



# Johnston Sweepers Ltd Travel Plan 2014

October 2014

## Contents

<b>Introduction</b>	<b>2</b>
<b>Who we are</b>	<b>3</b>
<b>What are the benefits of the Travel Plan?</b>	<b>3</b>
<b>Objectives</b>	<b>4</b>
<b>Development plans for the Future</b>	<b>5</b>
<b>Where we are Today</b>	<b>6 - 7</b>
<b>Site Accessibility &amp; Existing Travel Opportunities</b>	<b>8</b>
<b>Site Plan</b>	<b>9</b>
<b>Existing Public Transport Options</b>	<b>10</b>
<b>Implementation</b>	<b>11 -13</b>
<b>Initiatives, Their Implementation &amp; Measures –</b>	
<b>Marketing &amp; Promotion</b>	<b>14</b>
<b>Travel Plan Co-ordinator</b>	<b>15</b>
<b>What has been achieved so far.....</b>	<b>16 – 17</b>
<b>Monitoring Effectiveness</b>	<b>18</b>
<b>Remedial Measures</b>	<b>19</b>
 <b>Appendices:</b>	
<b>(i) Environmental Policy</b>	<b>20</b>
<b>(ii) Employee Travel Survey</b>	<b>20 – 27</b>

## Introduction

Johnston Sweepers were granted planning consent for two new factory buildings (MO/2011/1196) alongside their existing facilities in Dorking.

In 2012, Johnston Sweepers contained three production facilities. Sittingbourne, Kent was a manufacturing site responsible for our C201 range and the C400 machines. This site employed around 100 employees ranging from Assembly staff to Engineers and purchasing staff. Ash Vale near Aldershot was a fabrication facility and employed around 25 Welders, Fettleers and Stores operatives.

In August 2012, the decision was made to build one new factory known as Unit 9. This new building allowed us to consolidate our manufacturing operations onto a single site with obvious economic advantages.

Towards the end of 2012, work began to construct Unit 9, and by summer of 2013 this was complete. Throughout the building phase of this project all affected employees were consulted both collectively and as individuals. It was our aim to encourage as many existing employees to transfer to our Dorking facility as possible. By October 2013, around 50% of the affected staff had agreed to the transfer to the Dorking site.

This document outlines the Travel Plan for Johnston Sweepers Ltd. The overall aim of the plan is to seek to ensure that staff use more environmentally friendly alternatives than driving alone, promoting a healthier lifestyle through active commuting. The Plan contains four specific objectives:

- To enhance the organisations corporate social responsibility and environmental image,
- To encourage the use of more sustainable modes of transport,
- To reduce unnecessary travel and,
- To ensure that all staff are aware of the Travel Plan.

**David Bishop**  
**Operation Director**

**Samantha Taylor**  
**HR Manager**

## Who We Are

Johnston Sweepers has been manufacturing road sweepers in Dorking, Surrey for more than 75 years, and in that time has become one of the world market leaders in street cleansing vehicles, British designed and built. Johnston exports over 70% of its sweeper production to more than 80 countries worldwide, with exports increasing year-on-year. We are one of the market leaders in our product field with strong positions in the UK, North America, Australia and Middle East as well as other smaller countries throughout the world.

## What are the benefits of the Travel Plan?

**Corporate Social Responsibility:** The Travel Plan aims to promote changes to the way people travel to their place of work. This will result in a better local environment for pedestrians and cyclists and result in less congestion through local streets.

**Positive Publicity:** In 2008 Johnston Sweepers increased its commitment to the environment by achieving ISO14001 the international standard for Environmental Management Systems (EMS). The Environmental policy [*Appendix i*] describes the duty Johnston Sweepers has to ensure our activities are conducted in a manner with the protection of the environment at its core. This duty to the environment can be seen, not only within our production activities, but also in our attitude and approach to the travel arrangements of our employees. This travel plan will help to demonstrate our dedication and generate positive publicity thereby improving our environmental image.

**Increased Travel Choice:** A range of travel options, savings and benefits will enhance the recruitment and retention of staff. The Travel Plan will provide options to those who do not have access to a car to travel to work, enabling them to gain access to our site more easily.

**Health Benefits:** Some alternative forms of travel include an element of exercise that will promote a healthier lifestyle choice for the workforce. This in turn will help improve morale and lead to a reduction in health related absences.

**A more accessible site:** A decrease in the number of cars arriving at the workplace will reduce congestion both at the site itself and on the approach roads to the site. The site will become more accessible and safer for all staff, and visitors. It will also become a more attractive place for staff to work and nearby residents to live.

