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| Simple staff travel survey template |
| 2.3 – Sustainable transport in health care |
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# Introduction

The questions in this survey will give you useful information about:

* how your staff currently travel to work
* issues with travel options and travel-related facilities at your workplace
* opportunities for encouraging greater use of non-drive-alone travel options

The survey results will help you to develop a passive or active-level travel plan for your site.

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

## Core and supplementary questions

The core survey has only seven questions, which will give you basic information about staff travel.

Other questions are included, which help to identify staff preferences and interests about their travel to work.

* Give people the opportunity to vent about known major issues (such as car parking construction issues) in an open-ended question to allow space for the data you want.
* The more questions you ask, the more insights you will get. However, you may choose to limit the survey to the core questions to make it very easy for staff to complete.
* Shorter surveys generally increase the total survey responses.

# Survey approach

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

The survey is designed to be run online, using platforms like Survey Monkey, Typeform or Microsoft Forms.

The survey needs to be supported by communications to promote the survey. This will maximise the number of staff responses you get and give you more valid and credible results. Refer to the *Staff travel survey implementation guide* (2.4) for more information.

# 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.

## Core questions

### Q1: How did you travel to work **today**? (From leaving home to arriving at work, what was the method of transport you travelled the greatest distance 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
11. I did not travel, I worked remotely

### Q2: 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.

[**Programming note**: select all that apply]

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
12. Working remotely

### Q3: 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
6. More than 1.5 hours

### Q4: What time did you arrive at the hospital today?

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

### Q5: What time do you expect to leave the hospital today?

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

### Q6: 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

### Q7: Is there any feedback you'd like to provide about your travel to and from the hospital or transport-related facilities at the hospital?

[**Programming note**: Open answer].

# Optional questions

Add extra questions to your survey to learn more about your staff travel to work.

## Influences

### Q8: How satisfied are you with your experience travelling to the hospital or hospital campus by [include response given for Q1]?

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

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

1. Yes
2. No

### Q10: Do you have a hospital campus staff car parking permit?

1. Yes
2. No

### Q11: Did you share your ride to the hospital or hospital campus with any other adult passengers?

1. Yes
2. No

## Flexibility

### Q12: 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

### Q13: 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

### Q14: 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

### Q15: What is your gender?

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

### Q16: Which of the following best describes your type of work?

1. Clinical
2. Non-clinical

# 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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