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# Employee travel survey template

Use these survey questions to understand current employee travel habits and any changes that have been made in the last year. Repeat the survey 12 months after your intervention (or at the same time of year, to avoid seasonal variation in travel) to assess whether there has been a positive impact. For best results, try to get the same respondents to both surveys, but a robust sample size can be a good alternative.

These survey questions are meant to be used as a template for an employee survey, and there may be additional questions you wish to include, such as demographics or work habits including part-time or shift patterns. You could also add specific questions about local initiatives you are looking to introduce or promote to gauge appetite.



## Section I: Current travel habits

How do you travel to your regular place of work?\* Please tick all modes that apply. For example, if you drive to the station and then take the train, select both car driver and public transport.

	Occasionally	Once or twice a week	Three or four times a week	Five or more times a week	Never
Car/van driver					
Car/van passenger					
Public transport (bus/Tube/train)					
Cycle					
Walk – most or all of the way					
No journey - telework or work from home					
Other (please state)					

\* This question will give you a good understanding of your employees' current travel habits and how much flexibility they have, or how many different ways they travel to work. Use this as a baseline to understand how people get to your location, and compare the responses you get in the follow-up.

How often do you travel for any other purpose\* (eg shopping, school run, leisure trips, business travel)?

	Occasionally	Once or twice a week	Three or four times a week	Five or more times a week	Never
Car					
Public transport (bus/Tube/train)					
Cycle					
Walk					

\* Understanding employees' wider travel habits is useful, because often people find it easier to switch to a less time-pressured journey such as a leisure trip before they consider changing their commute. Identifying any changes in these modes can be a good indicator of success for your intervention. You can also ask about more specific services, such as use of a bike share or car share service, if you are looking to promote these.

## Section 2: Changes in travel habits

For each mode of transport used to travel to work, have you reduced or increased the use you make of it compared with a year ago?

	Increased a lot	Increased a little	No change	Reduced a little	Reduced a lot	N/A
Car/van driver						
Car/van passenger						
Public transport (bus/Tube/train)						
Cycle						
Walking						
Other (please state)						

In summary, thinking about your day-to-day travel generally, have you reduced or increased the amount of travel you make compared with a year ago?

1	Increased a lot
2	Increased a little
3	No change
4	Reduced a little
5	Reduced a lot

Have you personally experienced any of these changes to your circumstances in the past 12 months?

1	Changed jobs or workplace
2	Increased working days/hours
3	Decreased working days/hours
4	Increased remote working
5	Moved house
6	Changes in my household or family circumstances
7	Changes in the number of vehicles owned or usually available to my household
8	Acquired a driving licence (for the first time or after ban/disqualification)
9	Acquired access to a bicycle including bike share membership
10	Acquired car club membership or started car sharing
11	None of these