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| Comprehensive staff travel survey template |
| 2.5 – Sustainable transport in health care |
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# Introduction

Responses from this survey will provide detailed information about the current travel patterns of your staff; travel and facilities issues; and opportunities for encouraging a greater use of non-car travel options.

It is useful for very large workplaces (over 750 staff) to inform the development of a comprehensive-level travel plan.

Organisations surveying smaller workplaces, or considering passive or active travel plans may, want use the simple travel survey instead.

**Note:** Placeholder text for you to replace is shown in square brackets and with red text – [example].

# Survey approach

The survey is designed to be:

* run online, using platforms like Survey Monkey, Typeform or Microsoft Forms
* a census, requesting information for one travel day
* set up with routing to minimise total questions (that is, follow-on questions relate only to previous responses) and the time it takes to complete the survey (preferably around four minutes or less). Routing has not been specified as some organisations may choose to leave out certain questions
* supported by a communications and engagement campaign about the survey to maximise the number of staff responses to get valid and credible results.

Prepare and design your survey as a document in Microsoft Word (also for use in getting sign-off) before starting online design

Implementing a comprehensive travel survey requires time and resources (such as preparing digital or print communications materials to promote the survey).

Refer to:

* *Simple staff travel survey* (2.3) for guidance on core survey questions to ask
* *Staff travel survey implementation guide* (2.4) for how to effectively promote and run the survey.

# Survey questions

This survey takes about [estimated time] minutes. Your answers will help improve travel options and choices for getting to work at your hospital or hospital campus. You can only complete the survey once.

## Introductory question

### Q1: Did you travel to work today?

1. Yes
2. No – I worked from home
3. No – I worked from elsewhere or remotely (please specify)
4. No - I did not work on this day

## Travel modes

### Q2 : Thinking about your journey to work today, from leaving home to getting to work, which of the following methods of transport did you use?

Select **all** that apply, excluding any short walks to or from a bus stop, train station, car park and so on.

1. Car – as driver
2. Car – as a passenger
3. Train
4. Bus
5. Tram
6. Motorcycle or moped
7. Ride a bicycle
8. Ride other personal mobility device
9. Walk (do not include walking from local bus stop, car park and so on)
10. Taxi, Uber or ride share

### Q3: Which of those was your main method of transport today (the one you travelled the greatest distance on)?

[**Programming note**: Follow-on question for those selecting more than one method]

1. Car – as driver
2. Car – as a passenger
3. Train
4. Bus
5. Tram
6. Motorcycle or moped
7. Bicycle
8. Other personal mobility device
9. Walk (do not include walking from local bus stop, car park and so on)
10. Taxi, Uber or ride share

### Q4: How would you rate your satisfaction with your experience travelling to the hospital or hospital campus by [main mode]?

1. Very satisfied
2. Satisfied
3. Neither satisfied nor dissatisfied
4. Dissatisfied
5. Very dissatisfied

### Q5: Excluding how you travelled today, are there other methods you regularly use to travel to work?

Select **all** that apply, excluding any short walks to or from a bus stop, train station, car park and so on.

1. I don't use any other methods
2. Car – as a driver
3. Car – as a passenger
4. Train
5. Bus
6. Tram
7. Motorcycle or moped
8. Ride a bicycle
9. Ride other mobility device
10. Walk (do not include walking from local bus stop, car park and so on)
11. Taxi, Uber or ride share

### Q6: Thinking about your typical journey to work, from leaving home to arriving at work, which of the following methods of transport do you usually use?

Select all that apply, excluding any short walks to or from a bus stop, train station, car park and so on.

[**Programming note**: Question for those who did **not** travel to work]

1. Car – as driver
2. Car – as a passenger
3. Train
4. Bus
5. Tram
6. Motorcycle or moped
7. Bicycle
8. Other personal mobility device
9. Walk (do not include walking from local bus stop, car park and so on)
10. Taxi, Uber or ride share

## Influences

### Q7: Do you have a hospital campus staff car parking permit?

1. Yes
2. No

### Q8: Do you currently have access to a privately-owned motor vehicle on working days?

1. Yes
2. No

### Q9: Do personal, family or childcare commitments influence your choice of how you travel to work?

1. Yes
2. No

## Car driving

### Q10: Did you share your ride to the hospital or hospital campus with any other adult passengers?

1. Yes
2. No

### Q11: Where did you park your car when you arrived at work today?

[**Programming note**: Drivers only]

1. In a hospital or hospital campus car park
2. In an offsite privately-operated car park
3. On a local street
4. At a third-party office or residential location
5. Prefer not to say
6. Other (please specify)

### Q12: Did you pay for your parking today (including any passes or arrangements by salary deduction)?

1. Yes
2. No – it was free
3. No – it was paid by someone else, a business or employer

### Q 13: How do you rate the quality of car parking facilities at the hospital or hospital campus?

[**Programming note**: If parked at hospital]

1. Very poor
2. Poor
3. Satisfactory
4. Good
5. Very good

## Cycling

### Q14: Where did you park your bicycle when you arrived at work today?

[**Programming note**: Cyclists only, from main mode]

1. Inside a building or office – in a non-clinical area
2. Inside a building or office – in a clinical area
3. [Insert location and facility] bike cage or secure bike racks
4. At another dedicated bike rack
5. Against a pole, rail or other fixture somewhere at the hospital or hospital campus
6. Arrived by some other method or did not park bike at the hospital or hospital campus
7. Elsewhere (please specify which building and where, such as storage space)

