

# Year 11 Technical Report

<b>Client name</b> Transport for Greater Manchester	<b>Project name</b> Greater Manchester Travel Diary Survey	<b>Date</b> March 31 2023	<b>Prepared by</b> Alex Lerczak
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## Revision History

Revision	Revision date	Details	Authorised	Name	Position

## 1. Introduction

1.1 The Greater Manchester Authorities require high-quality data on the travel behaviour of residents in Greater Manchester (GM) to inform transport policy, modelling and appraisals, and to provide a robust measure of how travel behaviour may change in response to changes in population characteristics, land use, and investment in transport. To obtain this data, Transport for Greater Manchester (TfGM) commissioned AECOM to administer a programme of Household Travel Diary Surveys (GMTRADS) with households from Greater Manchester selected to a geographically stratified random probability sample.

The survey usually involves 2,000 household interviews, administered via face-to-face interviewing, each year which are conducted as a rolling programme of surveys, with Year 11 commencing 01 February 2022 and ending 31 January 2023.

1.2 Due to the Covid-19 pandemic which began at the start of 2020 in the UK, as well as the resulting national lockdowns and social distancing regulations, the methodologies for Year 9 and Year 10 of the survey were different to prior years and involved a mixture of phone and face-to-face interviewing. For Year 11, face-to-face interviewing returned as the core methodology. To allow comparisons between previous years' data, the questions were kept the same.

1.3 This technical report provides a record of how the survey was conducted in the eleventh year of surveying.

1.4 In this document, we describe the approach taken for the Year 11 survey, including:

- Questionnaire and survey instruments;
- Sampling of addresses;
- Survey methodology;
- Data processing;
- Outcome of the survey including response rates; and
- Fieldwork issues and lessons learnt.

## 2. Survey Materials

- 2.1 Copies of each of the materials used for the survey can be found in Appendix A. The survey instruments included the following:
- An **introductory letter** providing information about the survey that was delivered to each sampled household (Document A);
  - A **contact record sheet** recording household size, interview record details, i.e. date of interview, travel date and contact details for respondent (Document B);
  - A **household questionnaire** recording information about the whole household, e.g. composition, age, gender, ethnicity, access to vehicles, income, etc (Document C);
  - A **person questionnaire** completed for each household member aged five or over recording information on personal travel behaviour (Document D);
  - A **travel diary** recording details of trips made in a 24-hour period, the day before the interview was conducted (Document E);
  - A set of **show cards** (Document F) relating to Documents C, D, and E;
  - A **thank you leaflet** provided to respondents at the end of an interview (Document G); and
  - An **information leaflet** provided to respondents at the end of an interview (Document H), providing further details about the study.
- 2.2 Records of the contact(s) made at each sampled household were recorded on the **contact record sheet** (Document B), including when interviews were secured, number of calls required to make contact, and outcomes following contact, e.g. reasons for refusals.

## 3. Sampling

- 3.1 The sampling was conducted to a random probability design. The main output of the sampling process was a randomly generated list of pre-selected addresses for inclusion in the survey. In total, 4,198 addresses were sampled as the basis for achieving 2,000 interviews.
- 3.2 A geographically stratified random probability sample approach was used, as opposed to selecting a purely random sample of addresses for interview across Greater Manchester, to ensure a balance of interviews across all population densities. The sample was stratified by district and ACORN profile.
- 3.3 The first stage in sample selection was to specify the number of interviews to be achieved in each district. If sampling had been in proportion to the number of households in each district, then a relatively small number of interviews in the less populated districts would have been achieved.
- 3.4 A proportional approach would have limited the reliability of the data in less populated districts; therefore, a disproportionate sampling approach was taken to increase the sample rate in those areas. The approach was to set a minimum sample size (in terms of achieved interviews) in each district. The minimum sample size was then applied in the relatively less-populated districts, such as Bury, with the sample rate in the most-populated districts such as Manchester being decreased to provide more robust data at this level.

- 3.5 Secondly, within each district, the sample was stratified by ACORN profile to ensure the sample accurately represented each type of household, namely:
- Affluent Achievers;
  - Rising Prosperity;
  - Comfortable Communities;
  - Financially Stretched; and
  - Urban Adversity.
- 3.6 **Table 1** shows the number of addresses sampled in each district and the target number of interviews to be achieved in each district during 2022/23. As in previous years when the sample size was 2,000, the minimum sample size was set at 170 interviews per district to allow for a reasonable degree of confidence in the data for less-populated districts.
- 3.7 The total number of addresses to be sampled (and target interviews to be completed) slightly exceeded the agreed numbers in each year to allow for practical allocation of the sample.

**Table 1 Target Sample Size by District (2022/23)**

District	All Households (2021)	Addresses in Postal Address File (PAF)	No. of Addresses Sampled	Target No. of interviews
<b>Bolton</b>	118,790	123,854	403	193
<b>Bury</b>	80,696	82,214	365	170
<b>Manchester</b>	214,732	230,449	771	368
<b>Oldham</b>	93,140	97,591	355	170
<b>Rochdale</b>	90,223	93,851	358	170
<b>Salford</b>	115,116	118,027	373	176
<b>Stockport</b>	126,648	131,148	407	195
<b>Tameside</b>	99,527	103,583	354	170
<b>Trafford</b>	96,269	98,051	354	170
<b>Wigan</b>	143,105	145,948	458	218
<b>Total</b>	<b>1,178,246</b>	<b>1,224,716</b>	<b>4,198</b>	<b>2,000</b>

- 3.8 The sample was drawn from the 2022 small users Postal Address File (PAF) as this forms the most comprehensive listing of residential addresses available. The sampled addresses were mapped to verify the sample distribution and approved by TfGM.
- 3.9 The randomly sampled addresses in each district formed the interviewer allocations, i.e. the addresses interviewers needed to attempt to conduct the interviews.

#### **4. Fieldwork Methodology**

- 4.1 As in previous years, the approach was a household interview survey, conducted with all members of the sampled households aged five or over. For Year 11, face-to-face interviewing returned as the core methodology, unlike Year 9 and Year 10 which included mainly interviewing via phone after posting letters to a larger sample of addresses.

- 4.2 Throughout Year 11, the MRS guidance on interviewing during Covid-19 was followed carefully to ensure the safety of both respondents and interviewers. The following measures were put in place:
- **Social distancing and safety when entering households:** all social distancing regulations were reviewed daily and adhered to, and after the first month of Year 11 (February), it was agreed that interviewers could enter the premises of respondents, but only if both the respondent/s and interviewer both agreed and felt safe to do so. Therefore, over the course of Year 11, face-to-face interviews were either conducted on the doorstep of households, in a safe outdoor space where interviewers could be one metre away from respondents (e.g. respondents' gardens), or inside the household but following the same social distancing guidance;
  - **Not interviewing if advised to self-isolate or displaying potential symptoms of Covid-19:** all interviewers regularly conducted lateral flow tests. Interviewers were instructed that if they had symptoms or had been advised to self-isolate, they would not carry out any interviews for a period of 14 days. During Year 11, two interviewers tested positive for Covid-19 (this was not transmitted by respondents), and they did not return to work until after 14 days and they were both testing negative on a lateral flow test;
  - **Wearing face masks and sanitising materials:** when interviewing face-to-face indoors, all interviewers carried face masks or visors and wore these while interviewing if requested or if they preferred to conduct the interview while wearing them. All interviewers sanitised their hands and equipment before and after each interview, as well as wiping down showcards with disinfectant wipes;
  - **Covid-19 screening questions:** interviewers asked respondents Covid-19 screening questions (seen in Document F) when first making contact with a respondent to assess the situation. Interviewers were to abort the face-to-face interview if respondents had symptoms of Covid-19 or had been advised to self-isolate; and
  - **Hybrid approach of face-to-face and phone interviewing:** if interviewers or respondents did not feel comfortable carrying out the survey face-to-face (or could not if the respondent had been advised the self-isolate), interviewers would arrange a date and time to complete the interview via phone with respondents.
- 4.3 A re-briefing session was held in May 2022 which all interviewers attended together with AECOM project staff and TfGM representatives. This session covered the following aspects:
- **Health and safety and interviewing during the Covid-19 pandemic:** reminders of health and safety processes were shared with all at the session, particularly in relation to how to safely interview during the Covid-19 pandemic to ensure safety for both respondents and interviewers;
  - **Reviewing the results for Year 10:** the results from Year 10 of the survey were shared with all at the session, and feedback was provided on achievements against targets, as well as allowing discussion of any issues experienced and potential opportunities to address any issues and increase the quality of the survey;
  - **Understanding how TfGM use the data:** TfGM representatives provided details on how the data and information collected from the survey is used, emphasising the importance of the collected data;
  - **Reviewing the targets for Year 11:** although the surveying year had started when the session took place, the targets for the year were reviewed and clearly outlined to all, and a refresher on interviewer training and reminder points were provided to all interviewers; and

- **Discussing the proposed changes for Year 12 of the survey:** TfGM representatives shared the proposed changes for Year 12 of the survey and sought views and feedback from the AECOM team and interviewers on these changes and the practicalities of their implementation.
- 4.4 Although it was agreed the survey questions would remain largely the same as previous years, there were some variations to enable the impact of Covid-19 to be recorded. These include:
- **Usual place of work/education and main mode of transport used to travel to usual place of work/education:** this was based on the current situation/activities of respondents, but if Covid-19 had caused this to change, interviewers recorded this in the interviewer comments box at the end of the survey so that these could be identified during validation (i.e. currently working and/or studying from home as a result of Covid-19 but were previously working predominantly in the office); and
  - **Reason for not travelling on the Travel Day:** if a respondent did not make a trip on the travel day and the reason/s for this was related to Covid-19, interviewers recorded this as “other (specify)” as well as recording any other reasons from the existing list of answers. For example:
    - Following the government guidance to minimise the spread of the virus (may be recorded without selecting other answer options); and
    - Have Coronavirus/self-isolating because they/others in household have symptoms (also record “unwell/housebound” from the list of answer options).
- 4.5 In addition to the survey materials shown in Appendix A, each interviewer was issued with a laminated copy of the **introductory letter** (Document A) to show to respondents if the delivered letter had been mislaid. Interviewers also left a **thank you leaflet** (Document G) and **information leaflet** (Document H) at the close of the interview which provided information about the GDPR and how their personal data will be processed and stored, as well as providing contact details should the respondent have required further information or reassurance about the survey. The **information leaflet** also provided more information about the study and what the collected data is used for.
- 4.6 Interviewers carried and used street-map books of Greater Manchester (Street A-Z Atlas) to assist respondents in identifying places visited on the Travel Day and record a grid square if no precise address could be given.
- 4.7 Interviewer assignments were compiled based on lists of 10 addresses. Assignments were allocated such that surveys would be conducted in each district every month, with the number of addresses issued per month approximately equal through the year.
- 4.8 Around 380 addresses were issued each month. From August, some addresses were re-issued where no contact had initially been made.
- 4.9 The number of issued addresses during survey months were calculated to ensure interviews were achieved in broadly equal proportions by district relative to sample size.
- 4.10 On all interviewer allocations, a kish grid was provided adjacent to each sampled address. This was used to randomly select a household when interviewers encountered multiple properties resident at one address on the PAF.
- 4.11 The interview was conducted with all household members aged five or above, so no random selection of respondents was required. The survey was with residents in Greater Manchester at the time of interview, with visitors excluded from the surveys. Students were included at their term time address for interviews undertaken in term time, and their vacation address for interviews undertaken during vacations. Students visiting the parental home or any address other than their ‘home’ during term time were classed as visitors and excluded from the interview.