## Objectives

The objectives of the Company Travel Plan are:

**1) To enhance the organisations corporate social responsibility and environmental image**

Demonstrating our dedication and promoting a positive public image

**2) To encourage the use of more sustainable modes of transport**

As part of the overall target, we are setting ourselves the following targets:

- To increase the number of employees travelling to work by public transport by 5% of the workforce over the next 12 months, a further 3% within the next 3 years and a further 3% within the next 5 years.
- To increase cycling and walking as main/usual travel mode to 3% of the workforce year on year over the next 1, 3 and 5 years.
- To increase number of car sharers to 3% of the workforce year on year over the next 1, 3 and 5 years. *[NB: today car sharing is an informal activity outside of any formal database scheme]*

**3) To reduce unnecessary travel**

As part of the overall target, we are setting ourselves the following targets:

- To reduce business mileage by 10% over the next 12 months, an additional 2% by 2017 and a total of 15% by 2019.
- To encourage the use of more sustainable modes of transport for work related journeys.

**4) To ensure that all staff are aware of the Travel Plan**

## Development Plans for the Future

The construction of Unit 9 was completed in the summer 2013.

The construction of a further building on the remaining plot (building 10) will not be considered for at least 3 years and this travel plan will be reviewed when this project is discussed. As required by the planning conditions for building 10 a new travel plan will be developed for approval before the occupation of building 10.

Until building 10 is constructed the site will be partly used to locate a sweeper emissions testing facility. This comprises of a tent about 40m long through which a sweeper is driven and readings taken of the dust generated etc.

## Where We Are Today

In 2011 the Company issued its staff with a survey to enable us to understand the travel patterns of our employees. At this time 61% of Johnston Sweepers staff were driving their own cars. With the closure of our Sittingbourne and Ash Vales sites and relocation of those activities to Dorking, the 2013 Travel Plan highlighted the need to address the issues of car parking, and increased congestion within our community.

Today, there are approximately 450 employees based in the Dorking facility. A broad analysis of employee home locations provides the following data:

- 61% travel to Dorking from within Surrey area
- 22% travel to Dorking from Sussex (mainly West)
- 3.5% travel to Dorking from Hampshire
- 6% travel to Dorking from Kent
- 6% travel from other locations outside of these main groups

To establish current travelling methods of employees coming to and from their place of work, a further travel survey would be required.

The business trades in a worldwide market so business travel is an important part of the firm's activity. With a view to containing cost and improving the environmental impact overseas travel is monitored and prior authorisation is required.

As part of the construction project, a number of new facilities and initiatives were introduced:

**Parking:** Car parking facilities have been increased by 40% (excluding disabled and visitor dedicated spaces).

Motorbike bays have been introduced.

There has also been an increase in the availability of cycle racks.

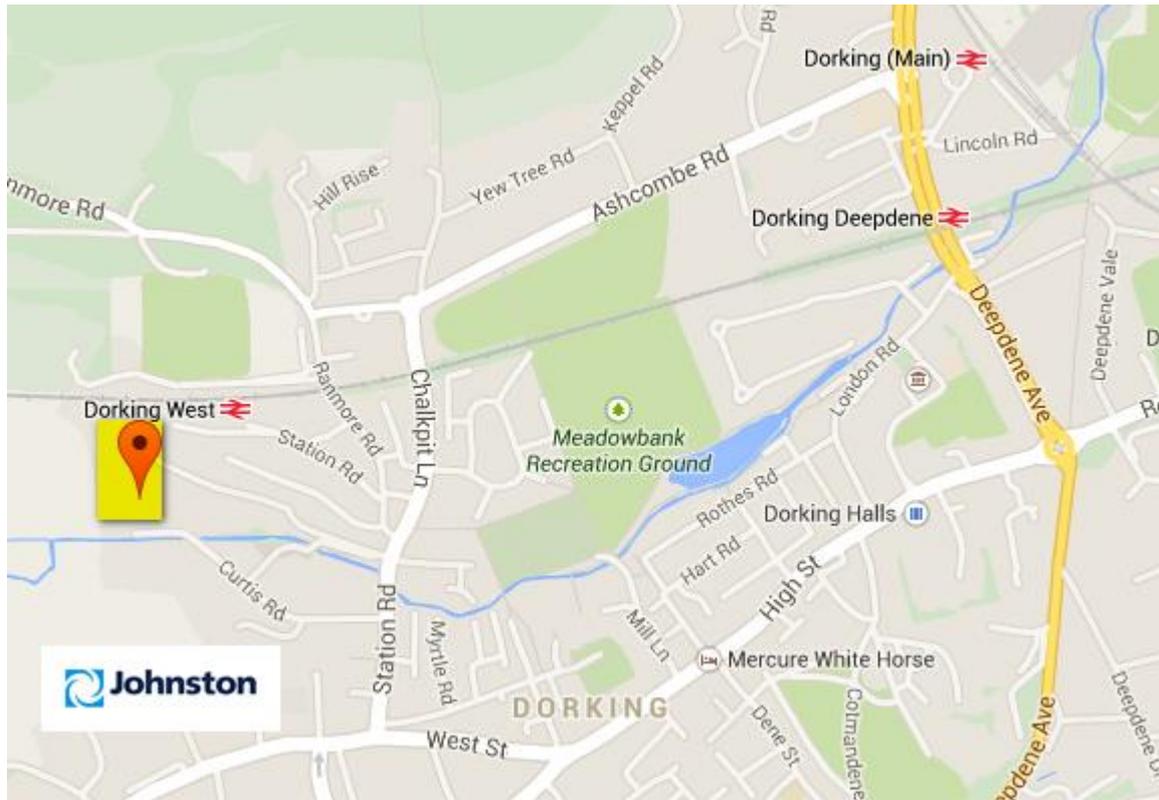
**Working Hours:** In order to ease the congestion in and around Dorking along with alleviating some of the car parking issues on site, shift pattern hours were staggered with a 15 minute break between the two shifts.

