*Note to workplace (Remember to delete this section before distributing the survey):*

Thank you for your interest in our workplace commuting survey.

The purpose of this survey is to collect data to understand current staff commuting and to inform behaviour change initiatives aimed at supporting mode-shift to active and public transport, hereby reducing carbon emissions. The survey also collects data required to calculate your current carbon emissions from commuting.

All methods of collecting data have advantages and disadvantages. Consider this survey as one piece of the puzzle, which can give you a good amount of data in a short time. Interviews and focus groups allow you to understand staff journeys and barriers to sustainable modes more fully.

Please review questions in the context of your workplace. Take care to replace any ***placeholders***in the introduction and the survey itself with content applicable to your workplace. Where questions contain a long list of options (eg Q31, support for sustainable transport modes), you may choose to shorten these based on key areas you identified in focus groups. Before cutting options you think you are unlikely to provide (e.g. discount for ebikes), consider if it is still worthwhile identifying the demand, then creatively working on solutions (e.g. linking staff up to discount offers).

Please note that not all respondents will be asked all questions – some get triggered depending on earlier responses. The actual survey experience will be shorter than the full list of questions. When amending the survey, pay close attention to the "branching" of the questions and adjust as necessary.

If you aim to achieve specific impacts beyond what is covered in this template (e.g. an increase in staff well-being), consider if you need to add any questions to establish a baseline for monitoring and evaluation. You may have other avenues for measuring those variables.
Make sure you have a good reason for each question and keep the survey as short as possible.

Here are a couple of resources that you may find helpful for your survey design:
www.alchemer.com/resources/blog/10-tips-for-crafting-good-survey-questions/
www.scribbr.com/methodology/survey-research

A high response rate is important. As more people participate, your sample becomes more representative of your workforce and your results will more accurately reflect reality. To increase your response rate, offer an incentive (e.g. a gift voucher) and send out reminders half-way through the promotion period.

Our team at Wellington City Council would love to hear about your survey results. This will help us better understand commuting in Wellington. If you're happy to report those back to us, or require support with your survey, please email us at sustainable.transport@wcc.govt.nz . Thank you very much.

Survey structure:
Section 1: Introduction
Section 2: Current commuting transport choices
Section 3: Alternative commuting options and desired support
Section 4: Demographics
Section 5: Contact details for prize draw

Section 6: Finish

# Section 1: Introduction

***<Workplace>*** would like to learn about your commuting travel choices in Wellington and understand how we can help our staff access more sustainable travel options in the future.

This survey will take approximately ***5***minutes. ***On completion, you have the chance to go into a prize draw to win xxx.***

The survey is anonymous. You do not need to share personal information to participate. We ask for some basic demographic information (such as your age), but you can choose not to give those details.

A summary of results will be available to staff to view. ***<Share process of sharing results – For example, there could be a results presentation, results could be posted on the intranet, or you could add a checkbox for respondents to request survey results.>*** All multiple-choice responses will be combined for privacy. Individual data will not be shared, apart from any comments: The summary may include direct quotes from written comments. If you choose to provide your own comments in open questions, please take care not to include any personally identifying information. ***(If you are sharing a summary of results with our team:)***Summary data and quotes may be shared with Wellington City Council and appear in Wellington City Council reports and presentations.

**<*XYZ team>*** will have access to the anonymised survey data to analyse results and to develop initiatives in support of sustainable transport.

***(If there is going to be a prize draw offered:)*** If you choose to enter the draw by providing an email address, we will keep your address separate from any survey data. This means that we will not connect your email address to your responses. Your email address will not be shared and will be deleted when the draw is complete.

1. **Are you happy with the above?**
* Yes – let’s get started with the survey.
* No – don’t proceed with the survey.