- 4.12 The interviews were conducted in broadly equal proportions over seven days in each survey week to provide data on weekday and weekend travel behaviour. The surveys continued through all holiday periods, with the only exceptions being the day after bank holidays (i.e. travel day for the interview cannot be a bank holiday).
- 4.13 The travel diaries were required to collect all trips made by the household in a single 24-hour period between 4am to 3:59am, i.e. the travel day. Where all respondents were present at the time contact was made, the interview was conducted at that time. Where individuals from a household were absent, appointments were made at a time when all people could be present to ensure that the travel day was consistent for all. As a last resort, if one or more members of the household could not be present, interviewers either left a memory jogger and collected these persons' trips later or recorded them by proxy if another household member knew the trips they had made.

## 5. Maximising Response

- 5.1 Several mechanisms were applied to ensure a high response rate, including:
- A prize draw;
  - A minimum of four call backs to addresses to achieve contact;
  - An introductory letter sent in advance; and
  - Interviewer training.
- 5.2 There was a prize fund of £900. Prize draws took place monthly. Once all sample points for a month were completed, all participating households entered the prize draw. Twelve draws were carried out in total, with respondents having an approximately 1 in 190 chance of winning.
- 5.3 For each draw, a sequential number was assigned to each household ID and using a random number function in Excel, one household was randomly selected. Each winner was contacted, either by phone (where a contact telephone number was available), or in writing, informing them that they had been successful. £75 of Love to Shop vouchers were posted to respondents.
- 5.4 Feedback from interviewers suggests the prize draw made a small but positive difference to the response rate in enlisting respondents who may otherwise have refused to participate.
- 5.5 Call backs to selected households where no contact was made initially were conducted on different days and at different times to allow for working patterns and short-term absences.
- 5.6 An **introductory letter** (Document A) bearing the address of each selected household was delivered to households, usually in advance of the interviewer's first call. However, if on delivery of the letters, there was clearly someone at home, the interviewer would attempt to secure an interview at that time, highlighting the information regarding data protection and contact information to verify that the survey was bona fide.
- 5.7 Interviewers carried visually evident ID as well as a laminated version of the **introductory letter** (Document C).
- 5.8 Each **introductory letter** explained the purpose of the survey and included contact details and a weblink to a short SNAP survey. Respondents who receive the letter and are interested in participating in the study could either call, email, or complete the short SNAP survey to confirm their address and contact information, and to provide their availability for interviewers to contact them to carry out the interview.
- 5.9 Interviewer training included practice sessions to encourage respondent participation. Advice to interviewers included maintaining a smart, casual appearance while interviewing face-to-face, and varying the times and days of calling when interviewing both face-to-face and via telephone.

## 6. Data Processing

6.1 Completed questionnaires were returned to AECOM where the following procedures were conducted for quality control:

- Sample IDs entered by interviewers through the CAPI program were checked and cleaned where required by checking against which Sample IDs had been issued;
- A visual check to ensure the completed interviews were present (i.e. all forms completed fully and accurately) and matched with the CAPI data received for those interviews;
- Telephone back-checks on 10% of completed interviews (n=207);
- Data input to bespoke data entry program;
- Address data verified and coded either to postcode or OS grid reference;
- Validation checks using SPSS; and
- Validation checks using TfGM's validation tool.

6.2 Data was processed once a month regardless of the number of completed questionnaires. This allowed for continuous data to be supplied to TfGM. Each batch of data contained between 130 and 202 households (average of 172). When a batch of data successfully met all the validation checks, the data output files were securely supplied to TfGM in comma separated variables (CSV) files. The paper questionnaires were also securely delivered to TfGM.

6.3 Back-checks took place monthly to ensure they were conducted soon after the survey took place to aid respondent recall and to enable prompt feedback to the interviewers. The back-check procedure was to ask the respondent to confirm that the interview took place satisfactorily and to verify the responses recorded for three or four questions from the survey.

6.4 The visual checks to the survey forms included the following procedures and checks:

- Verifying that all the sections of the questionnaire bore the sample ID and matched with those in the CAPI data;
- Verifying that the number of person interviews matched the household size;
- Verifying that all the sections of the questionnaire bore the correct travel date;
- Verifying that the person number was on the relevant diary sheets and that trips were sequentially numbered;
- Checking that all routing was properly followed and responses were in range;
- Checking employment/education addresses were fully recorded and coded where applicable;
- Verifying the main mode used for trips;
- Checking that responses were consistent with age/employment status/health etc;
- Cross-referencing diary trips with the diary overviews for each person;
- Checking that whole trips and any sequence of trips was logical and consistent with age/employment status/car available/ticket/health/other members of the household where accompanied journeys were made etc, including:
  - Fully recorded and legible destinations;
  - Times in 24-hour format, sequential for depart and arrive, and subsequent/ previous trips; and
  - For those driving, consistency with driving licence and car availability.

- Checking that ticket questions had been completed correctly (e.g. no return ticket for Metrolink).
- 6.5 At the data entry stage, destination information was coded as either a postcode or a full grid reference. In many cases, respondents were unable to provide a full postcode for their destination address but could give enough information for it to be found, e.g. supermarkets and the road/area.
- 6.6 Postcode checks - for each address with a grid reference given, the Grid Reference Finder website (<http://gridreferencefinder.com>) was used to look up the eastings/northings given for the postcode found by data entry staff.
- 6.7 In some cases, interviewers were unable to obtain address postcodes from respondents. This was due to some respondents not being able to remember postcodes of unfamiliar destination addresses, and some were not comfortable giving other people's postcodes (e.g. addresses of friends/family or clients). Where people were unable to give precise destination information, interviewers recorded a grid square using the Street A-Z Atlas which could then be used to give grid references to within 100m. For destinations outside of Greater Manchester with no given or specific destination, (e.g. London), a central postcode was added that was appropriate to the journey purpose.

## 7. Outcome of the Survey

- 7.1 A total of **2,067** interviews were recorded with households. A further **10** addresses commenced an interview that was not subsequently completed. This occurred when one or more household members refused to take part after one person had participated. These have not been included in the final sample.
- 7.2 A total of **3,960** addresses were issued through the year. 728 addresses that had resulted in non-contact in the first few months of the survey were issued a second time later in the year. **Table 2** below shows the outcome for the addresses issued for Year 11.

**Table 2 Response Rates**

	Addresses
Issued addresses	3,960
Deadwood	382
<b>Remaining addresses</b>	<b>3,578</b>
Non-contact	937
Refusals	564
Partial/aborted interviews	10
Achieved sample	2,067
<b>Response rate</b>	<b>58%</b>

- 7.3 Of those that refused to take part in the survey, 'too busy' (58%) and 'never do surveys' (25%) were the most common reasons given.
- 7.4 Over the course of Year 11, a total of 13 households responded to the introductory letter to express willingness to participate, with two calling AECOM and 11 completing the short SNAP survey. Interviews were then carried out with these respondents.



7.5 Fieldwork commenced on 1<sup>st</sup> February 2022 and continued to 31<sup>st</sup> January 2023. **Table 3** shows the number of interviews conducted each month.

**Table 3 Interviews by Month**

Month	Count	Percent (%)	Cumulative Percent (%)
February 2022	130	6	6
March 2022	181	9	15
April 2022	178	9	24
May 2022	203	10	34
June 2022	182	9	42
July 2022	176	9	51
August 2022	174	8	59
September 2022	140	7	66
October 2022	183	9	75
November 2022	146	7	82
December 2022	140	7	89
January 2023	234	11	100
<b>Total</b>	<b>2,067</b>		

7.6 Targets were set for the sample to ensure that days of the week were adequately represented in the **travel diary**. **Table 4** shows that 61% of all travel days were on a weekday (Monday to Thursday), 14% on a Friday, and 25% were completed over the weekend.

**Table 4 Travel Day**

	Target (%)	% Achieved
Monday to Thursday	55-59	61
Friday	12-16	14
Sat / Sun	26-30	25

7.7 As noted above, although the set targets were combined for Monday-Thursday and Saturday-Sunday, detailed analysis showed more interviews were taking place on Sundays. Therefore, to address this, individual targets for Saturday and Sunday were set for interviewers to achieve from July 2022 onwards. In doing so, **Table 5** shows that relatively balanced proportions of interviews were achieved across all travel days. This process worked well and so will be implemented for the start of future years to achieve balanced proportions across the year, with these being closely monitored.

**Table 5 Travel Day – individual days**

	<b>% Achieved</b>
<b>Monday</b>	15
<b>Tuesday</b>	16
<b>Wednesday</b>	17
<b>Thursday</b>	13
<b>Friday</b>	14
<b>Saturday</b>	9
<b>Sunday</b>	16

7.8 **Table 6** shows that the target for the sample was exceeded in each of the ten districts.

**Table 6 Sample by District**

	<b>Target</b>	<b>Number</b>	<b>% achieved</b>
<b>Bolton District</b>	193	198	103%
<b>Bury District</b>	170	175	103%
<b>Rochdale District</b>	170	172	101%
<b>Manchester District</b>	368	375	102%
<b>Oldham District</b>	170	179	105%
<b>Salford District</b>	176	192	109%
<b>Stockport District</b>	195	203	104%
<b>Tameside District</b>	170	175	103%
<b>Trafford District</b>	170	174	102%
<b>Wigan District</b>	218	224	103%
<b>Total</b>	2,000	2,067	103%

7.9 Table 7 shows the response rates by district for the sample.

**Table 7 Response Rates by District**

	Issued addresses	Deadwood	Remaining addresses	Non-Contact	Refusals	Partial/aborted interviews	Achieved Sample	Response rate %
<b>Bolton</b>	393	52	341	70	73	0	198	58
<b>Bury</b>	365	38	327	84	65	3	175	54
<b>Manchester</b>	736	78	658	167	116	0	375	57
<b>Oldham</b>	328	8	320	117	24	0	179	56
<b>Rochdale</b>	358	25	333	112	48	1	172	52
<b>Salford</b>	364	41	323	76	55	0	192	59
<b>Stockport</b>	372	27	345	79	58	5	203	59
<b>Tameside</b>	284	14	270	71	23	1	175	65
<b>Trafford</b>	310	40	270	60	36	0	174	64
<b>Wigan</b>	450	59	391	101	66	0	224	57
<b>All</b>	<b>3,960</b>	<b>382</b>	<b>3578</b>	<b>937</b>	<b>564</b>	<b>10</b>	<b>2,067</b>	<b>58</b>

7.10 The number of trips recorded in the sample was 8,454, from 4,793 people aged five or over, giving an overall trip rate of 1.8 trips per person per day. Although higher than Year 9 and Year 10 (which had trip rates of 1.7 and 1.5 respectively), the trip rate is still lower than pre-Covid-19 years (such as Year 7 and Year 8 which had trip rates of 2.2 and 2.1 respectively). This is most likely a result of changing travel patterns resulting from the Covid-19 pandemic, including more people choosing to work from home.