Further still, standard factory hours were adjusted to accommodate those travelling from the Sittingbourne and Ash Vale areas.

Transport: To assist employees transferring from the Sittingbourne site to Dorking, the Company have provided a coach with agreed pick up points to transport these individuals to and from work. This activity not only secured the retention of employees that may have otherwise had to leave the Company but it also reduced the number of vehicles travelling into the area on a daily basis.

## Site Accessibility & Existing Travel Opportunities

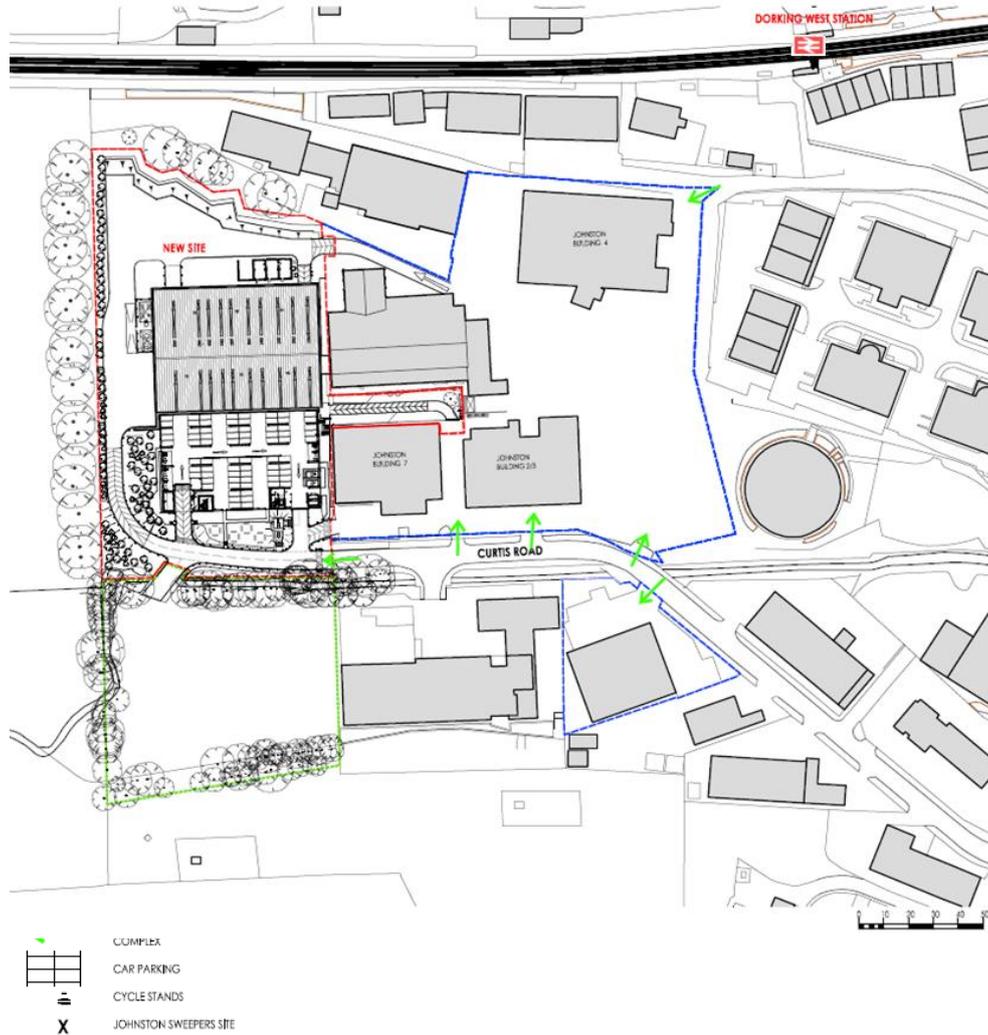
The site is located at the end of Curtis Road in Dorking and covers an area up to the end of Station Road, nr Dorking West train station.



