

Thank you for choosing to participate in [company's] 'commute to work' survey – we really appreciate your input. Your answers are entirely anonymous and will never be linked back to you.

In the following questions we want to know more about how you travelled to and from work in [month year]. Your answers will be used to improve how [company] currently calculates its commuting emissions, and to identify strategies for reducing them.

QA1a. Which of the below did you use to travel to and from work in [month year]?

Please select ALL that apply.

Drive alone in car, truck, SUV, or van

Carpool (including carpool with family members and dropping them off)

Motorcycle / Motorbike

(E-) bike or scooter

Taxi, Uber, Zoomy, Ola or similar

Carsharing Services like Mevo or Cityhop

Public bus

Train

Ferry

Walking

Other (please specify): _____

None of these, I was on leave the entire month of [month year] (exclusive choice, skip to QA5 and ask all rows in QA5)

None of these, I worked from home the entire month of [month year] (exclusive choice, skip to QA5 and ask all rows in QA5)

Ask QA1a1 if QA1a "Drive alone in car, truck, SUV, or van" or "Carpool (including carpool with family members and dropping them off)"

QA1a1. Are any of the vehicles you used to travel to or from work owned by [company]?

Yes

No

(If yes, end survey here with thanks for their participation)

Ask QA1a2 if QA1a "Drive alone in car, truck, SUV, or van"

QA1a2. What type of vehicle(s) did you use when driving alone to and from work in [month year]?

Please select all that apply.

Petrol

Diesel

Electric

(Plug-in) Hybrid

Other (please specify): _____

Ask QA1a3 if QA1a "Carpool (including carpool with family members and dropping them off)"

QA1a3. What type of vehicle(s) did you use when carpooling to and from work in [month year]?

Please select all that apply.

Petrol

Diesel

Electric
Hybrid
Other (please specify): _____
Not sure / don't know

Ask QA1a4 if QA1a "Carpool (including carpool with family members and dropping them off)"

QA1a4. On the days when you carpool (including carpool with family members and dropping them off), how many people, including yourself, usually ride in the vehicle?

Please type the number below _____

QA1b. On average, how many days per week do you travel to and from the office?

0 days/week
1 day/week
2 days/week
3 days/week
4 days/week
5 days/week
More than 5 days/week
Prefer not to day

(Ask QA1c of answers selected in QA1a. Skip if QA1 "None of these" options are selected)

QA1c. In [month year], which of the following did you use as your MAIN mode of transport in a typical week?

Please select all that apply.

Examples:

- If you used different modes of transport across multiple days please select **all** that apply
- If you used more than one mode per trip, please select which mode of transport took up **the majority** of the trip to and from work
- If you used a different mode of transport to get to work from that to get home, please select **both** MAIN modes

(Ask QA2a of answers selected in QA1c)

QA2a. How many days on average did you use the following as your main mode of transport TO work during [month year]? Please select one answer in each row.

Based on answers from QA1a2 and QA1a3, respondents that drive alone or carpool will see a selection of options below based on what they have selected. This ensures no double counting and differentiating driving for people using more than one car:

Petrol vehicle I drive alone
Diesel vehicle I drive alone
Electric vehicle I drive alone
(Plug-in) Hybrid vehicle I drive alone
[Text entered in 'Other'] vehicle I drive alone
Petrol vehicle for carpooling
Diesel vehicle for carpooling
Electric vehicle for carpooling
(Plug-in) Hybrid vehicle for carpooling
[Text entered in 'Other'] vehicle for carpooling

Vehicle for carpooling (fuel type unknown)

Staff will see only the main travel options selected in QA1c, and tick boxes with the options on number of days in the table.

	One day/ week	Two days/ week	Three days/ week	Four days/ week	Five days/ week	More than five days/ week	Don't know / Prefer not to say

(Ask QA2b of answers selected in QA1c)

QA2b. How many days on average did you use the following as your main mode of transport FROM work during [month year]? Please select one answer in each row.

Based on answers from QA1a2 and QA1a3, respondents that drive alone or carpool will see a selection of options below based on what they have selected. This ensures no double counting and differentiating driving for people using more than one car:

Petrol vehicle I drive alone

Diesel vehicle I drive alone

Electric vehicle I drive alone

(Plug-in) Hybrid vehicle I drive alone

[Text entered in 'Other'] vehicle I drive alone

Petrol vehicle for carpooling

Diesel vehicle for carpooling

Electric vehicle for carpooling

(Plug-in) Hybrid vehicle for carpooling

[Text entered in 'Other'] vehicle for carpooling

Vehicle for carpooling (fuel type unknown)

Staff will see only the main travel options selected in QA1c, and tick boxes with the options on number of days in the table.