## 8. Fieldwork Issues

8.1 Accompaniments were undertaken with interviewers. This was a valuable exercise in understanding the various difficulties faced by interviewers. Interviewers were also liaised with frequently throughout Year 11 to understand how the methodology was working and to identify any issues that could be addressed. A few issues were identified, including:

- **Day of week targets:** as previously explained, after the first few months of Year 11, it was identified that more interviews were being achieved with Monday-Thursday travel days and less for Friday and weekend travel days. In addition, for the weekend travel days achieved, a larger proportion was for Sunday travel days rather than Saturday. This was addressed by setting minimum travel day targets for each interviewer and worked well, so this process will continue to be implemented for the start of future years of the survey;
- **Lower initial hit rate:** during the first few months of Year 11, the hit rate was lower than expected. Several factors contributed to this, including poor weather, interviewers only being allowed to enter respondents' homes from March 2022 onwards (if they and the respondent/s felt safe to do so), and some general apprehension to face-to-face interviewing from some respondents at the start of the year. The hit rate improved throughout Year 11 and returned to pre-Covid-19 levels after the first few months;

- **Lower trip rate:** the trip rate for Year 11 was 1.8, but it was expected to be closer to 2.0 as to be similar to the National Transport Survey’s trip rate. All interviewers were encouraged to probe for all trips throughout the year and provided with reminders, but they felt the main things causing the lower trip rate were:
  - People generally seeming to travel less particularly those in older age groups due to remaining apprehension related to Covid-19 (trip rate for those aged 65+ was 1.4 for Year 11 but 1.7 for Year 8); and
  - Change in working patterns and a larger number of people working from home because of the Covid-19 pandemic (trip rate for those in employment was 2.1 for Year 11 but 2.4 for Year 8).
- **Accessing flats, apartments and gated properties:** this has been an increasing issue for the survey over the years, with interviewers being unable to gain access to some sampled addresses of even to post the introductory letter. In Year 11, interviewers encountered 152 addresses which they could not access. For Year 7 and Year 8, which were the last two years where face-to-face interviewing was the core methodology throughout the year, interviewers were unable to access 47 and 70 addresses respectively;
- **Front door cameras and “no cold calling” stickers:** interviewers reported that they encountered many properties that had “no cold calling” stickers attached to their doors and/or windows, as well as cameras on the front doors of addresses. Combined with greater suspicions around the use or misuse of personal data from the public, interviewers felt that more members of the public were apprehensive about participating in an interview than in previous years; and
- **Bad weather and not being able to enter households:** as noted above, interviewers were not allowed to enter respondents’ homes until March 2022 onwards (if they and the respondent/s felt safe and agreed to do so), and due to the preference for some respondents and interviewers to carry out interviews on the doorstep rather than inside the property, this made interviewing during bad weather more difficult than in pre-Covid-19 years. All interviewers noted people became more relaxed about participating in face-to-face interviews over the course of Year 11, with an increasing number of respondents inviting interviewers into their homes towards the end of the year.

## 9. Trip Rate Analysis

- 9.1 The trip rate, i.e. the number of trips per person per day, for the survey overall was 1.8, with 40% of trips made as the car driver as the main mode and 30% on foot. This is shown in **Table 8**.

**Table 8 Trip Rate by Mode**

	Trip Rate	%
<b>Walk</b>	0.52	30%
<b>Cycling</b>	0.03	1%
<b>Motorcycling</b>	0.00	0%
<b>Car Driver</b>	0.70	40%
<b>Car Passenger</b>	0.32	18%
<b>Train</b>	0.01	1%
<b>Tram</b>	0.02	1%
<b>Bus</b>	0.10	6%
<b>Taxi</b>	0.04	2%
<b>Other</b>	0.01	1%

9.2 **Table 9** compares the trip rates between respondent types. Respondents in employment had a trip rate of 2.1, compared to a trip rate of 1.5 amongst respondents that were not. Similarly, respondents with a full driving licence for a car or van had a higher trip rate than respondents with no licence (2.0 and 1.5 respectively).

**Table 9 Trip Rates**

		Trip Rate
<b>Employment status</b>	<b>Employed</b>	2.1
	<b>Not Employed</b>	1.5
<b>Age group</b>	<b>5-15</b>	1.7
	<b>16-17</b>	1.5
	<b>18-24</b>	1.7
	<b>25-34</b>	2.0
	<b>35-44</b>	2.1
	<b>45-54</b>	1.8
	<b>55-59</b>	2.1
	<b>60-64</b>	1.7
	<b>65+</b>	1.4
<b>Licence</b>	<b>Full licence for car/van</b>	2.0
	<b>No licence</b>	1.5
<b>Mobility</b>	<b>Yes, limited a lot</b>	1.0
	<b>Yes, limited a little</b>	1.4
	<b>No</b>	1.9
<b>Number of cars in household</b>	<b>None</b>	1.4
	<b>One</b>	1.8
	<b>Two</b>	1.9
	<b>Three or more</b>	2.0

9.3 **Table 10** shows the trip rate by travel day for Year 11 and is compared against the previous four years. The travel day with the highest trip rate for Year 11 was Friday (2.1), whilst it was lowest on Sunday (1.2). This pattern is consistent with previous years, although the trip rate is lower than pre-Covid-19 years (i.e. Year 7 and Year 8). It should be noted that the trip rate has increased for all travel days compared to Year 9 and Year 10 apart from Monday. This could reflect a shift in working patterns with more people choosing to work from home on a Monday.

**Table 10 Response Rates by Travel Day**

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
<b>Year 7</b>	2.2	2.2	2.2	2.3	2.6	2.4	1.7	2.2
<b>Year 8</b>	2.1	2.4	2.3	2.2	2.4	2.2	1.5	2.1
<b>Year 9</b>	1.8	1.8	1.8	1.8	2.0	1.6	1.2	1.7
<b>Year 10</b>	1.7	1.7	1.6	1.7	1.6	1.3	1.1	1.5
<b>Year 11</b>	1.6	1.9	2.0	2.0	2.1	1.8	1.2	1.8

## 10. Survey Sample

10.1 While random probability samples are generally perceived as providing the most representative data statistically, they can never be wholly representative as refusals can never be eliminated, and despite repeated call backs, all potential respondents cannot be contacted. The behaviour of non-respondents therefore can never be known and compared with that of respondents. Single-person households and those who are economically inactive are likely to be over-represented in a random survey compared with one where quotas are set to ensure minimum numbers of employed people, etc.

10.2 The sample composition for the survey is summarised in **Table 11**.

**Table 11 Sample Composition**

		<b>N</b>	<b>%</b>	<b>2021 population statistics %</b>
<b>Age</b>	<b>5-15</b>	804	17%	14%
	<b>16-17</b>	114	2%	2%
	<b>18-24</b>	386	8%	9%
	<b>25-34</b>	662	14%	14%
	<b>35-44</b>	641	13%	13%
	<b>45-54</b>	586	12%	13%
	<b>55-59</b>	302	6%	6%
	<b>60-64</b>	278	6%	5%
	<b>65+</b>	999	21%	16%
	<b>Total</b>	4,793*		
<b>Employment status</b>	<b>Employed</b>	1,937	40%	
	<b>Not employed</b>	2,856	60%	
	<b>Total</b>	4,793		
<b>Number in household</b>	<b>Single person</b>	578	28%	
	<b>Two</b>	723	35%	
	<b>Three</b>	325	16%	
	<b>Four</b>	266	13%	
	<b>Five</b>	106	5%	
	<b>Six or more</b>	69	3%	
	<b>Total</b>	2,067		

\*21 refusals

10.3 **Table 12** shows the achieved ACORN profile against the targets for each area.

**Table 12 Sample Composition for Survey (%)**

	Achieved					Target				
	Affluent Achievers	Rising Prosperity	Comfortable Communities	Financially Stretched	Urban Adversity	Affluent Achievers	Rising Prosperity	Comfortable Communities	Financially Stretched	Urban Adversity
<b>Bolton</b>	16	1	27	33	24	17	2	21	31	29
<b>Bury</b>	25	3	28	24	20	28	3	28	22	19
<b>Manchester</b>	6	6	14	30	44	7	11	14	32	36
<b>Oldham</b>	14	1	22	38	25	13	1	23	37	26
<b>Rochdale</b>	15	1	24	31	30	14	1	22	34	28
<b>Salford</b>	11	4	21	28	36	13	8	20	27	33
<b>Stockport</b>	41	2	25	13	18	45	2	24	15	15
<b>Tameside</b>	9	0	27	31	33	10	2	29	30	28
<b>Trafford</b>	45	4	20	16	16	49	6	19	13	13
<b>Wigan</b>	16	2	38	26	19	16	3	32	27	23
<b>Total GM</b>	18	3	24	27	28	20	5	22	27	26

## APPENDIX A: Survey Documents

### Document A: Introductory Letter



2 Piccadilly Place  
Manchester M1 3BG

0161 244 1000  
www.tfgm.com

(Household Address)

*Reference No: (Sample ID)*

*Month: (Month and Year)*

*Your Interviewer:*

*(Interviewer Name)*

Dear resident,

#### Please help us with a local Travel Diary Survey with a chance to win £75 in Shopping Vouchers

I am writing to ask for your help with an important survey that is taking place across Greater Manchester. Transport for Greater Manchester (TfGM) is carrying out a survey of residents to provide vital information on people's travel patterns to help us plan transport in the region. By taking part, you can help us to provide an accurate picture of demand for travel and transport facilities in your area. You will also help us to better understand how travel habits are changing in response to Covid-19. Whether you travel a lot, a little, or not at all, your views are important to us.

We can only speak to a small number of households from across Greater Manchester, and your household has been chosen to represent your local area. Your participation is, of course, voluntary, but by taking part, along with 200 other households every month, you can help TfGM and the local authorities to plan more effectively for the future. By telling us about your travel habits, you will help us to better serve you and your community.

Your interviewer will call by to arrange a convenient time to visit when everyone is at home. They will need to collect travel data for all people in the household aged 5 or over. The interviewer will show you their photo ID. The interview will take place either face-to-face or remotely, depending on Government guidance on Covid-19 to ensure the interview is carried out in a safe way.

If you want to let us know when would suit you best for the interviewer to visit, or to arrange a telephone appointment, please visit [tfgm.com/travel-diary](https://www.tfgm.com/travel-diary) and enter your reference number (**Unique Sample ID**), contact information and details about when is best for the interviewer to visit. Alternatively, please call **0800 652 8646**.

The survey is being carried out in your area on behalf of TfGM by **AECOM** under the Market Research Society Code of Conduct. Any information you and other members of your household provide will be stored securely and handled in line with the General Data Protection Regulation (GDPR). More information on how we store and use your information can be found overleaf and on our Privacy Policy: [tfgm.com/privacy-policy](https://www.tfgm.com/privacy-policy)

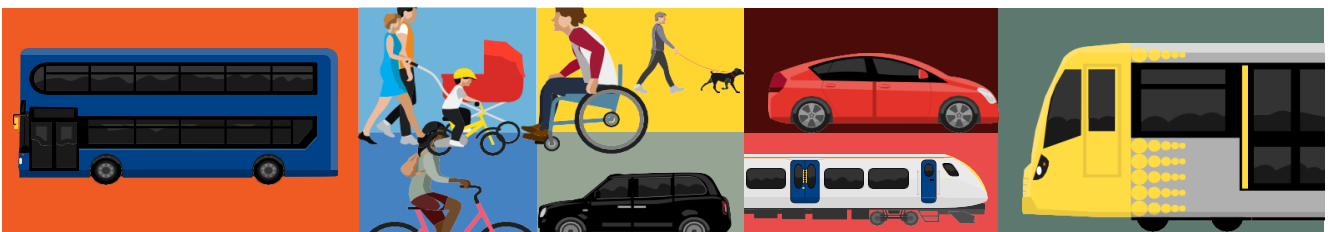
As a thank you for taking part, you will be entered into a free prize draw with a chance to win £75 in retail shopping vouchers.

Yours faithfully

A handwritten signature in black ink that reads 'Simon Warburton'.

**Simon Warburton**

Transport Strategy Director





## Frequently Asked Questions

### Why has my household been selected?

By chance. It is not possible to interview everyone, so households have been randomly selected from all listed addresses in Greater Manchester.

### What will I be asked?

Nothing difficult or intrusive. You will be asked some questions on who lives in the household, car availability, your usage of travel tickets, and questions about any trips you made on the day before the interview takes place. We will ask for some personal details, for example ethnicity and disability, to assess whether transport policies are fair and equal to everyone. You can also tell us what you think the priorities are for transport in Greater Manchester.

### Do I have to take part?

Participation is entirely voluntary. But your assistance would be greatly valued and will benefit all residents (and visitors to) Greater Manchester. If you are unable to participate in the survey, please call the Freephone number (**0800 652 8646**). Or alternatively, call the AECOM field manager on **0788 422 5293**.

### How long will it take?

It usually takes about 10-20 minutes (depending on how many people there are in the household, and how much they travel).

### What will happen to the data?

The information you provide during the survey will be used by Transport for Greater Manchester, or third-party organisations acting on our behalf, for research and transport planning purposes only. Data will be stored securely and will not be used to identify you, unless you give your consent to be contacted about future research opportunities.