*Location Plan*

Currently the site has good links to three railway stations and the local bus network.

## Site Plan



247 car parking spaces are provided across the entire site together with space for 30 bicycles. Additionally lockers and changing rooms (male and female) and showers are available. These facilities are intended to encourage more cycling to work.

## Existing Public Transport Options

### Bus Services:

The link below provides data and information on bus services, operators and destinations within the surrounding areas. The bus routes in number order, are for the Dorking, Leatherhead, Epsom and Banstead areas including Ashted, Bookham, Brockham, Capel, Ewell, Holmwood, Mickleham, Tadworth, Westcott and surrounding areas.

<http://new.surreycc.gov.uk/roads-and-transport/buses-and-trains/bus-timetables/dorking,-leatherhead,-epsom-and-banstead-bus-timetables>

### Train lines:

Johnston Sweepers Ltd is located within a reasonable distance from three railway stations. These stations are served by the following train line providers:

Dorking - Southern  
Dorking Deepdene - First Great Western  
Dorking West - First Great Western

Within our first travel plan it was proposed to investigate **easit NETWORK** which describes itself as:

“.....working partnership designed to support and encourage the most influential businesses in a local area to adopt alternative and sustainable transport behaviours to reduce pollution, ease congestion and increase satisfaction within its staff base”

[www.easit.org.cuk](http://www.easit.org.cuk)

Should the Company decide to become a member of this partnership, there would be opportunities for discounted rail and bus travel, along with potential use of external car sharing schemes.

Naturally there is a cost to this membership and in order for a decision to be made about the value of joining such a scheme analysis needs to be carried out. The data for this will be taken from the forthcoming travel survey.

## Implementation

In order to meet our predefined objectives we have established a number of measures.

**Objective:** To enhance the organisations corporate social responsibility and environmental image

**Action:** The Travel Plan will be added to Johnston Sweepers website, to promote and publicise the Companies commitment to improving our carbon footprint through the encouragement of more environmentally friendly modes of transport undertaken by its employees

**Responsibility:** Travel Plan Co-ordinator

**Target:** Q4 2014

**Objective:** To encourage the use of more sustainable modes of transport

**Action:** Promote the Companies existing “RIDE TO WORK” scheme

Within the construction of Unit 9 new male and female locker and shower rooms were built. This should act as an enabler for those who chose to cycle to work. Additionally, an increased number of cycle racks were installed to ensure staff had suitable locations to store their bikes during the working day.

The up-take of “RIDE TO WORK” scheme members has increased by 30% since August 2013. Further promotion of this scheme should encourage more members.

Promote the Companies existing Season Ticket Travel Loan. As part of the original travel plan a season ticket loan scheme was introduced to encourage the use of public transport over the use of employees own vehicles. At present the up-take is minimal however further promotion could lead to more interest.

To date a number of employees travel to work using a motorbike. The new lockers purchased as stated within the original travel plan, are capable of containing motorbike helmets. Consideration will be given to further dedicated motorcycle parking bays to encourage increased use of motorbikes following the analysis of an up-to-date travel survey.

Promotional actions are described on page 14 “Initiatives & Their Implementation – Marketing & Promotion”

**Measure:** Monitor the take up of both of these schemes on an on-going basis.

Issue all employees based on the Dorking site with a further travel survey [*Appendix ii*]

**Responsibility:** Travel Plan Co-ordinator, Facilities Management, HR Team, Payroll Administrator

**Target:** Q1 2015 – Launch of Employee Travel Survey. This will be a full year since the new factory was opened and will provide a comparable picture to the 2011 employee survey.

