

Workplace travel program

This survey will help inform your company workplace travel program, highlighting ideas you could implement to encourage staff to commit to active travel.

How many people are based on the site?
Consider staff, students and contractors.

What are the site operating hours?

What are the patterns of staff working hours?
(e.g. 9am–5pm, spread across shifts from 6am–8pm, part-time hours or work-from-home arrangements)

Does the organisation support flexible working arrangements?

- working from home
- remote offices
- job sharing
- compressed working week

What information are employees/students/contractors given about travel to and from the site before commencing and when they join the organisation?

- closest public transport stops/routes
- parking options
- bike storage location
- company shuttle
- access to company fleet vehicle
- company share ride/cab charge allowance
- flexible working arrangement options
- no information
- other

Are any staff shifts currently scheduled to avoid peak travel times?

- yes
- no

Is anyone offered assistance with travel costs?

- yes
- no

Is anyone offered free parking?

- yes
- no

Who is offered a company car?

Are alternatives offered to a car?
For example bicycle or scooter pool

- yes
- no

If so, please specify

Is parking charged from a post-tax or pre-tax salary?

- post-tax
- pre-tax

What is the policy on allocation of pool and fleet vehicles?

Is a guaranteed ride home provided for people who become ill, work late, or have an emergency? (e.g. taxi, Uber or access to a fleet car)

- yes
- no

If so, please specify

- taxi
- Uber/ride share
- access to fleet car
- other, please specify

Are any incentives offered to encourage walking or cycling?

- yes
- no

Does your organisation offer any assistance with public transport costs?

- yes
 no

Are shuttle buses available for transport within the precinct or to and from public transport?

- yes
 no

Are there any operational issues that impact access to or from, or movement around the site?

- yes
 no

If so, where and what is/are the problems?

Are there any potential safety issues or conflicts between users of different travel modes on or around the site?

- yes
 no

If so, where and what are the problems?

Are footpaths within and around the site well lit?

- yes
 no

Are there safe crossing points on local roads?

- yes
 no

Are there end-of-trip facilities provided for staff, including:

- showers
 change rooms
 lockers
 hair dryers
 irons
 other onsite facilities

Is bike parking available on site?

- yes
 no

If so, where?

How many bike spots are available?

Is it well lit?

- yes
 no

Is bike parking covered from weather?

- yes
 no

Is the bike parking area secure?

(e.g. captured by CCTV or in a visible location)

- yes
 no

Are there any bus stops nearby?

- yes
 no

If so, where?

How long does it take to walk from the site to the bus stops?

Is there a railway station nearby?

- yes
 no

If so, where?

How long does it take to walk from the site to the railway station?

Is there a tram stop nearby?

- yes
 no

If so, where (e.g. location, distance from main entrance)?

How long does it take to walk to the site from the tram stop?