	One day/ week	Two days/ week	Three days/ week	Four days/ week	Five days/ week	More than five days/ week	Don't know / Prefer not to say

QA3a. How far away do you live from your normal place of work?

Please type in your answer to the nearest kilometer. If you don't know the answer, please check the distance on Google Maps by clicking [here](#) (Use the Google map to find distance to your home; type in work address to search box, then select Directions. Type in your home address. The distance in kilometers will appear in the list below.)

Kilometers (Please enter number) _____

Don't know / prefer not to say

(ask Qa3b if QA3a=Don't know / prefer not to say)

QA3b. Please estimate your distance from home to your normal place of work using the categories below.

Less than 1KM

Between 1 and 5KM

Between 5 and 10KM

Between 10 and 20KM

Between 20 and 30KM

Between 30 and 40 KM

Between 40 and 50 KM

More than 50KM

Don't know / prefer not to say

QA4. Thinking of your main means of travel, how long (on average) did it take you to travel to work on an average day in [month year]?

Staff will see the main travel options selected in QA1c, and tick boxes / drop down list with the options on average times.

Less than 15 minutes

Between 15 and 30 minutes

Between 30 and 45 minutes

Between 45 minutes and 60 minutes

Between 60 minutes and 90 minutes

More than 90 minutes

Ask QA5 if QA1c "Drive alone in car, truck, SUV, or van" is selected. Randomise answers.

QA5. What are your reasons for choosing to drive alone to work? Please select all that apply.

Free/cheap and/or convenient parking

Need car for work

Need car for personal errands

Need car for child transport (e.g., dropping off/collecting children on the way to/from work)

Need a specially equipped vehicle (e.g., due to disability)

Need a guaranteed ride for emergencies

Need a car for carrying items

Other modes of transport take too much time

Other modes of transport are too expensive

Public transport is too unreliable

I have irregular work hours

Poor access, weather, or safety conditions for walking / biking

Poor access, weather, or safety conditions for public transport

Prefer to drive alone

I am worried about the impact of Covid-19

Other (please specify): _____

Ask QA6 if QA1c "Drive alone in car, truck, SUV, or van" or "Carpool (including carpool with family members and dropping them off)" are selected. Randomise answers.

QA6. Where do you normally park your car when you come to work? Please select all that apply.

Onsite parking

Park and Ride site
 Nearby "Pay by Plate" car park
 Nearby free public car park
 I get dropped off
 Other (please specify): _____

Randomise answers.

QA7. How likely are you to use the following as your main means of travel to and from work?

Please assume these options are available close to your home or work when answering this question.

Please select one answer in each row.

	Very unlikely	Somewhat unlikely	Neither likely nor unlikely	Somewhat likely	Very likely
Public transport (bus, train, or ferry) <i>(ask if QA1c "Public bus", "Train" or "Ferry" are not selected)</i>					
Carpooling <i>(ask if QA1c "Carpool (including carpool with family members and dropping them off)" is not selected)</i>					
(Company) Shuttle Service					
Walking <i>(ask if QA1c "Walking" is not selected)</i>					
(E-) bike or scooter <i>(ask if QA1c "(E-) bike or scooter" is not selected)</i>					

Ask QB1a if QA7 "Public transport (bus, train, or ferry)" = "Very likely", "Somewhat likely" or "Neither likely nor unlikely". Randomise answers & always show "Other (please specify): _____" at the bottom of the list.

QB1a. Which of the following measures would motivate you to try using public transport (bus, train, or ferry) as your main means of travel to or from work?

Please select all that apply.

- More flexible work schedule
- More easily available information
- More modern public transport waiting facilities
- Public transport stops closer to home
- Public transport stops closer to work
- Faster journey times
- More direct routes
- Cheaper / subsidised fares
- More reliable and frequent public transport
- Being able to use a company vehicle during the day for non-work purposes
- Guaranteed ride home for emergencies
- Other (please specify): _____

Ask QB1b if QA7 "Public transport (bus, train, or ferry)" = "Very unlikely" or "Somewhat unlikely". Randomise answers & always show "Other (please specify): _____" at the bottom of the list.