**Objective:** To reduce unnecessary travel

**Action:** An objective of the original travel plan set the target to increase the use of video conferencing.

To achieve this goal the video conferencing facilities within the Company were increased. Additionally the use of “Team Viewer” and “Jabber” software is encouraged. This allows two parties to effectively hold video conferences and communicate via laptops.

These activities have reduced the amount of travel required between ourselves and the other businesses within the Bucher Group that we are a member of.

Staff will continue to be encouraged to use the video conferencing facilities and further roll out of the “Team Viewer” and “Jabber” software to appropriate members of staff will take place.

**Responsibility:** Senior Management Team

**Target:** On-going. To be reviewed on a yearly basis.

**Objective:** To ensure that all staff are aware of the Travel Plan

**Action:** The Travel Plan will be added to the Company Intranet Site accessible to all employees.

As part of any recruitment initiative, recruitment agencies and prospective candidates will be made aware of the Travel Plan and its associated schemes.

**Responsibility:** HR Team

**Target:** On-going. To be reviewed on a yearly basis.

## Initiatives, Their Implementation & Measures – Marketing & Promotion

Action Required	Person Responsible	Target Completion Date
Introduce the Company Travel Plan as a recruitment tool: Inform recruitment agencies, prospective employees and explain during Induction process of new employees	HR Department	Immediate effect
Up-load Company Travel Plan on to the Company's website: <a href="http://www.johnstonsweepers.com">www.johnstonsweepers.com</a>	Travel Plan Co-ordinator	Q4 2014
Up-load Company Travel Plan on to the Company's Intranet site – the J-Net	Travel Plan Co-ordinator	Q4 2014
Undertake a further travel survey	Travel Plan Co-ordinator / HR Department	Q1 2015
Introduce promotional posters to internal notice boards for the "RIDE TO WORK" scheme and availability of a "Season Ticket Loan"	Travel Plan Co-ordinator	Q1 2015
Carry out analysis of travel expense claims to indicate and increase or decrease of business travel	Finance Department	Annually – 1st exercise Q2 2015
Consider creation of internal Car Share database following the completion and results of the travel survey	Travel Plan Co-ordinator	Q2 2015
Consider offering priority parking bays for members of internal car share scheme – dependent upon outcome of above review	Travel Plan Co-ordinator	Q2 2015
Consider the introduction of a "motorbike users group"	Travel Plan Co-ordinator	Q3 2015

## Travel Plan Coordinator

**Travel Plan Coordinator:** Samantha Taylor  
Johnston Sweepers Limited  
Curtis Road  
Dorking  
Surrey RH4 1XF  
Tel: 01306 884722

The post is part of the Human Resource Manager's Role

The Travel Plan Coordinator is supported by the Senior Management Team:

C Van Rosmalen  
D Bishop  
N Brunning  
J Halley  
M Van Brakel  
C Offley  
P Bravery

The Travel Plan Coordinator appointed by Johnson Sweepers Samantha Taylor, will hold responsibility to ensure that the aims, targets and monitoring programme set out in the plan will be progressed. This responsibility includes the formal submission for audit of the plan to Surrey County Council's Travel Plan Officer in Years 1, 3 and 5.

## What has been achieved so far.....

Our first Travel Plan offered some modest targets setting out Johnston’s clear intention in the future to improve the reduction in traffic. Below is a description of the status and effectiveness of some of the initiatives described within the first document:

Initiative	Comments
Implementation of a coach to transport staff travelling from the Sittingbourne area to Dorking on a daily basis	This facility will be reviewed constantly to ensure it is being fully utilised.
Raise awareness of RIDE TO WORK scheme	30% increased up-take since August 2013
Investigation of easit NETWORK (discounted rail and bus travel)	Initial investigation taken place, however decision on the value of joining the scheme will not be made until the forthcoming travel survey has taken place
Introduction of “Season Ticket Loan”	The scheme has been introduced, but has had a very minimal take up. Further promotion of this scheme is intended within Q1 2014 to encourage additional participants
Include information on travel alternatives in the employee induction programme	An increase in recruitment activity in 2013 has resulted in employees travelling from further afield. Informally, the HR department has offered information to new employees
3 new shower cubicles to be provided for staff within the new factory (Unit 9)	This has been fully completed as part of the construction of Unit 9
Lockers for helmets and other cycling and motorbike equipment	This has been fully completed as part of the construction of Unit 9
Designated parking areas for motorbikes & Cyclists	Additional cycle racks and motorbike parking areas were created as part of the construction of Unit 9
Priority parking for members of internal car share scheme	A Car Share scheme has not yet been established and therefore this target is incomplete. As part of the 2014 Travel Plan objectives and targets, Car Share initiatives will be reviewed again.

