

## Alternatives to Travel Survey

This survey is part of a Department for Transport study into reducing the need to travel in the public sector. It will help us understand how you, as a local authority employee, need to travel, including journeys to and from work as well as journeys for work.

We're also interested in how you feel about the journeys you make and what changes would make things better for you.

Feel free to leave out any questions you don't feel comfortable answering, although the more you can answer the more it helps us.

The survey takes about 10 minutes to complete, and your responses will be anonymous.

## ABOUT YOUR JOURNEY TO AND FROM WORK

We understand that some days are different from others, and that no survey works perfectly for everyone, but we'd like you to tell us how you commuted to and from work last week. This gives us a five day 'snapshot' of your commute, using a week that should still be fairly fresh in your memory.

**1. For each day, you can use as many 'steps' as necessary to describe your journey. Let's say you simply drive to work and this takes 20 minutes. In this case, there is just one step, by car, lasting 20 minutes. If, on the other hand, you spend 6 minutes walking to a bus stop, wait 10 minutes and travel on the bus for a 15-minutes, then spend 5 minutes walking to the office, there are three steps: walk for 6 minutes, bus for 25 minutes and walk for 5 minutes. (Include waiting time into all of your public transport journeys times).**

	Step 1:	Minutes:	Step 2:	Minutes:	Step 3:	Minutes:	Step 4:
Monday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Tuesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Wednesday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Thursday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Friday	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**2. What is your home postcode? (You can provide only the first part of your postcode, or if you would prefer not to provide it, please complete the next question instead)**

**3. How many miles is your journey to work?**

**You can calculate the distance between your home and work postcodes by copying and pasting this link into your browser:**

**[http://www.postcode.org.uk/country/uk/\\_postcode-distance-calculator.asp](http://www.postcode.org.uk/country/uk/_postcode-distance-calculator.asp)**

Miles:

## ABOUT YOUR TRAVEL FOR WORK

In these next few questions, we are again going to use last week as a five-day 'snapshot' of your working life, to tell us about the journeys you need to make as part of your working day.

**4. In this question, we are aiming to understand if you work in more than one place in a day. So if, for example, on every day last week you visited your usual workplace and somewhere else, feel free to answer '5' to more than one question.**

During last week, on how many days did you work in your usual office or workplace?

During last week, on how many days did you work from home?

During last week, on how many days did you work at another location?

**5. During last week, how many face-to-face meetings would you say you had...**

At your workplace?

At other places?

**6. If you can, please estimate, for last week, how far you travelled for work purposes, in miles? (This doesn't include commuting)**

**7. During the whole of the last working week, how many times did you use each of these types of technology?**

Teleconference

Videoconference suite

Webinar

Skype or similar

**8. Would you like to use any of these types of technology more?**

Yes  No  Don't know

**9. Would more training help you to use any of these technologies more?**

Yes  No  Don't know

**10. Is there anything else that would help you use these technologies more?**





## About You

### 14. Which Local Authority do you work for?

### 15. Your Position:

- Assistant
- Department Manager
- Officer/Team Member
- Team Leader
- Other (please specify)

### 16. Your main role:

- Managerial
- Administration
- Technical
- Manual
- Customer Facing
- Other (please specify)

### 17. Do you regularly work as part of a team?

- Yes  No

### 18. Are you:

- Male  
 Female

### 19. Your age:

**20. Finally, we are going to ask you to complete this survey again in a few weeks, to see if anything has changed, and it would be really useful if we can match up the answers you give today with the answers you give next time. However, we also want you to remain anonymous, so that you feel free to say what you like on these surveys.**

**So please write a distinctive word here, such as your mother's maidenname:**

**Please try your best to remember this, and write the same word or phrase on the next survey in a few weeks. (This way we can match up your two questionnaires without ever knowing who you are).**

## YOUR CHALLENGE

You will be participating in a one month trail (7th November - 7th December) to help DCC understand the potential to reduce travel and office costs by using alternatives to travel.

Alternatives to travel include:

- working from home
- working from a different location (for example, an office that is closer to your home)
- flexible working (for example, compressing your week into 4 longer days so you can have one day off work every week, or avoiding peak time travel)
- using technology (such as web conferencing, or simply having a one to one meeting by telephone)

Please select a 'challenge' from the list below. You can choose one or more challenges, aiming to avoid travel for two days per week.

If you already formally work from home you should aim to avoid travel for an additional 2 days per week. If you currently work from home informally, you can formalise this working pattern through the challenge.

During the trail month, if work responsibilities mean that you need to break the challenge, please try a different alternative to travel (such as travelling outside of the peak).

### 21. Choose any one of the challenges below:

- Work from home two days per week
- Work from a remote office two days per week
- Work from home one day per week and from another office one day per week
- Compress your week into 4 longer days, and work one of your days from home or another office
- Carry out one in every two meetings (that require travel) by telephone (min. 1 per day)
- Travel outside of peak time (8-10am, and 4-7pm) 4 days per week

Please provide details of which days or hours you will be working, and which other offices you will be using

### 22. Or, choose any two of these challenges:

- Work from home one day per week
- Work from a remote office one day per week
- Compress your week into 4 longer days
- Carry out one in every two meetings (that require travel) by telephone (min. 1 every other day)
- Travel outside of peak time (8-10am, and 4-7pm) 3 days per week

Please provide details of which days or hours you will be working, and which other offices you will be using

### 23. Or, if you can think of another way to avoid travelling for 2 days per week, you can write your own challenge here: