

# Workplace Travel Program – Employer Survey

This survey will help inform your company's workplace travel program, highlighting ideas you could implement to encourage staff to commit to rethinking their travel options.

How many people are based onsite? Consider staff, students and contractors (where applicable).

What are the standard 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? Tick all that may apply.

- working from home
- remote offices
- job sharing
- flexible working hours
- 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? Tick all that may apply.

- closest public transport stops/routes
- walking routes
- carpooling options
- parking options
- bike storage locations
- e-scooter options
- access to company fleet vehicles
- company ride share allowances
- 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 yes, 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 yes, please specify

Are any incentives offered to encourage walking or cycling?  
For example, healthy living benefit such as bike vouchers?

Yes

No

Does your organisation offer any assistance with public transport costs?

Yes

No

Are shuttle buses available for transport within the city 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 yes, please specify where and the issues

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

Yes

No

If yes, please specify the issues

Click or tap here to enter text.

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

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 light rail station nearby?

Yes

No

If so, where?

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