Johnston Sweepers are looking into more flexible working times to aid employees travelling times.

To ease the problematic travel times for those travelling from the Sittingbourne and Ash Vale areas, the factory hours were adjusted by 30 minutes at the start of the day and 45 minutes at the end of the day with a reduced lunch break. This took place in April / May 2014.

In October 2014, the Company began a “Flexi- Time” trial offered to selected areas within the business.

## Monitoring of Effectiveness

It is understood formal monitoring of the travel plan is required in years 1, 3 and 5 and these reports will be submitted to Surrey County Council.

The Travel Plan shall be monitored in accordance with the current TRICS UK Standards, in place at the time when the on-going monitoring is due or subsequent standards if the monitoring becomes overdue. The costs of commissioning the on-going TRICS compatible monitoring surveys will be borne by the current landowner.

The audit fee charged for the review of the plan will also be paid by the current landowner.

Johnston's appointed a travel plan coordinator in June 2012. This role is currently held by Samantha Taylor and will remain an important responsibility in the management of the company in the future.

The travel plan coordinator is supported by a steering committee which was also formed in June 2012, comprising:

C Van Rosmalen  
D Bishop  
N Brunning  
J Halley  
M Van Brakel  
C Offley  
P Bravery

The steering committee is responsible for the ongoing management and measurement of the travel plan and will meet every quarter to fulfil this role.

## Remedial Measures

If the steering committee consistently identifies the failure of the travel plan to meet its targets then it has the responsibility to develop remedial measures to achieve the objectives of the plan. These measures include:

- i review and reassessment of the failing targets and their substitution with other measures to achieve the objective e.g. expand the designated car sharer space allocation to make single user parking difficult.
- ii allocation of additional funds and resources.

## Appendix i



### Environmental Policy

Johnston Sweepers Ltd (JSL) has a duty to ensure that its activities are conducted in a manner which reflects a commitment to protect the environment. We aim to continually improve environmental performance and take appropriate and reasonable measures to prevent pollution.

Methods shall be established to assess and improve the environmental impact of our products. Throughout our business, our aim is to minimise waste production, promote recycling throughout the supply chain and optimise the use of energy, natural resources and raw materials

JSL will comply with all legal and other requirements, regulations and codes of practice on environmental matters relevant to our business

This policy will be reviewed by the senior management team and in conjunction with our environmental aspects we ensure that objectives set continue to be relevant and continue to be achieved.

Objective for 2013/14 is the reduction of emission of Volatile Organic Compounds (VOC) with a target of a reduction by 10%.

This policy forms part of the management systems of JSL and is reviewed and approved by the senior management. Our environmental policy is published on our web site. A printed copy of the policy is available upon request.

This policy, along with the Quality and Health & Safety policies, is endorsed by the senior management team and communicated to all employees. Complying with JSL policies is mandatory for all employees. We promote environmental awareness and understanding amongst our employees and ensure our contractors and suppliers are aware of our environmental standards, and working with them we endeavour to improve their environmental performance.

A handwritten signature in blue ink, appearing to read "Coen van Rosmalen", written over a horizontal line.

Coen van Rosmalen  
Director

A handwritten signature in blue ink, appearing to read "David Bishop", written over a horizontal line.

David Bishop  
Director

April 2014

## Appendix ii

### EMPLOYEE TRAVEL SURVEY

#### QUESTION 1:

How do you usually travel to work?

Pick one box only, for the longest part, by distance, of your usual journey to work

<input type="checkbox"/>	On Foot	<input type="checkbox"/>	Driving a Car
<input type="checkbox"/>	Bicycle	<input type="checkbox"/>	Passenger in a Car
<input type="checkbox"/>	Bus	<input type="checkbox"/>	Taxi
<input type="checkbox"/>	Coach (Company Supplied)	<input type="checkbox"/>	Mainly work from Home
<input type="checkbox"/>	Motorcycle or Scooter	<input type="checkbox"/>	Other

If other please specify: .....

#### QUESTION 2:

What is your main reason for choosing that mode?

