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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:** | | | | | | | | | | | | | | | | | | | |