We may share some data collected in the study with researchers from other organisations, such as local authorities or universities. This will not include any information which directly identifies you and we will only do so where it is appropriate, in compliance with the GDPR.

Further details about how we handle your personal data and your rights under the GDPR will be given to you by your interviewer. Details are also provided at: [tfgm.com/privacy-policy](https://tfgm.com/privacy-policy)

We follow the Market Research Society Code of Conduct in all our research.

### What do I get for taking part?

As well as getting the chance to tell Transport for Greater Manchester your views, there is a prize draw.

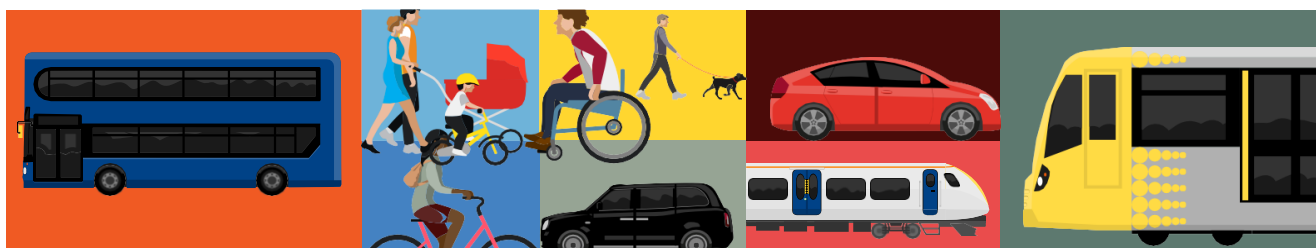
The survey is being conducted throughout 2022, with up to 200 households each month. Every month, all those who completed the survey in that month will be entered into a Prize Draw, for retail shopping vouchers worth £75, so you have a 1 in 200 chance of winning. Good Luck!

### Where can I get more information?

For more information on the survey, you can call the AECOM Freephone number **0800 652 8646**.

Out of normal office hours there is an answerphone service – we will call you back if you leave your name, contact number and reference (see top right of this letter).

Alternatively visit the Transport for Greater Manchester website [tfgm.com/trads](https://tfgm.com/trads)



### CONTACT RECORD SHEET

DISTRICT		SAMPLE POINT	
INTERVIEWER		WARD	
		Month of Issue	

Sample ID	Address	Post code	HHs at address	Dwelling Unit Selection													
				2	3	4	5	6	7	8	9	10	11	12			

Call Back	Date	Time	Out come (code as below)	Num in H hold	Number of Interviews by method	Contact Details I agree to my name and phone number being used for backchecking purposes only and understand that they will be destroyed at the end of the project. <input type="checkbox"/> See thank you leaflet for details on data storage.												
1					_____ Face to face	Lead Name												
2					_____ Phone													
3					_____ Proxy	Contact Numbers	0											
4					_____ Total													

Outcome codes:									
<b>1</b>	<b>Full Interview</b>								
<b>Partial Interview</b>		<b>Contact – no interview</b>		<b>Refused</b>			<b>Out of Scope</b>		
2	Unable to contact all HH members	6	Bad time: call back agreed/ arranged	8	Too busy (generally)		17	Communal establishment	
3	HH q'aire respondent aborted interview			9	Unwell		18	Non-residential address	
4	HH member refused/ aborted interview	7	Person(s) to be interviewed unavailable	10	Never do surveys		19	Demolished/ derelict	
				11	Confidentiality		20	Vacant/ empty	
				12	Security/ Safety reasons		21	Address does not exist	
				13	Language (record which/ what assistance needed)		22	Gated/cannot gain access to property	
				14	Interview achieved but respondent later requested data be deleted		23	Not yet built	
				15	Office refusal		24	Occupied but not resident household	
5	<b>No Contact</b>			16	Other (record reason)		25	Other - record	

**Complete if interview achieved**

Travel Date		Travel Day of Week	Interview Length (mins)	I declare that this interview has been carried out strictly in accordance with your specification and has been conducted within the MRS Code of Conduct with a person unknown to me
day	month	<i>Circle one</i> 1 Mon 2 Tue 3 Wed 4 Thu 5 Fri 6 Sat 7 Sun		
	<b>2022</b>			

*Note: This form must be completed and returned regardless of outcome.*



**GREATER MANCHESTER Travel Diary Survey**  
**PART A: HOUSEHOLD QUESTIONNAIRE**

Good morning/afternoon/evening

We are carrying out a survey on behalf of Transport for Greater Manchester. You should have received a letter about this? (*show letter*).

*If yes. Go to X0*

*If no, give letter, and read out*

This study, for Transport for Greater Manchester (TfGM) gathers information about where, when and how residents travel whether it is by car, public transport, walking, cycling or wheelchair. Whether you travel a lot, a little, or not at all, your views are important to us.

We cannot interview everyone in Greater Manchester, and so a sample of addresses is selected and your address has been selected at random from the Royal Mail's list of addresses. Your participation is of course, voluntary, but by taking part, along with 200 other households every month, you help us to provide an accurate picture of demand for travel and transport facilities in your area and this will enable Transport for Greater Manchester and the local authorities to plan effectively for the future.

The survey is being conducted by interviewers from AECOM on behalf of Transport for Greater Manchester and under the Code of Conduct of the Market Research Society. *SHOW BADGE.*

**X0 READ TO ALL**

The answers you provide will be treated in accordance with the 1998 Data Protection Act. Information will be stored on computer and grouped with that supplied by other people from your area, so you can no longer be identified. All information collected will be treated in the strictest confidence and will only be used for transport planning purposes by Transport for Greater Manchester and third-party organisations; no information that could identify you will be made available.

As a thank you for taking part, your household will be entered into a Prize Draw and you could win £75 in High Street vouchers in our monthly draw.

QH1	I will need to speak to all people CURRENTLY living in the household, aged 5 or over; it should take no more than 10-20 minutes. Is everyone aged 5 or over at home now?		
	Yes	1	▶ Go To QH2
	No	2	▶ make appointment for when everyone in household aged 5 or over will be available

QH2	Would now be a convenient time to do this survey? At the end of the interview you will have the opportunity to give suggestions for improving transport.		
	Yes	1	▶ Go To QH3,
	No	2	▶ make appointment

**When would be a convenient time to do this survey?**

Record time and date for appointment \_\_\_\_\_

QH3	<b>Including yourself, how many people USUALLY live in this household?</b>								
	A household is a single person living alone or a group of people who share cooking facilities and share a living room, sitting room, kitchen or dining room. <i>INCLUDE STUDENTS, WHETHER AT HOME DURING VACATION OR AWAY AT COLLEGE/UNIVERSITY</i> <i>Don't forget to include the respondent</i>								
	WRITE IN NUMBER	<input type="text"/>	<input type="text"/>	<b>If single person household ► Go To QP1a</b>					
				<b>Otherwise ► Go to QP1</b>					

QP1	<b>I am now going to ask you a few questions about the people in your household.</b>								
	Complete QP1a, b and c for anyone who usually lives at the address (as QH3).								
	If there are more than eight people in household (inc. respondent) use 'household continuation sheet'								

QP1a	Person ID:	Person 1	Person 2	Person 3	Person 4	Person 5	Person 6	Person 7	Person 8
QP1a	WRITE IN FIRST NAME or INITIALS:								
<b>QP1b What is your (/ his / her) gender?</b>									
	Male	1	1	1	1	1	1	1	1
	Female	2	2	2	2	2	2	2	2
<b>QP1c What was your (/ his / her) age last birthday?</b>									
	WRITE IN AGE								
<b>QP1d Was this person resident as of YESTERDAY (Travel Date)? (ONLY TICK NO IF PERSON IS CURRENTLY LIVING ELSEWHERE, E.G. WORKING AWAY LONG TERM OR STUDENT LIVING AWAY IN TERM TIME)</b>									
	Yes	1	1	1	1	1	1	1	1
	No	2	2	2	2	2	2	2	2

<b>INTERVIEWER - NOW CONFIRM THE NUMBER OF CURRENT HOUSEHOLD MEMBERS AGED 5 OR OVER (TO BE ASKED QP1e ONWARDS) USE CONTINUATION SHEET IF REQUIRED</b>										
QH4	<b>USING ANSWERS FROM QP1c/d RECORD THE NUMBER OF HOUSEHOLD MEMBERS AGED 5 OR OVER AND PRESENT ON TRAVEL DAY</b>					<input type="text"/>	<input type="text"/>	<b>► CONTINUE</b>		

CONTINUE WITH QUESTIONNAIRE FOR EACH PERSON AGED 5 OR OVER WHO TICKED 'YES' AT QP1d. Working your way down each column in the grid, ask each question in turn.

You should complete one column per person (as QH4).

Person ID:	Person 1	Person 2	Person 3	Person 4	Person 5	Person 6	Person 7	Person 8
<b>QP1e [Showcard QP1e] Do you/they have any of the listed driving licences? (MULTIPLE CODE)</b>								
	Full licence for a car/van	1	1	1	1	1	1	1
	Full licence for a motorcycle	2	2	2	2	2	2	2
	Full licence for a moped/scooter	3	3	3	3	3	3	3
	Provisional licence for a car/van	4	4	4	4	4	4	4
	Provisional licence for a motorcycle	5	5	5	5	5	5	5
	Provisional licence for a moped/scooter	6	6	6	6	6	6	6
	None of these	7	7	7	7	7	7	7

Person ID:	Person 1	Person 2	Person 3	Person 4	Person 5	Person 6	Person 7	Person 8
<b>QP1f Are you/they a blue badge holder?</b>								
Yes	1	1	1	1	1	1	1	1
No	2	2	2	2	2	2	2	2
<b>QP1g [Showcard QP1g] What is your/their ethnic group?</b>								
<i>White</i>								
English/Welsh/ Scottish/ Northern Irish/ British	1	1	1	1	1	1	1	1
Irish	2	2	2	2	2	2	2	2
Gypsy or Irish Traveller	3	3	3	3	3	3	3	3
Any other White background <i>SPECIFY</i>	4	4	4	4	4	4	4	4
<i>Mixed / Multiple ethnic groups</i>								
White and Black Caribbean	5	5	5	5	5	5	5	5
White and Black African	6	6	6	6	6	6	6	6
White and Asian	7	7	7	7	7	7	7	7
Any other Mixed / multiple ethnic background <i>SPECIFY</i>	8	8	8	8	8	8	8	8
<i>Asian or Asian British</i>								
Indian	9	9	9	9	9	9	9	9
Pakistani	10	10	10	10	10	10	10	10
Bangladeshi	11	11	11	11	11	11	11	11
Chinese	12	12	12	12	12	12	12	12
Any other Asian background <i>SPECIFY</i>	13	13	13	13	13	13	13	13
<i>Black / African / Caribbean / Black British</i>								
African	14	14	14	14	14	14	14	14
Caribbean	15	15	15	15	15	15	15	15
Any other Black background <i>SPECIFY</i>	16	16	16	16	16	16	16	16
<i>None of the above</i>								
Arab	17	17	17	17	17	17	17	17
Any other Ethnic group <i>SPECIFY</i>	18	18	18	18	18	18	18	18

Person ID:	Person 1	Person 2	Person 3	Person 4	Person 5	Person 6	Person 7	Person 8
<b>QP1h [Showcard QP1h] As part of the commitment of Transport for Greater Manchester to providing services that meet the needs of all members of the community, we would like to ask you a question about your religious beliefs. Please could you tell me which of these best represents your religious beliefs? Once again, please be assured that your responses are completely confidential.</b>								
No religion	1	1	1	1	1	1	1	1
Buddhist	2	2	2	2	2	2	2	2
Christian **	3	3	3	3	3	3	3	3
Hindu	4	4	4	4	4	4	4	4
Jewish	5	5	5	5	5	5	5	5
Muslim	6	6	6	6	6	6	6	6
Sikh	7	7	7	7	7	7	7	7
Any other (SPECIFY)	8	8	8	8	8	8	8	8
Prefer not to say	9	9	9	9	9	9	9	9