### Q 15: As a person who rides to work, which of the following do you have access to at the hospital or hospital campus

1. A secure place to lock your bike
2. A suitable locker
3. A shower or change room
4. Somewhere to hang or dry your cycling gear
5. None of these

### Q 16: How do you rate the quality of facilities for people riding to work at your hospital or hospital campus?

1. Very poor
2. Poor
3. Satisfactory
4. Good
5. Very good

### Q17: What is your greatest challenge when riding your bicycle to work? (**optional**)

[**Programming note**: Open answer]

## Walking

### Q18: How do you rate the quality of pedestrian facilities in and around the hospital or hospital campus?

[**Programming** note: Walkers only, from main mode]

1. Very poor
2. Poor
3. Satisfactory
4. Good
5. Very good

### Q19: What is your greatest challenge when walking to work? (**optional**)

[**Programming note**: Open answer]

## Motorcyclists

### Q20: Where did you park your motorcycle or moped?

[**Programming note**: Motorcyclists only, from main mode]

1. In a hospital or hospital campus staff car park
2. In a privately-operated car park
3. On a local street
4. At third-party office or residential location
5. In a marked bay or outdoor space at the hospital or hospital campus
6. In a non-marked outdoor space at the hospital or hospital campus
7. Elsewhere (specify)
8. Arrived by other mode or did not park at the hospital or hospital campus

### Q21: As a motorcyclist, which of the following do you have access to on campus?

1. A suitable location to park your motorcycle
2. A suitable locker
3. Somewhere to hang or dry your gear
4. None of these

## Public transport

### Q22: What, is your greatest challenge when using public transport to get to work? (**optional**)

[**Programming note**:Public transport only, from main mode]

[**Programming note**: Open answer]

## Journey and working times

[**Programming note**: These questions are for all respondents]

### Q23: What time did you arrive at the hospital today?

[**Programming note**: Present times in half-hour increments]

### Q24: What time do you expect to leave the hospital today?

[**Programming note**: Present times in half-hour increments]

### Q25: What is your home or Victorian residential suburb (such as Frankston)?

[**Programming note**: Open answer]

### Q26: Are your typical working hours…?

1. Regular hours (such as Monday to Friday, 8:30 am to 5 pm, or similar)
2. Shift hours – fixed roster
3. Shift hours – variable roster or changeable

### Q27: How long was your door-to-door commute to the hospital today?

1. Under 15 minutes
2. 15 to 29 minutes
3. 30 to 44 minutes
4. 45 to 59 minutes
5. 1 to 1.5 hours

## Help with other travel options

### Q28: Thinking about the sorts of things that could encourage to you start using other travel options (such as walking, cycling, public transport and car sharing) or use them more often, how likely are each of the following to influence you?

1. Very unlikely
2. Unlikely
3. Neither unlikely or likely
4. Likely
5. Very Likely

#### Options to assess (random rotation – add or remove ones applicable to your site)

1. Free or subsidised bike riding training courses at or near your workplace
2. Discounted annual Myki passes, saving you an additional 10 per cent on public transport
3. A 'bike buddy' system to ride to work with other colleagues
4. An app to help you find other colleagues to share your journey to work
5. Preferential or discounted parking for those who share their car trip to work
6. Custom maps of local walking and cycling routes to your site
7. Public transport timetables for travel to your site
8. One-on-one advice on your journey options from a qualified transport planner
9. Dedicated showers, lockers and change areas for people who ride or walk to work
10. Secure bike storage cages and bike repair equipment

## Flexibility and change

### Q29: Which of these best describes the flexibility of your job?

1. My job can only be completed on location at the hospital or hospital campus
2. My job has some potential to be completed from home or other locations
3. My job could be completed mostly from home or other locations

### Q30: Which of these statements best describes how you have worked over the last six-months?

1. I have completed my job role entirely on-location at the hospital or hospital campus
2. I have completed some of my job at home or at other locations
3. I have worked mostly from home or at other locations

## Demographics

### Q31: What is your age?

1. 16 to 17 years
2. 18 to 30 years
3. 31 to 40 years
4. 41 to 50 years
5. 51 to 65 years
6. Over 65 years
7. Prefer not to say

### Q32: What is your gender?

1. Female
2. Male
3. Non-binary
4. Other [option for - in your own words]
5. Prefer not to say

### Q33: What is the main organisation you work for?

1. [Health service]
2. Retail service on site
3. Construction project supplier or contractor
4. Other

### Q34: Which of the following best describes your type of work?

1. Clinical
2. Non-clinical – support services
3. Non-clinical – retail
4. Non-clinical – other non-clinical

### Q36: Is there any other feedback you’d like to provide about your journey to or from the hospital or hospital campus?

[**Programming note**: Open answer]

# End text

Thank you for your time.

To submit your survey results, please select 'Done'.

If you have any questions about this survey, please email us at [insert contact email].

To receive this document in another format, phone 9595 2898, using the National Relay Service 13 36 77 if required, or [email sustainability](mailto:sustainability@health.vic.gov.au?subject=Sustainable%20transport%20in%20hospitals) <sustainability@health.vic.gov.au>.

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