# Section 2: Current commuting transport choices

**2. Which location / department / team do you belong to?**

* Add location / department / team name
* Add location / department / team name
* Add location / department / team name
* …
* Prefer not to say
* Other

**3. In a typical week, how many days do you work from home?** *Single-select*

* None *(à Jump to Q5)*
* 1 day
* 2 days
* 3 days
* 4 days
* 5 days or more

**4.** **Would you travel to your workplace more often if you had better commuting options or support?**

* Yes
* Maybe
* No

**5. In a typical week, how frequently do you travel to your workplace?** *Single-select*

* 5 or more days
* 4 days
* 3 days
* 2 days
* 1 day
* Not at all – but I would if I had better commuting options *(à Please jump to Section 3)*
* Not at all – and that’s my preference *(à Please jump to Section 4)*

**6. Which days do you usually travel to your workplace location(s)?** *Multi-select*

* Monday
* Tuesday
* Wednesday
* Thursday
* Friday
* Saturday
* Sunday
* Days vary week by week

**7.When do you usually travel *to*your workplace location(s)?** *Single-select*

* Peak time (Monday to Friday, 7:00-9:00am or 3:00-6:30pm)
* Off-peak time (all times that are not peak-time)
* Both / variable hours

**8.When do you usually travel *home from* your workplace location(s)?** *Single-select*

* Peak time (Monday to Friday, 7:00-9:00am or 3:00-6:30pm)
* Off-peak time (all times that are not peak-time)
* Both / variable hours

*[Remove question if only one location]*

**9. Which work location or office do usually commute to?**Please select your main location. *Single-select*

* *Add location 1*
* *Add location 2*
* *Add location 3*
* A variety of locations, no main location
* Other *(free text)*

**10. Where do you usually start your journey, when travelling to work?***(drop down menu, single-select)
(Please note: All responses other than “Outside Wellington City” jump to Q12)*

|  |  |  |
| --- | --- | --- |
| * Outside Wellington City
* Aro Valley
* Berhampore
* Breaker Bay
* Broadmeadows
* Brooklyn
* Churton Park
* Crofton Downs
* Evans Bay
* Glenside
* Grenada North
* Grenada Village
* Happy Valley
* Hataitai
* Horokiwi
* Houghton Bay
* Island Bay
* Johnsonville
* Kaiwharawhara
* Karaka Bays
* Karori
* Kelburn
* Khandallah
 | * Kilbirnie
* Kingston
* Linden
* Lyall Bay
* Mākara
* Mākara Beach
* Maupuia
* Melrose
* Miramar
* Moa Point
* Mornington
* Mount Cook
* Mount Victoria
* Newlands
* Newtown
* Ngaio
* Ngauranga
* Northland
* Ohariu
* Oriental Bay
* Ōwhiro Bay
* Paparangi
 | * Pipitea
* Redwood
* Rongotai
* Roseneath
* Seatoun
* Shelly Bay
* Southgate
* Strathmore Park
* Takapu Valley
* Tawa
* Te Aro
* Thorndon
* Vogeltown
* Wadestown
* Wellington Central
* Wilton
* Woodridge
* Worser Bay
* Prefer not to say
* Other *(free text)*
 |

**11. Where outside Wellington City do you usually start your journey, when travelling to work?** *(Drop down menu, single-select)*

* Lower Hutt
* Porirua City
* Kāpiti Coast
* Upper Hutt
* Wairarapa
* Prefer not to say
* Other *(free text)*

**12. How far in kilometres is your usual commute from home to work, one-way?**Tip: You can look up the distance of your trip to your workplace using the ‘Directions’ tool in [googlemaps](https://www.google.com/maps/dir/Athfield%2BHouse%2BAnd%2BOffice%2C%2B99A/103-107%2BAmritsar%2BStreet%2C%2BKhandallah%2C%2BWellington%2B6035/%40-41.2530401%2C174.7587548%2C13z/data%3D%214m9%214m8%211m0%211m5%211m1%211s0x6d38ae71f28424af%3A0xd7dac70a61ffdddd%212m2%211d174.799959%212d-41.2531124%213e0?entry=ttu). *(Drop down menu: Response options from 1-150, plus “Over 150” and “Don’t know”. Put “Don’t know” at the top of the drop down menu.)*

*(Reason: Exact figures are useful for carbon calculations and allow various groupings when analysing the response data. Going to 150km captures people commuting from as far away as Palmerston North.)*

**13. What is your main mode of transport when commuting to work*?***

Please select the *main* mode of transport (by distance) that you use on *most* days that you travel to work. If you use a different mode on your return journey, or use a different mode on other days, you can select that in the next question. *Single-select*

