**
 |
|  |
| 1. **What is the total number of staff employed at the site?**
 |
| Number of staff |  |
| 1. **Please select the option that best describes your normal working week pre Covid-19? (Before 1st March 2020) If you have two different working day patterns eg. factory staff and office staff please use the comment field \***
 |
| Mon-Fri |  | Sat-Sun |  | Variable |  |
| Mon-Sat |  | 7 days |  | Other |  |
| Comments:  |
| 1. **Which of these best describes your working hours pre Covid-19?** *(Before 1st March 2020)* Select all that apply
 |
| Office hours (9am-5pm) |  | Shift patterns |  | Weekends |  |
| Flexible office hours (e.g 7am-3pm or 10am-6pm) |  | Nights |  | Other |  |
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| 1. **In response to Covid-19, are your staff currently:** *(please tick all that apply)*
 |
| Working from home |  | Working on site (reduced numbers) |  |
| Working on site (extra staff/ new recruitment) |  | Furloughed staff |  |
| Less business travel and more virtual meetings / video conferencing |  | No change |  |
| Other: |
| 1. **If you are able to, please indicate a rough percentage for the number of staff...**
 |
| Staff working from home |  | Staff working on site |  | Staff on furlough |  |
| 1. **If some or all of your employees are working from home. Please indicate which of the following staff have access to at home, to the best of your knowledge:** *(please tick all that apply)* If no employees are working from home - Go to question 11
 |
| Laptop with webcam |  | Access to video meeting platform (e.g. Microsoft Teams, Zoom) |  |
| Work social activities (e.g. team quiz, social meetings, team games) |  | Work organised competitive social activities (e.g. fitness challenges, productivity challenges, bake-off) |  |
| Other (please specify): |
| 1. **Do you expect your staff to travel differently when returning to your place of work post-covid-19? If so, what changes do you anticipate?**
 |
| Yes |  | No |  |
| If you selected yes, please describe the changes you anticipate: |
| 1. **If some or all of your workforce are working from home, furloughed, or working on site with reduced numbers. Please select the answer that best describes your business plans:** If none of the above apply – Go to question 13
 |
| Actively preparing to return to work in the next couple of months |  |
| Actively preparing to return to work before the end of calendar year |  |
| Actively preparing to return to work during 2021 |  |
| No plans to return to the workplace in place/awaiting further government advice before planning |  |
| Other (please specify): |
| 1. **If some or all of your employees are still travelling to your place of work.** **Has there been a noticeable change in the way staff are travelling to work?** If no employees are travelling to work – Go to question 14
 |
| Yes |  | No |  |
| If you selected yes, please describe the changes you have observed: |
| 1. **Does your organisation already have a travel plan?**
 |
| Yes |  | No |  | Unsure |  |
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| 1. **Has your organisation already taken any steps to improve sustainable travel options for employees, visitors or suppliers?** *Please tick all that apply*
 |
|  | Pre Covid-19 (Before 1st March 2020) | As a result of Covid-19 | Not yet, but intend to | N/A |
| Flexible working hours |  |  |  |  |
| Audio/video conferencing equipment |  |  |  |  |
| Working from home |  |  |  |  |
| Encourage staff members to reduce non-essential travel |  |  |  |  |
| Taken active steps to manage parking |  |  |  |  |
| Promoted third party tools/apps that incentivise active travel (e.g.Betterpoints)  |  |  |  |  |
| Cycle to Work bike purchase scheme |  |  |  |  |
| Pay employees cycle mileage for business trips |  |  |  |  |
| Pool bikes |  |  |  |  |
| Provide local transport information/guidance for employees |  |  |  |  |
| Help staff with subsidised of public transport tickets |  |  |  |  |
| Operate a staff shuttle bus to your employment site |  |  |  |  |
| Provided guidance on the use of car sharing as a travel option for staff |  |  |  |  |
| Run a company operated car share scheme |  |  |  |  |
| Promoted third party tools/apps that help employees to find a car share partner (e.g. Liftshare) |  |  |  |  |
| Company pool cars |  |  |  |  |
| Electric vehicle charging points |  |  |  |  |
| 1. **What is the main reason for supporting staff in changing their travel behaviour within your organisation?** *Please tick all that apply*
 |
| Support with Covid-19 related travel and/or return to work |  | Improve Corporate Social Responsibility (CSR) |  |
| New/renewed commitment to be a sustainable business |  | Reduce carbon footprint |  |
| Improve local air quality |  | Reducing impact on local traffic congestion |  |
| Reduce cost of commuting to work for staff |  | Reduce costs of travel upon the businesses |  |
| Reduce demand for car park from staff |  | Increase the health of staff/ promote healthy lifestyles |  |
| Positive impacts on productivity and attendance |  | Employing more people from the local area |  |
| Other (please specify): |
| 1. **Which of these travel options do you think might be suitable for some of your staff who currently drive to work?** *Please tick all that apply*
 |
| Unsure, awaiting responses from staff travel survey |  | Walking |  |
| Bus (subject to changes in government advice) |  | Cycling |  |
| Train (subject to changes in government advice) |  | Car sharing (with household or government permitted groups) |  |
| Electric car |  | Taxi |  |
| None of the above |  | Other (please specify): |  |
| 1. **Which of the following do you feel are most likely to encourage staff to change their travel behaviour?** *Please tick all that apply*
 |
| Unsure yet, awaiting responses from staff survey |  | Discounted public transport tickets (Subject to changes in government advice) |  |
| Walking information and routes |  | More direct/ frequent public transport services (Subject to changes in government advice) |  |
| Cycle information and maps |  | Help to find a car share partner (Subject to changes in government advice) |  |
| Cycle training |  | Guidance on car sharing safely (Subject to changes in government advice) |  |
| Cycle maintenance |  | Car share incentives (Subject to changes in government advice) |  |
| Information about discounted bikes and equipment |  | Help to find publicly accessible electric vehicle charging points |  |
| Improved/additional cycle parking |  | Electric vehicle charging points |  |
| Showers |  | Electric vehicle bay markings |  |
| Changing facilities |  | Helping staff to change their working hours |  |
| Lockers |  | Freebies |  |
| Drying facilities |  | Other (please specify) |  |
| Public transport information and maps (Subject to changes in government advice) |  | None of the above |  |
| Guidance on the safe use of public transport (Subject to changes in government advice) |  |  |  |
| Other (please specify): |
| 1. **What do you think is the likelihood of staff changing their travel behaviour to use more sustainable modes of transport? (as a result of Covid-19)**
 |
| Very High |  | High |  | Neither high nor low |  | Low |  | Very low |  |
|  |
| **20. What do you think is the likelihood of staff changing their travel behaviour to use more sustainable modes of transport? (as a result of your organisation receiving support from Travel Choice)** |
| Very High |  | High |  | Neither high nor low |  | Low |  | Very low |  |
|  |
| **Any other comments regarding travel to/ from and during the site:** |