\*\* (including Church of England, Catholic, Protestant and all other Christian denominations)

QH5	<b>[Showcard QH5] How many vehicles of each of these types does your household own or have access to?</b> Do not include vehicles for sale if respondent is a vehicle trader or vehicles owned because a household member is an enthusiast / collector (if they are not used on a day to day basis). <i>WRITE IN NUMBER OF VEHICLES IN EACH CATEGORY</i>	
QH5a	Cars and vans owned by the household	<input type="text"/> <input type="text"/>
QH5b	Cars and vans supplied as part of your job	<input type="text"/> <input type="text"/>
QH5c	Motorcycles / scooters	<input type="text"/> <input type="text"/>
QH5d	Bicycles (excluding those used by children aged under 5)	<input type="text"/> <input type="text"/>
QH5e	Other vehicles <input type="text"/> <input type="text"/> (SPECIFY) <input type="text"/>	

QH6	<b>[Showcard QH6] I'd now like to ask you a question about your HOUSEHOLD income. This will help Transport for Greater Manchester plan transport services for people across the whole community. Thinking about all sources of income such as salary, wages, benefits, pensions and so on, could you please tell me which letter on the showcard best represents the total income of your household before taxes and other deductions?</b> If not sure, please estimate. Once again, please be assured that your responses are treated with the strictest confidence and reported anonymously when analysed.	
	<i>WRITE IN LETTER</i> <input type="text"/>	
	Don't know	997
	Refused	998

QH7	<b>What is the occupation of the head of the household?</b> If RETIRED ask for previous occupation	
	WRITE IN	<input type="text"/>
	Don't know	997
	Refused	998

QH8	INTERVIEWER: Probe for SEG	
	<i>SINGLE CODE</i>	
	AB	1
	C1	2
	C2	3
	DE	4
	Unable to say	5

QH9	<b>Did you have any overnight visitors staying with you last night? (/ on &lt;TRAVEL DAY&gt; night?)</b>		
	<i>SINGLE CODE</i>		
	Yes	1	▶ Go to QH10
	No	2	▶ Go to Part B

QH10	<b>How many visitors?</b> Visitors should be excluded from the rest of the interview.	
	WRITE IN NUMBER	<input type="text"/> <input type="text"/> ▶ Go to Part B

**NOW COMPLETE 'PART B: PERSON QUESTIONNAIRE' FOR EACH RESIDENT HOUSEHOLD MEMBER AGED 5 OR MORE**  
WHEN YOU HAVE COMPLETED PERSON INTERVIEWS WITH ALL HOUSEHOLD MEMBERS AGED 5 OR MORE, THE  
NUMBER OF COMPLETED PERSON QUESTIONNAIRES SHOULD EQUAL THE NUMBER GIVEN AT QH4.

**PART D: PERSON QUESTIONNAIRE COMMENTS ASK THIS SECTION ONCE PERSON QUESTIONNAIRE AND DIARY COMPLETE**

READ OUT:

I would now like to ask you a question about your views of transport services and facilities in Greater Manchester This can cover any aspect of transport, including walking, cycling and public transport.

	QD1 What aspects of transport would you most like to see improved? WRITE DOWN RESPONDENTS' COMMENTS VERBATIM	QD2 Would you like to be involved in any future survey/consultation for Transport for Greater Manchester? 1= Yes; 2 = No	If yes: Can I take your name to pass, along with your address, to Transport for Greater Manchester? This will not be used for anything else	INTERVIEWER, PLEASE RECORD DETAILS OF HOW THE INTERVIEW WAS CONDUCTED  1 face to face; 2 telephone; 3 proxy
P1				
P2				
P3				
P4				
P5				
P6				
P7				
P8				

If NOT Face to Face record reason .....

If Proxy specify relationship between absent household member and proxy respondent and reason .....

.....

***THANK THE RESPONDENT AND CLOSE THE INTERVIEW***

MOVE ON TO INTERVIEW THE NEXT HOUSEHOLD MEMBER UNTIL YOU HAVE INTERVIEWED EACH HOUSEHOLD MEMBER AGED 5 OR MORE. IF A HOUSEHOLD MEMBER IS UNAVAILABLE, TALK TO THE PERSON YOU HAVE JUST INTERVIEWED TO TRY TO MAKE ARRANGEMENTS TO CALL BACK





**GREATER MANCHESTER Travel Diary Survey  
PART B: PERSON QUESTIONNAIRE**

SAMPLE ID	PERSON ID	TRAVEL DIARY DATE
<input style="width: 100%; height: 20px;" type="text"/>	<input style="width: 50%; height: 20px;" type="text"/>	<input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/> / <input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/> / <input style="width: 15%; height: 20px;" type="text"/> <input style="width: 15%; height: 20px;" type="text"/>
<p><i>Check PERSON ID &amp; name match QP1a &amp; QP1b in HH q'aire</i></p>		

**YOU MUST CONDUCT A PERSON INTERVIEW WITH ALL HOUSEHOLD MEMBERS AGED 5 AND OVER. IF INTERVIEWING A CHILD UNDER THE AGE OF 16 PLEASE MAKE SURE A PARENT / GUARDIAN SIGNS THE FOLLOWING CONSENT:**

Parental Consent Declaration  
 I hereby give permission to <Interviewer's name> to interview my child as part of the Greater Manchester Travel Diary Survey.

Name of parent / guardian giving permission

Signature of parent / guardian

Date (DD/MM/YY) 
 / 
 
 /

QP2	<b>[Showcard QP2] Which of the following describe your work status?</b>	
	<i>(all that apply)</i>	<i>MULTI CODE</i>
	Working full-time (30 + hours)	2
	Working part-time (16-30 hours)	3
	Working part-time (less than 16 hours)	4
	Unpaid work, including regular voluntary/work experience	6
	In full-time education (student)	7
	In part-time education (student) (30 hours per week or less, sandwich course etc)	8
	Retired	5
	Looking after the home/family	9
	Unemployed / not working	10
	Long term sick or disabled	11
Other (SPECIFY)	12	

▶ **If working**  
Ask QP5a

▶ **If in education**  
ASK QP3

▶ **In not working or in education**  
GOTO QP9a

## IF IN EDUCATION (CODE 7 OR 8 @ QP2)

QP3	<b>What is the full name and address of your usual place of education</b> <i>Probe for postcode details. If more than one site, identify the one visited most often.</i> <b>WRITE IN ADDRESS DETAIL</b>										
Education establishment:	<input style="width: 95%;" type="text"/>	▶ Go to QP4									
Street name:	<input style="width: 95%;" type="text"/>										
Town:	<input style="width: 95%;" type="text"/>										
District:	<input style="width: 95%;" type="text"/>										
Postcode	<table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr> <td style="width: 15%;"><input style="width: 90%;" type="text"/></td> <td style="width: 15%;"><input style="width: 90%;" type="text"/></td> <td style="width: 15%;"><input style="width: 90%;" type="text"/></td> <td style="width: 15%;"><input style="width: 90%;" type="text"/></td> <td style="width: 15%;"><input style="width: 90%;" type="text"/></td> <td style="width: 15%;"><input style="width: 90%;" type="text"/></td> </tr> </table>		<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>			
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Grid Letter	<input style="width: 90%;" type="text"/>	Grid Number	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>							

QP4	<b>[Showcard QP4]</b> <b>Which is the main method of transport used to make your usual journey to school (/college/ university)?</b> (i.e. that used for the longest distance and how they travel most days) <i>SINGLE CODE</i>																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="padding: 2px;">Walk</td><td style="text-align: right; padding: 2px;">1</td></tr> <tr><td style="padding: 2px;">Cycle</td><td style="text-align: right; padding: 2px;">2</td></tr> <tr><td style="padding: 2px;">Motorcycle, scooter or moped</td><td style="text-align: right; padding: 2px;">3</td></tr> <tr><td style="padding: 2px;">Driving a car or van</td><td style="text-align: right; padding: 2px;">4</td></tr> <tr><td style="padding: 2px;">Passenger in a car or van</td><td style="text-align: right; padding: 2px;">5</td></tr> <tr><td style="padding: 2px;">Train</td><td style="text-align: right; padding: 2px;">6</td></tr> <tr><td style="padding: 2px;">Metrolink</td><td style="text-align: right; padding: 2px;">7</td></tr> <tr><td style="padding: 2px;">Bus, coach or minibus</td><td style="text-align: right; padding: 2px;">8</td></tr> <tr><td style="padding: 2px;">Taxi / minicab</td><td style="text-align: right; padding: 2px;">9</td></tr> <tr><td style="padding: 2px;">Study mainly at home</td><td style="text-align: right; padding: 2px;">10</td></tr> <tr> <td style="padding: 2px;">Other (<i>SPECIFY</i>)</td> <td style="text-align: right; padding: 2px;">11</td> </tr> <tr> <td style="padding: 2px;"><input style="width: 95%;" type="text"/></td> <td style="padding: 2px;"></td> </tr> </table>	Walk	1	Cycle	2	Motorcycle, scooter or moped	3	Driving a car or van	4	Passenger in a car or van	5	Train	6	Metrolink	7	Bus, coach or minibus	8	Taxi / minicab	9	Study mainly at home	10	Other ( <i>SPECIFY</i> )	11	<input style="width: 95%;" type="text"/>		
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<input style="width: 95%;" type="text"/>																										

**IF IN EMPLOYMENT, WHETHER PAID OR UNPAID (Codes 2,3,4,6 @ QP2) Go to QP5a.**

**IF NOT IN EMPLOYMENT Go to QP9a.**

**IN EMPLOYMENT, WHETHER PAID OR UNPAID (Codes 2,3,4,6 @ QP2)**

QP5a	<b>What is your occupation?</b>	
	WRITE IN	<input type="text"/>

QP5b	<b>Is this employment...?</b>		<i>SINGLE CODE</i>
	Self -employed		1
	Not self employed		2

QP6	<b>What is the full name and address of your main place of work</b>			▶ <b>GO TO QP7</b>
	<i>Probe for postcode details. If more than one site, identify the one visited most often.</i>			
	<i>WRITE IN ADDRESS DETAIL</i>			
	Company / shop / place name:	<input type="text"/>		
	Number and Street name:	<input type="text"/>		
	Town	<input type="text"/>		
	District	<input type="text"/>		
	Postcode	<input type="text"/>	<input type="text"/>	
	If postcode not known, record A-Z	Page	<input type="text"/>	
		Grid Letter	Grid Number	
Work mainly at or from home		1	▶ <b>GO TO QP7</b>	
No fixed place of work		2		
Offshore installation		3		

QP7	<b>[Showcard QP7] Which is the main method of transport you use to make your usual journey to work? (i.e. that used for the longest distance and how they travel most days)</b>			<i>SINGLE CODE</i>
	Walk	1	Train	6
	Cycle	2	Metrolink	7
	Motorcycle, scooter or moped	3	Bus, coach or minibus	8
	Driving a car or van	4	Taxi / minicab	9
	Passenger in a car or van	5	Work mainly at home	10
	Other ( <i>SPECIFY</i> )	11	<input type="text"/>	

QP8	<b>[Showcard QP8] Do you have an occupation where driving or travelling around is an integral part of the job?</b>		<i>SINGLE CODE</i>
	Yes (e.g. driver, courier, deliveries, etc.)		1
	Do <u>not</u> include office workers, Salesmen, Commercial Travellers etc who may travel to see clients		2

## ASK ALL

QP9a	<b>Are your day-to-day activities limited because of a health problem or disability which has lasted, or is expected to last, at least 12 months?</b> Include problems due to old age. <span style="float: right;"><i>SINGLE CODE</i></span>		
	Yes, limited a lot	1	▶ <i>Go to QP9b</i>
	Yes, limited a little	2	▶ <i>Go to QP9b</i>
	No	3	▶ <i>Go to QP17</i>