* Walk or run *(🡪 Go to Q19)*
* Bike *(🡪 Go to Q19)*
* E-bike *(🡪 Go to Q19)*
* E-scooter, scooter, skateboard, or other micro-mobility device *(=small lightweight vehicle ridden by users themselves, typically operating at speeds below 25km/h) (🡪 Go to Q19)*
* Bus *(🡪 Go to Q17)*
* Train *(🡪 Go to Q18)*
* Ferry *(🡪 Go to Q18)*
* Motorbike or motor scooter (fuel-powered) *(🡪 Go to Q19)*
* Car or van – by myself *(🡪 Go to Q15)*
* Car or van – two or more people in vehicle *(🡪 Go to Q14)*
* Other *(Free text) (🡪 Go to Q19)*

*IF “car or van – two or more people in vehicle” has been selected in 13:*

**14. When travelling to work by car or van, how many people are usually in the car for the majority of your journey?**

* 2 people – driver and one passenger
* 3 people – driver and two passengers
* 4 people – driver and three passengers
* 5 or more people – driver and four or more passengers

*IF car or van has been selected in 13:*

**15. Is the car or van you’re using for your commute a…**

* Private vehicle
* *If applicable:* Company vehicle
* Car share vehicle (e.g. Mevo, Cityhop)
* Other *(Free text)*

**16. When commuting by car or van, how is this powered?** *(Single-select)
(Any response will then jump to Q19)*

* Fully electric
* Hybrid
* Petrol
* Diesel
* It varies
* Other *(Free text)*

*IF bus has been selected in 13:*

**17. When commuting by bus, how do you usually travel to the bus stop?** (*Single-select) (Any response will then jump to Q19)*

* Walk or run
* Bike
* E-bike
* E-scooter, scooter, skateboard, or other micro-mobility device
* Motorbike or motor scooter (fuel-powered)
* Car or van – by myself
* Car or van – two or more people in vehicle
* Other *(Free text)*

*IF train or ferry has been selected in 13:*

**18. When commuting by train or ferry, how do you usually travel to the train station or ferry terminal?** *(Single-select)*

* + Walk or run
	+ Bike
	+ E-bike
	+ E-scooter, scooter, skateboard or other micro-mobility device
	+ Bus
	+ Motorbike or motor scooter (fuel-powered)
* Car or van – by myself
	+ Car or van – two or more people in vehicle
	+ Other *(Free text)*

**19. Do you often (at least once a week) use a different travel mode on your return journey or on different days?**

* Yes à Go to 20
* No *à Go to 26.*

*IF YES has been selected in 19:*

**20. You've indicated you often (at least once a week) commute using a different travel mode. How do you travel on those trips?** If you have more than one alternative mode, please choose the most common one*. (Note: Have to pick one to enable the branching questions below.)*

* Walk or run *(🡪 Go to Q26)*
* Bike *(🡪 Go to Q26)*
* E-bike *(🡪 Go to Q26)*
* E-scooter, scooter, skateboard, or other micro-mobility device *(🡪 Go to Q26)*
* Bus *(🡪 Go to Q24)*
* Train *(🡪 Go to Q25)*
* Ferry *(🡪 Go to Q25)*
* Motorbike or motor scooter (fuel-powered) *(🡪 Go to Q26)*
* Car or van – by myself *(🡪 Go to Q22)*
* Car or van – two or more people in vehicle *(🡪 Go to Q21)*
* Other *(Free text) (🡪 Go to Q26)*

*IF “car or van – two or more people in vehicle” has been selected in 20:***21. On these alternative commuting trips, how many people are usually in the car for the majority of your journey?**

* 2 people – driver and one passenger
* 3 people – driver and two passengers
* 4 people – driver and three passengers
* 5 or more people – driver and four or more passengers

*IF car or van has been selected in 20:*

**22. Is the car or van you’re using for these commuting trips a…**

* Private vehicle
* *If applicable:* Company vehicle
* Car share vehicle (e.g. Mevo, Cityhop)

**23. When travelling by car or van, how is this powered?** *(Single-select)
(🡪 Any response will then jump to Q26)*

* Fully electric
* Hybrid
* Petrol
* Diesel
* It varies
* Other *(Free text)*

*IF bus has been selected in 20:*

**24. When commuting by bus, how do you usually travel to the bus stop?** *(Single-select)
(🡪 Any response will then jump to Q26)*

* Walk or run
* Bike
* E-bike
* E-scooter, scooter, skateboard, or other micro-mobility device
* Motorbike or motor scooter (fuel-powered)
* Car or van – by myself
* Car or van – two or more people in vehicle
* Other *(Free text)*

*IF train or ferry has been selected in 20:*

**25. When commuting by train or ferry, how do you usually travel to the train station or ferry terminal?** *(Single-select)*

* Walk or run
* Bike
* E-bike
* E-scooter, scooter, skateboard or other micro-mobility device
* Bus
* Motorbike or motor scooter (fuel-powered)
* Car or van – by myself
* Car or van – two or more people in vehicle
* Other *(Free text)*

**26. Do you have a Snapper card?** (This is a public transport payment card for the Wellington region that gives you access to discounted fares.)

