**Culture survey**

As part of developing a travel plan for employees and visitors, reviewing your company policies can identify opportunities to support a sustainable culture and encourage behaviour change throughout your organisation.

Fill in this survey by clicking the boxes to indicate whether this is something you do already, or whether this is something you could consider. Please note there are links available throughout this document that you can click to explore what schemes and support is available.

This tool will help you to understand what support you could offer your employees to encourage them to choose more sustainable options.

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| **Governance** | **We do this currently** | **We could consider this** |
| Has a [site audit](https://tfgm.com/travel-planning-for-employers) been undertaken? | [ ]  | [ ]  |
| Has a [staff travel survey](https://tfgm.com/travel-planning-for-employers) been undertaken? | [ ]  | [ ]  |
| Are senior management engaged in and committed to implementing measures to increase sustainable and active travel? | [ ]  | [ ]  |
| Are you practicing or considering [flexible working](https://www.gov.uk/flexible-working)? | [ ]  | [ ]  |
| Have you provided [health and safety guidance](https://www.hse.gov.uk/home-working/employer/index.htm) for employees who work from home?  | [ ]  | [ ]  |
| Is there a budget established to support active travel and public transport? | [ ]  | [ ]  |
| Are employees aware of TfGM’s [journey planner](https://tfgm.com/plan-a-journey), to help them plan sustainable journeys and assess different types of transport? | [ ]  | [ ]  |
| Are employees aware of our employee journey planning guide which contains support on sustainable journeys for the commute? | [ ]  | [ ]  |
| Have you considered encouraging employees to use active travel to fundraise for charities? | [ ]  | [ ]  |
| Are sustainable and active travel policies and practices considered and included in all business activities? (e.g. HR/ recruitment, health & wellbeing, health & safety, facilities, sustainability etc.) | [ ]  | [ ]  |

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| **Initiatives, schemes and events** | **We do this currently** | **We could consider this** |
| Has a [walking group](https://www.livingstreets.org.uk/workplaces) been established? | [ ]  | [ ]  |
| Has a [cycling group](https://www.britishcycling.org.uk/search/article/20180314-Work-place-group-cycling-0) been established? | [ ]  | [ ]  |
| Does your company have [no car days](https://www.livingstreets.org.uk/about-us/our-work-in-action/world-car-free-day)? | [ ]  | [ ]  |
| Is a guaranteed ride home/ an emergency taxi home policy available for sustainable travellers? | [ ]  | [ ]  |
| Are you signed up for updates through [TfGM’s newsletter hub](https://tfgm.com/newsletters)? | [ ]  | [ ]  |
| Do you provide travel initiatives, schemes and events updates for employees, for example, through newsletters? | [ ]  | [ ]  |

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| **Active Travel** | **We do this currently** | **We could consider this** |
| Have you seen what’s happening with cycling and walking schemes in the [Bee Network](https://beeactive.tfgm.com/schemes-near-me/) in your area? | [ ]  | [ ]  |
| Have you assessed options for the [Bee Network cycle hire scheme](https://activetravel.tfgm.com/cycle-hire/)? | [ ]  | [ ]  |
| Are you signed up for the [Cycle to Work scheme](https://www.gov.uk/government/publications/cycle-to-work-scheme-implementation-guidance)? | [ ]  | [ ]  |
| Have you let your employees know about [TfGM’s free riding and bike maintenance courses](https://cycletraining.tfgm.com/publicbooking)?  | [ ]  | [ ]  |
| Have you let your colleagues know about [TfGM’s ‘Love to Ride’](https://www.lovetoride.net/gm) challenge, where businesses can compete for prizes? | [ ]  | [ ]  |
| Are staff permitted to use work time to change after cycling or walking? | [ ]  | [ ]  |
| Is a business mileage rate redeemable for cycling? | [ ]  | [ ]  |
| Are staff bike rides organised? | [ ]  | [ ]  |
| Do staff bike rides cater for less confident cyclists? | [ ]  | [ ]  |
| Have you considered an [Active Travel Breakfast event](https://www.sustrans.org.uk/media/8018/active-travel-breakfast-event-how-to-guide_workplace_electronic.pdf) to encourage employees to actively commute? | [ ]  | [ ]  |
| Are lunchtime walks organised for staff? | [ ]  | [ ]  |
| Are there lockers on site? | [ ]  | [ ]  |
| Do staff have access to showers and changing facilities? | [ ]  | [ ]  |
| Is bike equipment available to borrow or hire (e.g. helmets, high vis, bike locks)? | [ ]  | [ ]  |
| Is there a drying room or clothes dryer for wet clothes? | [ ]  | [ ]  |
| Is [cycle parking](https://content.tfl.gov.uk/lcds-chapter8-cycleparking.pdf) available to employees and visitors? | [ ]  | [ ]  |

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| **Public Transport** | **We do this currently** | **We could consider this** |
| Have you let your colleagues know about the [#GetOnBoard](https://tfgm.com/get-on-board) campaign promoting clearer and lower bus fares? A toolkit with material to promote this can be found [here](https://tfgm.sharefile.com/d-s8f18eff926834f7ab29e1644d872b9d1). | [ ]  | [ ]  |
| Have you explored [Metrolink’s corporate offers](https://tfgm.com/travel-choices/business/working-differently/incentives/metrolink)? | [ ]  | [ ]  |
| Have you explored ticketing offers available through TfGM’s [Get me there](https://getmethere.com/) page? | [ ]  | [ ]  |
| Have you explored [flexible ticketing options](https://www.nationalrail.co.uk/times_fares/ticket_types/flexi-season.aspx) provided by National Rail? | [ ]  | [ ]  |
| Are discounted bus tickets available for staff? Find out from your local operator what flexible ticket options they offer. | [ ]  | [ ]  |
| Have you considered reimbursing part or all of your [employees public transport expenses](https://www.gov.uk/expenses-and-benefits-public-transport)? | [ ]  | [ ]  |
| Have you considered reimbursing parking fees for those parking at park and rides, or train, Metrolink or bus stops? | [ ]  | [ ]  |

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| **Car** | **We do this currently** | **We could consider this** |
| Do you use any car-sharing or car-club schemes such as [LiftShare](https://liftshare.com/uk/community/tfgm)? | [ ]  | [ ]  |
| Have you joined up for an [EV car salary sacrifice](https://www.gov.uk/guidance/salary-sacrifice-and-the-effects-on-paye) scheme? | [ ]  | [ ]  |
| Are you aware of where [Electric Vehicle charging points](https://electrictravel.tfgm.com/chargers-everywhere/) are around Greater Manchester? | [ ]  | [ ]  |
| Are staff charged for car parking? | [ ]  | [ ]  |
| Do staff and visitors have access to secure parking on your premises? | [ ]  | [ ]  |
| Are there dedicated spaces for car sharers? | [ ]  | [ ]  |
| Are there Electric Vehicle charging points? | [ ]  | [ ]  |

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| **Are there any other ideas or reflections you have based on the information provided above?** |
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