QP9b	<b>[Showcard QP9b] Could you please tell me which of the conditions on the card best describe your health issues or disability?</b> <span style="float: right;"><i>MULTI-CODE</i></span>	
	Mobility or walking difficulty	1
	Physical coordination (e.g. balance)	2
	Lifting, carrying heavy objects	3
	Manual dexterity (affecting ability to use hands to do everyday tasks)	4
	Wheelchair user	5
	Blind, partially sighted or serious sight impairment	6
	Difficulty speaking	7
	Deaf, hard of hearing or serious hearing impairment	8
	Conditions affecting ability to learn understand, remember, concentrate or read	9
	Diagnosed mental health condition such as depression, bi-polar disorder, schizophrenia	10
	Long standing illness or health condition (e.g. MS, chronic heart disease or epilepsy, cancer, HIV)	11
	Other ( <i>SPECIFY</i> )	12

**READ OUT: I would now like to ask you some questions about how you use transport in Greater Manchester. When travelling in Greater Manchester, currently, how often do you...**

QP17 [Showcard QP17] <i>CODE ONE RESPONSE IN EACH ROW</i>	5 or more days a week	3 or 4 days a week	2 days a week	1 day a week	At least once a fortnight	At least once a month	At least once a year	Not used in the last 12 months	Never used
Use a Car?	1	2	3	4	5	6	7	8	9
Use the bus?	1	2	3	4	5	6	7	8	9
Use the train?	1	2	3	4	5	6	7	8	9
Use Metrolink?	1	2	3	4	5	6	7	8	9
Use a bicycle?	1	2	3	4	5	6	7	8	9
<u>Walk</u> - for 20 minutes or more, in one trip, i.e. without stopping	1	2	3	4	5	6	7	8	9
Use other (taxi, motorcycle etc.)	1	2	3	4	5	6	7	8	9

QP10a	<b>[Showcard QP10a] Do you hold any of these concessionary passes?</b>		<i>MULTI-CODE</i>
	National concession travel pass (for disabled or elderly people)		1
	Concession Plus pass ( <i>for disabled people – <b>NOT</b> National pass as above</i> )		2
	IGO		3
	Scholars Pass (16-19)		4
	LEA Free School Pass		7
	Other ( <i>SPECIFY</i> )	<input type="text"/>	5
None		6	

QP10a1	<b>I would now like to ask you some questions about ‘Get me There’</b>		
	<i>CODE ONE RESPONSE FOR EACH QUESTION</i>		
		<b>Yes</b>	<b>No</b>
	Do you have a ‘Get me There’ card	1	2
	Are you registered on the ‘Get me There’ app	1	2

QP10a2	<b>Do you pay for any Public Transport Tickets using a Contactless payment card?</b>		
	Yes	1	No 2

QP10b	<b>[Showcard QP10b] Do you have any public transport season tickets, valid for yesterday /travel day?</b>		
	No	1	▶ Go to QP12
	Yes	2	▶ Go to QP11a

QP11a	<b>[Showcard QP10b] What sort of season ticket?</b>			
	<i>MULTI-CODE IF MORE THAN ONE RECORD DETAILS IN ‘Other.’</i>			
	Bus Operator	First	1	
		Stagecoach	2	
		Other bus operator	3	
	Tram	Metrolink season ticket	4	
	Train	Train (station to station/central zone season)	5	
		GM Traincard	6	
	System One Bus Saver		7	
	System One County Card		8	
	System One Buscard Extra		9	
Other ( <i>SPECIFY</i> )	<input type="text"/>	10		

QP11b	<b>[Showcard QP11b] How long is it valid for?</b>			<i>MULTI-CODE</i>
	Week	1	Quarter	3
	Month / 4 weeks	2	Year	4
	Other (SPECIFY)			5

**IF HAVE PASS (code 1-5) @ QP10a or SEASON TICKET (Code 2) @ QP10b ASK QP12. OTHERWISE GO TO QT1**

QP12	<b>How many ONE WAY trips do you typically make in an average week using this pass or ticket?</b>		
	<i>Examples:</i>  <i>If travel to and from work five days a week number of trips = 10</i>  <i>If travel to child minder on public transport and then child minder to work on public transport and from work to child minder and child minder to home this is 4 trips per day, 20 trips per week.</i>		<i>INSERT ESTIMATE</i>  <div style="border: 1px solid black; width: 40px; height: 30px; margin: 0 auto;"></div>

### PART C: TRAVEL DIARY SUMMARY QUESTIONNAIRE

READ OUT:

**To get a better understanding of the travel you make, I would now like to ask about the trips made by you yesterday (/ on <TRAVEL DAY>)**

Travel Day	D	D	/	M	M	/	Y	Y
------------	---	---	---	---	---	---	---	---

**Please tell me about all trips which started on this day, between 4am and 4am the following day. Even short trips like walking to the post box, going next door, from work to a shop and back are important.**

INTERVIEWER NOTE:

*A trip is a one-way movement to achieve a single purpose. If the respondent describes a round trip, (which starts and finishes at the same location) e.g. walking the dog around a local park, record it as two trips: 1. home to park (or the place of furthest distance away from their house), 2.park to home*

*All details must be collected for travel made on the TRAVEL DATE, for all household members. If travel date is not yesterday, please ask questions referring to the TRAVEL DAY (e.g. "Monday").*

QT1	<b>Did you make a trip yesterday in the UK (on &lt;TRAVEL DAY&gt;)?</b>		
	<i>SINGLE CODE</i>		
	Yes	1	▶ <i>Go to QT3</i>
	No - (stayed indoors the whole day)	2	▶ <i>Go to QT2a</i>
No - Abroad (i.e. outside Great Britain for the whole of the travel day)	3	▶ <i>Go to Part D</i>	

QT2a	<b>Was there a particular reason you didn't go out? (/ on &lt;TRAVEL DAY&gt;?)</b>	
	<i>UNPROMPTED</i>	<i>MULTI-CODE</i>
	Rested because unwell / housebound	1
	Household jobs	2
	Leisure at home	3
	Worked at home	4
	Stayed in because of weather conditions	5
	Studying / revising / coursework etc (education related)	6
	Caring for others / maternity leave / babysitting	7
	Had no need to go out	8
Had no access to transport	9	
Other ( <i>SPECIFY</i> ) <input type="text"/>	10	

▶ *Go to Part D*

QT3	<b>When you made your first trip of the day yesterday (on &lt;TRAVEL DAY&gt;) did you start this at home?</b>	
		<i>SINGLE CODE</i>
	Yes	1
	No (somewhere else)	2

▶ *Go to QT6*  
▶ *Go to QT4*

QT4	<b>If QT3 = no (not at home), what is the address of your place from where you started your first trip of the day yesterday? (on &lt;TRAVEL DAY&gt;) Probe for postcode details <i>WRITE IN ADDRESS DETAIL</i></b>								
	Company / shop / place name:	<input type="text"/>							
	Number and Street name:	<input type="text"/>							
	Town / area	<input type="text"/>							
	Postcode	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>							
	If postcode not known, record A-Z	<table border="1"> <tr> <td>Page</td> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> </tr> <tr> <td>Grid Letter</td> <td><input type="text"/></td> <td>Grid Number</td> <td><input type="text"/></td> </tr> </table>	Page	<input type="text"/>	<input type="text"/>	<input type="text"/>	Grid Letter	<input type="text"/>	Grid Number
Page	<input type="text"/>	<input type="text"/>	<input type="text"/>						
Grid Letter	<input type="text"/>	Grid Number	<input type="text"/>						

QT5	<b>[Showcard T4] Why were you there?</b>		<i>SINGLE-CODE</i>
	Home		1
	Usual place of work		2
	Education (as pupil/ student)		3
	Visit friends/ relatives		4
	Shopping - Food		5
	Shopping - Non food		6
	Escorting – place of work (pick-up/ drop-off)		7
	Escorting –place of education (pick-up/ drop-off)		8
	Accompanying or giving lift to other person (not school, or work)		9
	Use Services/ Personal Business (bank, hairdresser, library etc)		10
	Health or medical visit		11
	Social (Entertainment/ recreation/Participate in sport, pub/ restaurant)		12
	Work - Business/ other		13
	Worship or religious observance		14
	Round trip – walk, cycle, drive for enjoyment		15
	Unpaid /voluntary work		16
	Tourism/sightseeing		17
	Staying at hotel/other temporary accommodation		18
	Other (SPECIFY) <input type="text"/>		19
	Childcare – taking/collecting child to/from babysitter, nursery etc		20
Moving people or goods in connection with employment		21	



## TRAVEL DIARY OVERVIEW

**OBTAIN A SUMMARY OF ALL TRIPS MADE BY COMPLETING THE TRAVEL DIARY OVERVIEW GRID BELOW. USE THE OVERVIEW GRID AS A MEMORY JOGGER WHEN COMPLETING THE FULL TRAVEL DIARY USING TRIPSHEETS.**

- COLLECT INFORMATION ABOUT ALL TRIPS STARTED DURING THE TRAVEL DAY (I.E. BETWEEN 0400 ON THE TRAVEL DAY TO 0359 THE FOLLOWING DAY
- ALL TRIPS STARTING OR ENDING IN GREAT BRITAIN MUST BE INCLUDED
- ESTABLISH APPROX DESTINATION AND THE PURPOSE OF EACH TRIP
- MAKE SURE YOU HAVE ALL THE TRIPS IN THE CORRECT ORDER
- REMEMBER A TRIP IS A ONE WAY MOVEMENT TO ACHIEVE A SINGLE MAIN PURPOSE

### Travel Diary Overview Grid

TRIP NO.	START TIME	JOURNEY TIME	PURPOSE and /or DESTINATION
TRIP 1			
TRIP 2			
TRIP 3			
TRIP 4			
TRIP 5			
TRIP 6			
TRIP 7			
TRIP 8			
TRIP 9			
TRIP 10			

#### CHECK – HAVE YOU GOT ALL TRIPS

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>- Did they go to local shop/ post box</li> <li>- Did they walk the dog</li> <li>- Did they leave work at lunch time to run errand/ get a sandwich</li> <li>- Did they go somewhere on way home from work eg gym</li> </ul> | <ul style="list-style-type: none"> <li>- Did they take the kids to swimming/ club / friends</li> <li>- Did they give friend or relative a lift</li> <li>- If town centre trip are all trips recorded for change in purpose e.g. shop, lunch, personal business</li> </ul> |
|---|---|

<i>I confirm I have probed for and recorded all trips my by the respondent.</i>	
---	--

QT6

INTERVIEWER WRITE IN THE NUMBER OF TRIPS MADE, AS RECORDED ABOVE.

WRITE IN NUMBER

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#### NOW COMPLETE THE TRAVEL DIARY – RECORD FULL TRIP DETAILS USING ‘TRIP-SHEETS’

CHECK THAT THE NUMBER OF TRIPS RECORDED IN THE TRAVEL DIARY OVERVIEW GRID (above) AND TRIP-SHEETS EQUALS THE NUMBER OF TRIPS RECORDED IN QT6. IF, DURING THE COURSE OF THE TRAVEL DIARY INTERVIEW THE RESPONDENT REMEMBERS MORE TRIPS PLEASE RECORD THESE ON THE TRIPS SHEETS AND UPDATE QT6 TO REFLECT THIS.