Please choose one response only

<input type="checkbox"/>	Cheapest	<input type="checkbox"/>	Habit
<input type="checkbox"/>	Quickest	<input type="checkbox"/>	Personal Safety
<input type="checkbox"/>	Environmentally Friendly	<input type="checkbox"/>	Other Commitments
<input type="checkbox"/>	Lack of Alternative	<input type="checkbox"/>	Reliability
<input type="checkbox"/>	Less Stressful	<input type="checkbox"/>	Other

If other please specify: .....

#### QUESTION 3:

Which modes of travel do you use occasionally to travel to/ from work?

Please choose all modes that apply.

<input type="checkbox"/>	On Foot	<input type="checkbox"/>	Driving a Car
<input type="checkbox"/>	Bicycle	<input type="checkbox"/>	Passenger in a Car
<input type="checkbox"/>	Bus	<input type="checkbox"/>	Taxi
<input type="checkbox"/>	Coach (Company Supplied)	<input type="checkbox"/>	Mainly work from Home
<input type="checkbox"/>	Motorcycle or Scooter	<input type="checkbox"/>	Other

If other please specify: .....

**QUESTION 4:**

Which of the following modes of travel would you consider using for your journey to/ from work, if they were available?

Please choose all that apply.

<input type="checkbox"/>	Car-Sharing
<input type="checkbox"/>	Public Transport
<input type="checkbox"/>	Bicycle
<input type="checkbox"/>	Walking
<input type="checkbox"/>	Car
<input type="checkbox"/>	Other

If other please specify: .....

**QUESTION 5:**

What time do you usually arrive at work?

FOR DAY WORKERS & OFFICE STAFF:	FOR SHIFT WORKERS: (for alternating shifts please tick two boxes)		
<input type="checkbox"/>	Before 7.30am	<input type="checkbox"/>	Before 5.45am
<input type="checkbox"/>	7.30 – 8.00am	<input type="checkbox"/>	5.45 – 6.15am
<input type="checkbox"/>	8.00 – 8.30am	<input type="checkbox"/>	Before 1.45pm
<input type="checkbox"/>	8.30 – 9.00am	<input type="checkbox"/>	1.45 – 2.15pm
<input type="checkbox"/>	9.00 – 3.30am	<input type="checkbox"/>	Before 7.30am
<input type="checkbox"/>		<input type="checkbox"/>	7.30 – 8.00am
<input type="checkbox"/>		<input type="checkbox"/>	Before 8.30am
<input type="checkbox"/>		<input type="checkbox"/>	8.30 – 9.00am
<input type="checkbox"/>		<input type="checkbox"/>	Before 6.30am
<input type="checkbox"/>		<input type="checkbox"/>	6.30 – 7.00am
<input type="checkbox"/>		<input type="checkbox"/>	Before 9.30am
<input type="checkbox"/>		<input type="checkbox"/>	9.30 – 10.00am
<input type="checkbox"/>		<input type="checkbox"/>	Before 1.00pm
<input type="checkbox"/>		<input type="checkbox"/>	1.00 – 1.30pm

**QUESTION 6:**

How far do you travel to work?

<input type="checkbox"/>	Less than 1 mile
<input type="checkbox"/>	Between 1 – 10 miles
<input type="checkbox"/>	Between 11 – 20 miles
<input type="checkbox"/>	Between 21 – 30 miles
<input type="checkbox"/>	Between 31 – 40 miles
<input type="checkbox"/>	Between 41 – 50 miles
<input type="checkbox"/>	Other

If other please specify: .....

**QUESTION 7:**

How long does it take you to get to work?

<input type="checkbox"/>	Less than 15 minutes
<input type="checkbox"/>	Between 16 – 30 minutes
<input type="checkbox"/>	Between 31 – 45 minutes
<input type="checkbox"/>	Between 46 – 60 minutes
<input type="checkbox"/>	Between 61 – 90 minutes
<input type="checkbox"/>	Between 91 minutes and above

**QUESTION 8:**

Are there any factors or needs which affect your choice of mode of transport for the journey to/ from work?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
If yes, please comment if you wish to do so:	

**Cycling**

**QUESTION 9:**

Do you own a bicycle?

Yes                  No

(Delete as appropriate)

**QUESTION 10:**

Are you aware that Johnston Sweepers have a Cycle to Work Scheme, where employees can buy a tax-free bicycle?

Yes                  No

(Delete as appropriate)

**QUESTION 11:**

Would you be encouraged to have an active commute (walking or cycling) if the following work was undertaken in your organisation?