QB1b. Which of the following statements sum up your reasons for *not* considering public transport (bus, train, or ferry) as your main means of travel to or from work?

Please select all that apply.

- There is no public transport near to where I live
- There is no direct route between home and work
- The public transport is not frequent enough
- Too inconvenient / inflexible
- Too unreliable
- Too expensive
- It takes too long to get about
- I feel unsafe on public transport
- I like my own space when travelling
- I have too much to carry
- I need my car for work
- I need my car before or after work
- Other (please specify): _____

Ask QB2a if QA7 "(E-) bike or scooter" = "Very likely", "Somewhat likely" or "Neither likely nor unlikely". Randomise answers & always show "Other (please specify): _____" at the bottom of the list.

QB2a. Which of the following possible measures would motivate you to try cycling or scootering (including e-options) as your main means of travel to or from work?

Please select all that apply.

- More easily available information on cycle routes
- Cycling with someone else familiar with biking routes
- Safer cycle routes between home and work
- More cycle storage facilities
- Safer cycle storage facilities
- Modern showering/changing facilities at work
- Lockers for cycling gear and clothes
- A scheme that allows me to buy a bike and pay through my salary over instalments
- Employee discounts at cycle shops
- Not applicable as I live too far away to cycle to work
- Rent/lease options for e-bike
- Other (please specify): _____

Ask QB2b if QA7 "(E-) bike or scooter" = "Very unlikely" or "Somewhat unlikely". Randomise answers & always show "Other (please specify): _____" at the bottom of the list.

QB2b. Which of the following statements sum up your reasons for *not* cycling or scootering (including e-options) as your main means of travel to or from work?

Please select all that apply.

- I live too far away / it would take too long
- It's too dangerous
- I don't feel confident on an (e-) bike or scooter
- The weather is too unpredictable
- I have too much to carry
- I need my car for work
- I need my car before or after work
- I don't own a bike

I don't know how to ride a bike
I don't like the facilities provided / There are no end-of-trip facilities at our office
Bikes are too expensive
I have irregular work hours
Other (please specify): _____

Ask QB3a if QA7 "Walking" = "Very likely", "Somewhat likely" or "Neither likely nor unlikely".
Randomise answers & always show "Other (please specify): _____" at the bottom of the list.

QB3a. Which of the following possible measures would motivate you to try walking as your main means of travel to or from work?

Please select all that apply.

Not applicable as I live too far away to walk to work – Always shown at the top of the list
More readily available information on walking routes
Improvements to the quality of footpaths
More lighting in pedestrian areas
Walking with someone else
More CCTV covering pedestrian areas
Modern showering/changing facilities at work
Lockers for walking gear and clothes
Free issue of pedometers
Free issue of personal safety alarms
Free issue of personal safety gear
Employer discounts at outdoor gear shops
Other (please specify): _____

Ask QB3b if QA7 "Walking" = "Very unlikely" or "Somewhat unlikely". Randomise answers & always show "Other (please specify): _____" at the bottom of the list.

QB3b. Which of the following statements sum up your reasons for not considering walking as your main means of travel to or from work?

Please select all that apply.

I live too far away / It would take too long
I don't like the idea of walking on my own
There is no safe route to work
The weather is too unpredictable
I have too much to carry
I need my car for work
I need my car before or after work
I don't want to walk in the dark
Other (please specify): _____

Ask QB4a if QA7 "Carpooling" = "Very likely", "Somewhat likely" or "Neither likely nor unlikely" AND "Drive alone in car, truck, SUV, or van" is selected in QA1a. Randomise answers & always show "Other (please specify): _____" at the bottom of the list.

QB4a. Which of the following possible measures would motivate you to try carpooling as your main means of travel to or from work?

Please select all that apply.

More flexible work schedule
Assistance in finding a ride match

Reserved parking for carpool vehicles
Free or discounted parking for carpool vehicles
Being able to use a company vehicle during the workday
Guaranteed ride home program for emergencies
Being able to use T2 or T3 lanes for faster travel
Other (please specify): _____

Ask QB4b if QA7 “Carpooling” = “Very unlikely” or “Somewhat unlikely” AND “Drive alone in car, truck, SUV, or van” is selected in QA1a. Randomise answers & always show “Other (please specify): _____” at the bottom of the list.

QB4b. Which of the following statements sum up your reasons for not considering carpooling as your main means of travel to or from work?

Please select all that apply.