**REMEMBER, ONCE YOU HAVE COMPLETED THE TRAVEL DIARY TRIP SHEETS, COMPLETE PART D**

# Document E: Travel Diary

Sample ID		Person ID		Travel Diary Date		
	<b>Trip No</b>		<b>Trip No</b>			
<b>Q1 Where did you end this trip</b> <b>(Showcard T1)</b>	Home <input type="checkbox"/> Work <input type="checkbox"/> [Tick one] Education <input type="checkbox"/> Other <input type="checkbox"/>		Home <input type="checkbox"/> Work <input type="checkbox"/> [Tick one] Education <input type="checkbox"/> Other <input type="checkbox"/>			
<b>If other at Q1</b> <b>Please tell me the full address and postcode</b>  (if no postcode locate in A-Z and record grid square)	<b>No/Name</b> ..... <b>Street</b> ..... <b>Town/City</b> ..... <b>Postcode</b> ..... or <b>Page No#</b> ..... <b>Grid Ref</b> L ..... N		<b>No/Name</b> ..... <b>Street</b> ..... <b>Town/City</b> ..... <b>Postcode</b> ..... or <b>Page No#</b> ..... <b>Grid Ref</b> L ..... N			
<b>Q2 What time did you set off?</b>	: [24 hr, e.g. 18:30]		: [24 hr, e.g. 18:30]			
<b>Q3 What time did you arrive?</b>	: [24 hr, e.g. 18:30]		: [24 hr, e.g. 18:30]			
<b>Q4 How long did trip take?</b>	: [HH:MM]		: [HH:MM]			
<b>Q5 Why did you make this trip?</b> [Code MAIN PURPOSE]	(Showcard T4) [Enter Code] <input type="text"/>		(Showcard T4) [Enter Code] <input type="text"/>	[If Code 21 at Q5 and more than five calls] <b>How many work trips did you make?</b> Trips made <input type="text"/> Miles travelled <input type="text"/>		
<b>Q6 How many other people travelled?</b> [Code 0 if alone]	From Household (5+ excluding self) <input type="text"/> From household aged under 5 <input type="text"/> Not members of household <input type="text"/>		From Household (5+ excluding self) <input type="text"/> From household aged under 5 <input type="text"/> Not members of household <input type="text"/>			
<b>Q7a What methods of travel did you use?</b> Tick all that apply <b>(Showcard T7)</b>	1 Walk 2 Cycle 3 Motorcycle/scooter / moped 4 Car/ van driver 5 Car/ van passenger 10 Other (Please Specify)	6 Train 7 Metrolink 8 Bus/ coach / minibus 9 Taxi/ minicab 11 2+ train 12 2+ Metrolink 13 2+ bus/ coach	1 Walk 2 Cycle 3 Motorcycle/scooter / moped 4 Car/ van driver 5 Car/ van passenger 10 Other (Please Specify)	6 Train 7 Metrolink 8 Bus/ coach / minibus 9 Taxi/ minicab 11 2+ train 12 2+ Metrolink 13 2+ bus/ coach		
<b>Q7b What was the MAIN METHOD used</b> [in Q7a]? <b>(Showcard T7)</b>	<input type="text"/> [Enter Code from Q7a] [If used Car/van at Q7a GO TO Q8] [Otherwise GO TO Q9]		<input type="text"/> [Enter Code from Q7a] [If used Car/van at Q7a GO TO Q8] [Otherwise GO TO Q9]			
<b>CAR/VAN/M/BIKE USERS ONLY</b> <b>(Showcard T8)</b>	<b>Q8 Where did you park?</b> (Showcard T8) [Enter Code] <input type="text"/>		<input type="text"/> [Enter Code]			
<b>NON-CAR/VAN USERS ONLY</b>	<b>Q9 Was a car/van available to make this trip?</b> <b>(Showcard T9)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> [tick one]	Yes <input type="checkbox"/> No <input type="checkbox"/> [tick one]			
	[If travelled by Public Transport in Q7a (CODES 6-13)] <b>Q10 What tickets were used for each Mode?</b> <b>(Showcard T10)</b> [Tick all that apply]	Bus	<b>Ticket 1</b> <input type="text"/> <b>Ticket 2</b> <input type="text"/> <b>Ticket 3</b> <input type="text"/>	<b>Ticket 1</b> <input type="text"/> <b>Ticket 2</b> <input type="text"/> <b>Ticket 3</b> <input type="text"/>		
		Metrolink	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>		
		Train	<input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/>		
<b>Q11 Did you go anywhere else yesterday/travel day?</b>	Yes <input type="checkbox"/> GO TO NEXT TRIP No <input type="checkbox"/> GO TO PART D [tick one]		Yes <input type="checkbox"/> GO TO NEXT TRIP No <input type="checkbox"/> GO TO PART D [tick one]			

	<b>Trip No</b>	<input type="text"/>	<input type="text"/>	<b>Trip No</b>	<input type="text"/>	<input type="text"/>	
<b>Q1 Where did you end this trip</b> <b>(Showcard T1)</b>	Home <input type="checkbox"/> Work <input type="checkbox"/> [Tick one]			Home <input type="checkbox"/> Work <input type="checkbox"/> [Tick one]			
	Education <input type="checkbox"/> Other <input type="checkbox"/>			Education <input type="checkbox"/> Other <input type="checkbox"/>			
<b>If other at Q1</b> <b>Please tell me the full address and postcode</b>	<b>No/Name</b> .....			<b>No/Name</b> .....			
	<b>Street</b> .....			<b>Street</b> .....			
	<b>Town/City</b> .....			<b>Town/City</b> .....			
(if no postcode locate in A-Z and record grid square)	<b>Postcode</b> <input type="text"/>		<input type="text"/>	<b>Postcode</b> <input type="text"/>		<input type="text"/>	
	or			or			
	<b>Page No#</b> <input type="text"/>		<input type="text"/>	<b>Page No#</b> <input type="text"/>		<input type="text"/>	
	<b>Grid Ref</b> L <input type="text"/>		N <input type="text"/>	<b>Grid Ref</b> L <input type="text"/>		N <input type="text"/>	
<b>Q2 What time did you set off?</b>	<input type="text"/> : <input type="text"/>	[24 hr, e.g. 18:30]		<input type="text"/> : <input type="text"/>	[24 hr, e.g. 18:30]		
<b>Q3 What time did you arrive?</b>	<input type="text"/> : <input type="text"/>	[24 hr, e.g. 18:30]		<input type="text"/> : <input type="text"/>	[24 hr, e.g. 18:30]		
<b>Q4 How long did trip take?</b>	<input type="text"/> : <input type="text"/>	[HH:MM]		<input type="text"/> : <input type="text"/>	[HH:MM]		
<b>Q5 Why did you make this trip?</b> [Code MAIN PURPOSE]	<b>(Showcard T4)</b> [Enter Code]	<b>[If Code 21 at Q5 and more than five calls]</b> <b>How many work trips did you make?</b> Trips made <input type="text"/>		<b>(Showcard T4)</b> [Enter Code]	<b>[If Code 21 at Q5 and more than five calls]</b> <b>How many work trips did you make?</b> Trips made <input type="text"/>		
	<input type="text"/>	Miles travelled <input type="text"/>		<input type="text"/>	Miles travelled <input type="text"/>		
<b>Q6 How many other people travelled?</b> [Code 0 if alone]	From Household (5+ excluding self) <input type="text"/>			From Household (5+ excluding self) <input type="text"/>			
	From household aged under 5 <input type="text"/>			From household aged under 5 <input type="text"/>			
	Not members of household <input type="text"/>			Not members of household <input type="text"/>			
<b>Q7a What methods of travel did you use?</b> Tick all that apply <b>(Showcard T7)</b>	1 Walk	6 Train		1 Walk	6 Train		
	2 Cycle	7 Metrolink		2 Cycle	7 Metrolink		
	3 Motorcycle/scooter / moped	8 Bus/ coach / minibus		3 Motorcycle/scooter / moped	8 Bus/ coach / minibus		
	4 Car/ van driver	9 Taxi/ minicab		4 Car/ van driver	9 Taxi/ minicab		
	5 Car/ van passenger	11 2+ train		5 Car/ van passenger	11 2+ train		
	10 Other (Please Specify)	12 2+ Metrolink		10 Other (Please Specify)	12 2+ Metrolink		
		13 2+ bus/ coach			13 2+ bus/ coach		
<b>Q7b What was the MAIN METHOD used [in Q7a]? (Showcard T7)</b>	<input type="text"/> [Enter Code from Q7a] [If used Car/van at Q7a GO TO Q8] [Otherwise GO TO Q9]			<input type="text"/> [Enter Code from Q7a] [If used Car/van at Q7a GO TO Q8] [Otherwise GO TO Q9]			
<b>CAR/VAN/M'BIKE USERS ONLY (Showcard T8)</b>	<b>(Showcard T8)</b> <input type="text"/>			<input type="text"/> [Enter Code]			
<b>Q8 Where did you park?</b>	[Enter Code]			[Enter Code]			
<b>NON-CAR/VAN USERS ONLY</b>	<b>Q9 Was a car/van available to make this trip? (Showcard T9)</b>	Yes <input type="checkbox"/> No <input type="checkbox"/> [tick one]		Yes <input type="checkbox"/> No <input type="checkbox"/> [tick one]			
	[If travelled by Public Transport in Q7a (CODES 6-13)]	<b>Ticket 1</b>	<b>Ticket 2</b>	<b>Ticket 3</b>	<b>Ticket 1</b>	<b>Ticket 2</b>	<b>Ticket 3</b>
	<b>Q10 What tickets were used for each Mode? (Showcard T10)</b> [Tick all that apply]	Bus	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
		Metrolink	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Train	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Q11 Did you go anywhere else yesterday/travel day?</b>	Yes <input type="checkbox"/> GO TO NEXT TRIP No <input type="checkbox"/> GO TO PART D [tick one]			Yes <input type="checkbox"/> GO TO NEXT TRIP No <input type="checkbox"/> GO TO PART D [tick one]			

## **GMTRADS**

### **COVID-19 SCREENING QUESTIONS**

**Before we begin with the interview, we would like to ask you the following questions:**

1. Have you or any other members of your household tested positive for COVID-19 in the last 10 days?
2. In the last 10 days, have you been advised to self-isolate because you have been in close contact with someone who has tested positive for COVID-19?
3. Have you been advised to self-isolate because you have entered the UK in the last 10 days?
4. Do you or any other members of your household have any COVID-19 symptoms? (Including a high temperature, a new continuous cough, a change to taste or smell, shortness of breath, or feeling exhausted)

# HOUSEHOLD SURVEYS

## SHOWCARD QP1e

- Full licence for a car / van 1
- Full licence for a motorcycle 2
- Full licence for a moped / scooter 3
- Provisional licence for a car / van 4
- Provisional licence for a motorcycle 5
- Provisional licence for a moped/scooter 6
- None of these 7

# SHOWCARD QP1g

## White

English/Welsh/Scottish/Northern Irish/British	1
Irish	2
Gypsy or Irish Traveller	3
Any other White background	4

## Mixed / Multiple ethnic groups

White and Black Caribbean	5
White and Black African	6
White and Asian	7
Any other Mixed / Multiple ethnic background	8

## Asian or Asian British

Indian	9
Pakistani	10
Bangladeshi	11
Chinese	12
Any other Asian background	13

## Black

African	14
Caribbean	15
Any other Black background	16

## Other

Arab	17
Any other Ethnic group	18

## SHOWCARD QP1h

- No religion 1
- Buddhist 2
- Christian 3
- Hindu 4
- Jewish 5
- Muslim 6
- Sikh 7
- Any other 8
- Prefer not to say 9

## SHOWCARD QH5

- Cars and vans owned by the household
- Cars and vans supplied as part of your job
- Motorcycles / scooters
- Bicycles (excluding those used by children aged under 5)
- Other vehicles

# SHOWCARD QH6

We need a general idea of household income to gain a better understanding of why people travel the way they do.

