**Staff travel survey**

**Basic**

Aim – to determine cumulative distance and modes of staff commutes

**Intermediate**

Aim – as per basic, and calculate carbon footprint of staff travel

**Advanced**

Aim – as per intermediate and the enablers needed for staff to change their mode of their commute

**Blank form**

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Staff member | Home post code  | Number of miles travelled (return journey) | Number of return journeys made per week | Total miles travelled on commute per week | Mode of travel (e.g. Car, Walk, Cycle, Bus, Tram, Train etc) | If by car, is it a fully electric car | What would enable you to commute to work by walking, cycling, public transport or lift sharing? |
| A | B | C | D | E | F | G | H |
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**Date gathering - Basic**

Information needed

* Staff home postcode or average distance of commute (return journey)
* Mode of travel
* Number of journeys made per week to place of work

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| --- | --- | --- | --- | --- | --- | --- |
| Staff member | Home post code  | Number of miles travelled (return journey) | Number of return journeys made per week | Total miles travelled on commute per week | Mode of travel (e.g. Car, Walk, Cycle, Bus, Tram, Train etc) | If by car, is it a fully electric car |
| A | B | C | D | E | F | G |
| Example |  |  |  |  |  |  |
| Manager | AB1 2CD | 10 | 4 | 40 | Car | N |
| Secretary | AC2 3DE | 4 | 5 | 20 | Walks | N/A |
| Admin | AD2 4WE | 6 | 4 | 24 | 2C, 2 cycle | Y |
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**Method**

1. Calculate total miles travelled per staff member by multiplying Column C and D together
2. Calculate cumulative travel per week by adding total miles in Column E,
3. For total cumulative annual travel, multiply by 46 (if staff have an average of 30 days leave per year, or 6 weeks)
4. Use column F to identify what proportion of staff use a car for travel to work.

For those who share journeys (e.g. lift share with another member of staff), allocate half the miles travelled to each person.

For those who travel by different modes of different days of the week, record as per Admin example in Column F.

**Data gathering - Intermediate**

Information needed – as per basic

* Staff home postcode or average distance of commute (return journey)
* Mode of travel
* Number of journeys made per week to place of work

To calculate the emissions for staff commutes, the total number of miles driven by petrol or diesel vehicles is important.

**Method**

1. Add up the total number of miles travelled per week (Column E) where the mode of transport is by car.
2. For total cumulative annual travel, multiply by 46 (if staff have an average of 30 days leave per year, or 6 weeks).
3. Multiply total number of cumulative miles travelled by 0.269. The result will be total emissions of greenhouse gases.
4. Repeat steps 1-3 for motorbikes using conversion factor 0.183.
5. Repeat steps 1-3 for buses using conversion factor 0.175.
6. Add together emissions for cars, motorbikes and buses for a total footprint of the practice

If electric car, do not include the miles travelled.

If some of a staff members commute each week are made by car, calculate the proportion of the total miles travelled. Using the previous Admin example, half the miles travelled each week are (two return journeys are made by car, two return journeys are cycled).

Walking and cycling generate zero greenhouse gas emissions.

Carbon Conversion factor[[1]](#footnote-1) –

* Emissions per average car 0.269 kg CO2e/mile
* Emissions per motorbike 0.183 kg CO2e/mile
* Emissions per local bus 0.175kg CO2e/mile

**Data gathering - Advanced**

Aim – To identify the enablers needed for staff to change the mode of their commute.

Information needed – as per intermediate

* Staff home postcode or average distance of commute (return journey)
* Mode of travel
* Number of journeys made per week to place of work
* **And** ‘What would enable you to commute to work by walking, cycling, public transport or lift sharing?’.

This can be broken down into several separate questions

* What would enable you to commute to work by walking?
* What would enable you to commute to work by cycling?
* What would enable you to commute to work by public transport?
* What would enable you to commute to work by sharing a lift?

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| Staff member | Home post code  | Number of miles travelled (return journey) | Number of return journeys made per week | Total miles travelled on commute per week | Mode of travel (e.g. Car, Walk, Cycle, Bus, Tram, Train etc) | If by car, is it a fully electric car | What would enable you to commute to work by walking, cycling, public transport or lift sharing? |
| A | B | C | D | E | F | G | H |
| Example |  |  |  |  |  |  |  |
| Manager | AB1 2CD | 10 | 4 | 40 | Car | N |  |
| Secretary | AC2 3DE | 4 | 5 | 20 | Walks | N/A |  |
| Admin | AD2 4WE | 6 | 4 | 24 | 2C, 2 cycle | Y |  |
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Free flow answers tend to work best but prompts may be given. Examples could be:

* I would walk to work if it’s a sunny day
* I could cycle if I knew the quietest cycle route
* I would cycle if my bike was in good working order
* I could lift share if I knew who lived local to me
* I could lift share if our shift times coincided

The organisation can identify common enablers which could be put in place (e.g. organising coincided shift times for lift sharing or identifying appropriate cycle routes etc).

1. #  From Greenhouse gas reporting: conversion factors 2024 https://www.gov.uk/government/publications/greenhouse-gas-reporting-conversion-factors-2024

 [↑](#footnote-ref-1)