* Yes
* No
* Don’t know

**27. Thinking about how you usually travel to and from work: How do you feel about your current commuting experience?**

* Very dissatisfied
* Somewhat dissatisfied
* Neutral – Neither satisfied nor dissatisfied
* Somewhat satisfied
* Very satisfied

**28. Please select the main reasons for your usual way of commuting:**

Select up to 4 responses.

* It is cheaper than other options
* It is quicker than other options
* I need to drop off / pick up people or things on the way
* I have a company vehicle
* I use my private car/van/bike/scooter during the day for work
* I use my private car/van/bike/scooter during the day for personal reasons (errands, appointments, leisure)
* Health or fitness
* Concerns about safety in traffic
* Concerns about personal safety
* Environmental / climate change concerns
* I have access to a car park at or near work
* No alternative travel mode available to me
* I have requirements related to a disability or chronic condition
* Other *(Free text)*

**29. Any further comments regarding your current choice of commuting?** *(Free text)*

# Section 3: Alternative commuting options and desired support

**We are interested in your thoughts on how we can make it easier for staff to commute more sustainably.**

**30. What mode(s) would you be open to try out for your commute, or try using more often?**Please select all options that you would consider.

* Walking or running
* Cycling or e-biking
* E-scootering, scootering, skateboarding, or using another micro-mobility device
* Taking the bus
* Taking the train
* Taking the ferry
* Car-pooling *(Car-pooling refers to a group of people regularly sharing a car to travel to/from work, reducing the number of cars driven to that location and sharing travel costs)*
* Working from home (traveling to work less often)
* Traveling at other times (e.g. outside peak traffic hours, on the way to or from work)
* I wouldn’t consider any change to my current commute***.***
* Other *(free text)*

**31. Thinking of the transport modes you're open to using as part of your commute:
What would make that easier for you?** (Please select all that apply.)

* Help with journey-planning
* Guided trial of my commuting route, using the new mode
* Other people to travel with, using the new mode
* (Improved) Showers or changing rooms at work
* (Improved) Lockers or gear storage available at work
* Discount to buy equipment such as high-visibility gear, rain jacket, lock or lights
* More flexible working hours to avoid traveling at peak time
* (Improved or more easily accessible) Secure bike or scooter parking at work
* More safe cycle-lanes on my route to work
* Help accessing public share e-bikes or e-scooters (e.g. Flamingo)
* Discount to buy a bike, (e-) bike, (e-) scooter, or other micro-mobility device
* Cheaper public transport service
* If I knew I could get a seat on the bus, train, or ferry
* Car-pooling scheme offered at my workplace, or help finding car-pooling options
* Discounted or free car parking at work for car-pooling staff
* Guaranteed ride home (e.g. free taxi home) when public transport/car-pool ride is cancelled
* Less restrictive dress code at work (allowing for active transport)
* More support for working from home (e.g. home office set up, online collaboration tools, expectations)
* None of these
* Other *(free text)*

**32. Any other ideas regarding what support is needed**? *(Free text)*

# Section 4: Demographics

**To better support our staff with their travel, we would like to understand how staff travel priorities relate to age and gender.** Please select what describes you best:

**33. Gender:** Are you...?

* Male
* Female
* Gender diverse
* Prefer not to say
* Other *(free text)*

**34. Age group:** Which of the following age groups do you fall into?

* 29 or younger
* 30 to 39
* 40 to 49
* 50 to 59
* 60 to 69
* 70 to 79
* 80 or older
* Prefer not to say

# Section 5: Contact details for prize draw

To enter our prize draw, please provide your contact details. These will be separated from your survey response and used only for prize draw purposes. If you don’t want to enter the prize draw, please skip this question.

**35.** Your name and email address for the prize draw only:

# Section 6: Finish

Kia ora!

Thank you for your input.