	<b>Annual</b>	<b>Or Monthly</b>	<b>Or Weekly</b>
<b>D</b>	less than £5,000	less than £400	Less than £100
<b>X</b>	£5,000 - £9,999	£400 - £799	£100 - £199
<b>R</b>	£10,000 - £14,999	£800 - £1,199	£200 - £299
<b>S</b>	£15,000 - £19,999	£1,200 - £1,599	£300 - £399
<b>Z</b>	£20,000 - £24,999	£1,600 - £1,999	£400 - £499
<b>Y</b>	£25,000 - £34,999	£2,000 - £2,999	£500 - £699
<b>A</b>	£35,000 - £49,999	£3,000 - £4,199	£700 - £999
<b>W</b>	£50,000 - £74,999	£4,200 - £6,199	£1,000 - £1,499
<b>H</b>	£75,000 or more	£6,200 or more	£1,500 or more

Please take into account *all* sources of income such as:

- Wages/salary, income from self-employment
- Pensions, child benefit, mobility/disability allowances
- Other state benefits such as family credit, unemployment benefit, housing benefit, sickness/invalidity benefit, maternity benefit, income support etc.
- Saving/investment interest, income from rent, capital gains tax etc
- Other income such as alimony, annuity, grants etc

# PERSON SURVEY

## SHOWCARD QP2

<b>Working full time (30+ hours)</b>	<b>2</b>
<b>Working part-time (16 – 30 hours)</b>	<b>3</b>
<b>Working part-time (less than 16 hours)</b>	<b>4</b>
<b>Regular voluntary/unpaid work (including work experience)</b>	<b>6</b>
<b>In full-time education (student)</b>	<b>7</b>
<b>In part-time education (student) (30 hours per week or less, sandwich course etc)</b>	<b>8</b>
<b>Retired</b>	<b>5</b>
<b>Looking after the home / family</b>	<b>9</b>
<b>Unemployed / not working</b>	<b>10</b>
<b>Long term sick or disabled</b>	<b>11</b>
<b>Other</b>	<b>12</b>



## SHOWCARD QP4

	Walk	1
	Cycle	2
Motorcycle, scooter or moped		3
Driving a car or van		4
Passenger in a car or van		5
	Train	6
	Metrolink	7
Bus, coach or minibus		8
	Taxi / minicab	9
Study / Work mainly at home		10
	Other	11

## SHOWCARD QP8

Public transport vehicle driver
Taxi/mini cab driver
Goods vehicle driver
Drive an emergency vehicle or patrol vehicle
Car, motor or pedal-cycle courier
Door to door selling
Home delivery (post, milk etc)
Home service worker (meter reader etc)

## SHOWCARD QP9a

Mobility or walking difficulty	1
Physical coordination (e.g. balance)	2
Lifting, carrying heavy objects	3
Manual dexterity (affecting ability to use hands to do everyday tasks)	4
Wheelchair user	5
Blind, partially sighted or serious sight impairment	6
Difficulty speaking	7
Deaf, hard of hearing/serious hearing impairment	8
Conditions affecting ability to learn, understand, remember, concentrate or read	9
Diagnosed mental health condition such as depression, bi-polar disorder, schizophrenia	10
Long standing illness or health condition (e.g. MS, chronic heart disease or epilepsy, cancer, HIV)	11
Other	12

## SHOWCARD QP17

5 or more days a week	1
3 or 4 days a week	2
2 days a week	3
1 day a week	4
At least once a fortnight	5
At least once a month	6
At least once a year	7
Not used in the last 12 months	8
Never used	9

## SHOWCARD QP10a

National concession travel pass (for disabled or elderly people)	1
Concession Plus pass ( <i>for disabled people NOT National pass as above</i> )	2
IGO	3
Scholars Pass (16-19)	4
LEA Free School Pass	7
Other	5
None	6

## SHOWCARD QP10b

<i>Ticket Type</i>	
Bus	First 1
Operator	Stagecoach 2
	Other bus operator 3
<hr/>	
Tram	Metrolink season ticket 4
<hr/>	
Rail	Train (station to station/ central zone season) 5
	GM Traincard 6
<hr/>	
	System One Bus Saver 7
	System One County Card 8
	System One Buscard Extra 9
	Other 10

# TRAVEL DIARY

## SHOWCARD T1

Home	1
Usual Workplace	2
Usual place of education	3
Other (SPECIFY)	4

## SHOWCARD T4

Home	1
Usual place of work	2
Education (as pupil / student)	3
Visit friends / relatives	4
Shopping – Food	5
Shopping – Non food	6
Escorting – place of work (pick up / drop off)	7
Escorting – place of education (pick up / drop off)	8
Accompanying / giving lift (not school or work)	9
Use services / Personal Business (bank, hairdresser, library etc)	10
Health or medical visit	11
Social (Entertainment/ Recreation / Participate in sport, pub etc)	12
Work – Business / other	13
Worship or religious observance	14
Round Trip – walk, cycle, drive for enjoyment	15
Unpaid / Voluntary work	16
Tourism / sightseeing	17
Staying at hotel / other temporary accommodation	18
Other (SPECIFY)	19
Childcare – taking collecting child to/from babysitter etc	20
Moving people or goods in connection with employment	21

## SHOWCARD T7

Walk	1
Cycle	2
Motorcycle/Scooter/Moped	3
Car / Van driver	4
Car / Van passenger	5
Train – one	6
Metrolink – one	7
Bus / coach / minibus - one	8
Taxi / minicab	9
Other (SPECIFY)	10
Train – more than one	11
Metrolink – more than one	12
Bus / coach / minibus – more than one	13

## SHOWCARD T8

Did not park	1
<i>On Street</i>	
Resident Scheme	21
Paid – Season Ticket	22
Paid – per day/hour (e.g. cash/mobile phone)	23
Free – Blue Badge	24
Free – no fee required	25
<i>Off Street</i>	
Public Car Park – Season Ticket	31
Public Car Park – Paid – per day/hour (e.g. cash/mobile)	32
Public Car Park – Free	33
Private residential	34
Private non-residential	35
Park and Ride	36

## SHOWCARD T9

- Yes, I could have made this trip 1**  
**by car/van**
- There was no car/van available to 2**  
**me to make this trip**

## SHOWCARD T10

<b>Mode</b>	<b>Ticket type</b>	
Operator specific (all modes)	Single (s)	1
	Return	2
	Day ticket	3
	Season Ticket (more than one day)	4
	Concession Pass	5
	Other Specify	6
	Adult +1 (1 adult & 1 child)	7
	Family / Group ticket (2 adults & up to 3 children)	8
	Weekend ticket	9
Bus	Get me there – System One Day	10
	Get me there – System One Season	11
	Get me there – Operator Day	12
	Get me there – Operator Season	13
	System One – Day	14
	System One/Buscard Extra – Season	15
	Plus Bus (bus add on to rail ticket)	16
Metrolink (App)	Get me there - Single	17
	Get me there – Return	18
	Get me there – Day	19
	Get me there - Season	20
Multimode	System one – Bus and Train Day	21
	System one – Bus and Tram Day	22
	System one – Train and Tram Day	23
	System one – All modes Day	24
	Wayfarer Day	25
	System One - Countycard (Season)	26
Metrolink	Contactless	29

## Document G: Thank You Leaflet

### Contact Details

To exercise all relevant rights, [queries](#) or complaints please in the first instance contact the TfGM Data Protection Officer at [data.protection@tfgm.com](mailto:data.protection@tfgm.com)

You can contact the Information Commissioner's Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

### CODE OF CONDUCT

In addition to the GDPR, all Market Research Society members abide by a strict Code of Conduct. This ensures that all research is carried out at the highest ethical and professional standards. It also means that it is possible to withdraw from the interview at any stage.

### ANY QUESTIONS?

If you have any questions, please call the freephone number 0800 652 8646. Alternatively, you could call Alex Lerczak, the fieldwork manager at AECOM on 0788 422 5293. If you wish to speak to someone at Transport for Greater Manchester about this research, please call Melanie Newall on 0161 244 1699. If you wish to verify that this interview was carried out under the MRS Code of [Conduct](#) please telephone 0800 975 9596 or go to [www.mrs.org.uk/standards/online-register](http://www.mrs.org.uk/standards/online-register).

## GREATER MANCHESTER TRANSPORT STUDY

A survey carried out on behalf of Transport for Greater Manchester

THANK YOU  
FOR  
YOUR HELP

**AECOM**  
*your opinion counts*

Interviewer Name: \_\_\_\_\_

Interviewer Number: \_\_\_\_\_

AECOM  
1 NEW YORK STREET  
MANCHESTER  
M1 4HD

### Thank you for taking part in this research.

#### REMEMBER

Genuine research, whether through the post, on the telephone or in the street:

- is always confidential
- never tries to sell you anything
- never requests money
- never asks you to make an appointment with a salesperson.

#### GENERAL DATA PROTECTION REGULATION (THE "GDPR")

##### Your personal data – what is it?

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information. The processing of personal data is governed by the General Data Protection Regulation (GDPR).

##### Who are we?

AECOM is the data processor and TfGM is the data controller (contact details overleaf). The data controller decides how your personal data is processed and for what purposes.

##### How do we process your personal data?

AECOM and TfGM comply with their obligations under the GDPR by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised [access](#) and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

We use your personal data for research and transport planning purposes only.

##### What is the legal basis for processing your personal data?

We process your personal data collected in this survey because it is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

We process the sensitive personal data you provide because it is necessary for research purposes. We may also process it for reasons of substantial public interest, in ensuring equality of opportunity or treatment.

##### Sharing your personal data

We may share some data collected in the study with researchers from other organisations, such as local authorities or universities. This will not include any information which directly identifies you and we will only do so where it is appropriate, in compliance with the GDPR.

##### How long do we keep your personal data?

We keep contact details provided for back checking purposes for six months after the study has finished. If you agreed to take part in future research we will keep your contact details for two years. TfGM will store all other information collected in the study for no longer than is necessary for the research purposes. Personal data will be kept under review and deleted once it is no longer required.

##### Your rights and your personal data

Unless subject to an exemption under the "GDPR", you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which the AECOM and TfGM holds about you
- The right to request that AECOM and TfGM corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary for AECOM and TfGM to retain such data
- The right to withdraw your consent to us contacting you
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing
- The right to lodge a complaint with the Information Commissioner's Office



# Greater Manchester Travel Diary Survey 2022-23



[www.tfgm.com](http://www.tfgm.com)



## What are Travel Diary Surveys?

The Greater Manchester Travel Diary Survey (TRADS) is an annual survey commissioned by Transport for Greater Manchester (TfGM).

It collects information on how people travel in Greater Manchester today and covers walking and cycling as well as journeys made by public transport, cars, vans and motorbikes.

TRADS will be carried out every year with 2,000 randomly selected households across Greater Manchester.

Each household taking part is asked questions about:

- trips they make in Greater Manchester
- their use of cars and other types of private transport
- their travel by public transport
- walking and cycling
- factors affecting their travel, for example whether they have any disabilities or health problems affecting their mobility.



## **What is the survey used for?**

Detailed and up-to-date information about how people travel, and where they are travelling to and from, is vital to help TfGM and local authorities improve the services provided.

The surveys help to plan improvements to roads and public transport, to reduce overcrowding and congestion, improve road safety and enhance the environment.

The survey results are used by transport planners to forecast the number of people using public transport services, to plan services, to make provision for pedestrians and cyclists and to inform future transport developments.

## **What will happen to the information I provide?**

The information you provide during the survey will be used by Transport for Greater Manchester, or third-party organisations acting on our behalf, for research and transport planning purposes only. Data will be stored securely and will not be used to identify you, unless you give your consent to be contacted about future research opportunities.

We may share some data collected in the study with researchers from other organisations, such as local authorities or universities. This will not include any information which directly identifies you and we will only do so where it is appropriate, in compliance with the GDPR.

Summary findings from the survey will be published in the form of reports on [www.tfgm.com/trads](http://www.tfgm.com/trads). Authorised users within TfGM and local authorities will be able to use the data (but without the names and addresses) only for purposes of transport planning research.

## Information

For further information please visit [www.tfgm.com/trads](http://www.tfgm.com/trads) or  
phone the GM TRADS information line on 0800 652 8646

In association with



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