It would take too long
I don't feel confident or comfortable carpooling
I have too much to carry
I need my car before or after work
I need car for child transport (e.g., dropping off/collecting children on the way to/from work)
I need a specially equipped vehicle (e.g., due to disability)
I need a guaranteed ride for emergencies
I have irregular work hours
Prefer the flexibility and reliability of leave time from home and work
Prefer to drive alone
Other (please specify): _____

Ask QB5a if QA7 “Shuttle Service” = “Very likely”, “Somewhat likely” or “Neither likely nor unlikely” AND “Drive alone in car, truck, SUV, or van” OR “Carpool” is selected in QA1a. Randomise answers & always show “Other (please specify): _____” at the bottom of the list.

QB5a. Which of the following possible measures would motivate you to try a shuttle service as your main means of travel to or from work?

Please select all that apply.

More flexible work schedule
Easy shuttle service booking
Networking with other [company] staff on drive
Being able to use WiFi during commute
Free or subsidised shuttle service
Multiple travel time options with shuttle service
Being able to use a company vehicle during the workday
Guaranteed ride home program for emergencies
Pick up and drop off at or very close to home
Other (please specify): _____

Ask QB5b if QA7 “Shuttle Service” = “Very unlikely” or “Somewhat unlikely” AND “Drive alone in car, truck, SUV, or van” OR “Carpool” is selected in QA1a. Randomise answers & always show “Other (please specify): _____” at the bottom of the list.

QB5b. Which of the following statements sum up your reasons for not considering a shuttle service as your main means of travel to or from work?

Please select all that apply.

It would take too long
I don't feel confident or comfortable using a shuttle

I have too much to carry
I need my car before or after work
I need car for child transport (e.g., dropping off/collecting children on the way to/from work)
I need a specially equipped vehicle (e.g., due to disability)
I need a guaranteed ride for emergencies
I have irregular work hours
Prefer the flexibility and reliability of leave time from home and work
Prefer to drive alone
Other (please specify): _____

QD1 Which business unit / department do you currently work in?

QD2. What gender do you identify with?

Male
Female
Gender diverse
Prefer not to say

QD3. What is your age group?

Under 18
18 – 24 years
25 – 34 years
35 – 44 years
45 – 54 years
55+ years

QD4. Which office location are you currently working in?

QD5. What type of contract do you currently have with [company]?

Full time – Permanent
Full time – Contract
Part time – Permanent
Part time – Contract

Ask QD6a if QA5, QB2b, QB4b, QB5b = “I have irregular work hours”

QD6a. What time do you usually start work?

Drop down list with hourly options starting from 5 am

Ask QD6a if QA5, QB2b, QB4b, QB5b = “I have irregular work hours”

QD6b. At what time do you usually finish work?

Drop down list with hourly options starting from 5 am

QD7. Do you have a disability that affects your travel to work?

Yes

No

Prefer not to say

Ask QD8 if QD7 “Yes”

QD8. If you feel comfortable, please tell us more about the disability that affects your travel to work.

QD9. Lastly, if you have any further feedback or suggestions around commuting to and from your place of work please type in below:

QD10. If you are interested in participating in a focus group on how [company] can support more sustainable modes of commuting, please leave your email address below. This will be separated from your survey responses.

Tips and Tricks from others:

- We referred back to a specific month of the year, and then sent the questionnaire out at the start of the following month as it makes it easier for staff to think back to a specific time frame rather than the full year, which might have more fluctuations in travel modes. Try to pick a month with not too many irregularities, e.g. increased WFH due to floods, Covid, office closures etc. if you have the flexibility.
- We did ask them to tick all modes of transport to start with, so e.g. if they walk to the train station choose both walking or train. However, I've since found that this makes analysis more difficult, and I am not sure yet it adds much to the findings, so other companies might want to consider straight away asking for the main mode of transport only.
- We also differentiated in the questionnaire between travel mode TO vs FROM work, however I have not used this differentiation for the emissions calculation in the end so to shorten the survey this could be left out.
- In the comms that went out asking staff to participate, we specifically asked for those with company owned vehicles not to participate. I can see in the responses though that some people still did fill it in, so for future use I have included a question (QA1a3) on this. Anyone that ticks Yes on company owned vehicles can easily be excluded from the emissions calculation later.
- We didn't actually include the last question in the end (focus groups) as we didn't have anyone with capacity to host any focus groups, but I've left it in the template as I think it would be a really interesting thing to do especially when you're in a place where lots of changes are happening, e.g. an upcoming office move.