	Yes	No	Don't Know
Shower Areas Increased / Improved			
Additional Lockers provided			
Cycle Parking Increased			

**QUESTION 12:**

Would you be interested in any of the following initiatives to promote walking or cycling?

<input type="checkbox"/>	Cycle training / on-road skills
<input type="checkbox"/>	Lunchtime Walking group
<input type="checkbox"/>	Incentive Scheme for "Green Commuters"

**Car Drivers**

If you regularly use a car (as a driver) to travel to/ from work, please answer the following questions, Otherwise you can skip to Question 15.

**QUESTION 13:**

How many people normally travel in your car to / from work?

.....

**QUESTION 14:**

Do you need your car for other pick-ups or drop offs (for example, the school run, crèche, etc.) on your commute?

Yes                      No

(Delete as appropriate)

**QUESTION 15:**

Are you interested in car-sharing (sometimes known as lift sharing or carpooling)?

This could be as either a lift-seeker in someone else's car, or offering a lift in your car.

Yes                      No

(Delete as appropriate)

**QUESTION 16:**

Do you need a car for doing your job through the day?

Yes                      No

(Delete as appropriate)

**Question 17:**

Would any of the following encourage you to choose an alternative to the car on your commute?

<input type="checkbox"/>	Improved Cycle Parking, Showers and Lockers at Work
<input type="checkbox"/>	Access to Company Car-Sharing Scheme
<input type="checkbox"/>	Access to an external Car Sharing Scheme
<input type="checkbox"/>	Discounted Rail / Bus travel
<input type="checkbox"/>	More Flexible Working Hours
<input type="checkbox"/>	Improved Cycle Parking, Showers and Lockers at Work

**Business Travel**

**QUESTION 18:**

If your role does not include the need for any business travel please skip to Question 24

On average, how often do you travel to the following locations for business? (1 trip includes the return journey)

	2-3 trips per month	4-10 trips per month	11-15 trips per month	16+ trips per month
<input type="checkbox"/>	London			
<input type="checkbox"/>	Rest of UK			
<input type="checkbox"/>	Switzerland			
<input type="checkbox"/>	Europe (excluding UK)			
<input type="checkbox"/>	USA			
<input type="checkbox"/>	Other International destinations			

**QUESTION 19:**

How do you usually travel on business?

Please choose the modes you take most often.

<input type="checkbox"/>	On Foot
<input type="checkbox"/>	Bicycle
<input type="checkbox"/>	Bus
<input type="checkbox"/>	Company Coach
<input type="checkbox"/>	Train
<input type="checkbox"/>	Driving a Car
<input type="checkbox"/>	Taxi
<input type="checkbox"/>	Passenger in a car
<input type="checkbox"/>	Other

If other please specify: .....

**QUESTION 20:**

Do you use video or tele-conferencing for business?

Yes                      No

(Delete as appropriate)

**QUESTION 21:**

Do you know where Johnston’s video/ tele-conferencing facilities are?

Yes                      No

(Delete as appropriate)

**QUESTION 22:**

Do you know how to use the video/ tele-conferencing facilities?

Yes                      No

(Delete as appropriate)

**QUESTION 23:**

Would it be possible to substitute any of your meetings with video or tele-conferencing?

<input type="checkbox"/>	I already use the video and or tele-conferencing systems where possible
<input type="checkbox"/>	I could substitute more of my meetings with video and or tele-conferencing systems
<input type="checkbox"/>	Some of my meetings could be substituted with video and or tele-conferencing systems
<input type="checkbox"/>	I cannot substitute any of my meetings with video and or tele-conferencing system

**QUESTION 24:**

Please indicate your department/ usual work location:

.....

**QUESTION 25:**

Would you be interested in home-working, where possible/ relevant for your work?

Yes                      No

(Delete as appropriate)

**QUESTION 26:**

Would you be willing to walk, cycle, take public transport or car-share for business travel, where suitable?

Yes                      No                      Already do this

(Delete as appropriate)

**QUESTION 27:**

Do you usually have a car-parking space available to you at your place of work?

Yes                      No

(Delete as appropriate)

**QUESTION 28:**

Please indicate your home location:

.....

This information will be used to map how employees travel from different locations, to identify the variety of transport options used by people in the same area.

This survey can be completed anonymously – you can leave the address section blank if you wish.

**QUESTION 29:**

Have you any other comments on travel to/ from/ for work that are not already covered?

.....  
.....  
.....  
.....  
.....  
.....

Thank you for your co-operation.