2018 Staff Travel Survey Frequently Asked Questions

**Who is conducting the travel survey?**
The survey is being undertaken by Sustainability, Estates

**Why should I complete the travel survey?**
Your views are important to us. In 2016, more than 2,300 staff completed the survey. Results from the survey help the University review and refine the way its travel plan operates. If you elect to do so, you can also take part in our prize draw!

**I do not have access to a computer. How can I participate?**
Hard copies of the survey are available. Staff who do not have access to a PC in Catering, External Estates and Site Services will automatically receive a copy. For other staff, please contact the Travel Plan Co-ordinator, (0117) 3317259 or transport-plan@bristol.ac.uk. Completed surveys should be returned to the Travel Plan Co-ordinator, Sustainability, 1-9 Old Park Hill, BS2 2BB.

**How often does the survey take place?**
A staff travel survey is organised every two years during the same three weeks in November and December. However, due to the University all staff survey that took place in November 2015, there is a three year gap between the 2013 and 2016. During years when the staff survey is not carried out, a student travel survey is completed.

**How long will it take me to complete the survey?**
The survey will take approximately 10 minutes to complete.

**Why are there so many questions?**
The staff travel survey is our primary method of obtaining data on travel behaviour. The better we understand how our staff travel to work the greater the potential for new initiatives to be successful and our resources used wisely.

**Why do you ask me for my postcode?**
Postcodes will not be used for communication in any form, but are important in assessing the effectiveness of different parts of the travel plan.

**Are any of the questions mandatory?**
There are only 9 mandatory questions (Q1, 2, 6, 7, 10, 13, 20, 24 and 30), however we hope you will complete all of the questions in as much detail as possible.

**Can I see the results of previous surveys?**
Previous survey results are available on the University’s website: [http://www.bristol.ac.uk/transportplan/surveys/](http://www.bristol.ac.uk/transportplan/surveys/)

**When will the results of the 2018 staff survey be available?**
We hope to have completed the analysis of the 2018 staff survey in February 2019. When complete, the results will be available on the above website.
Data protection

All individual responses to this survey will be treated in the strictest confidence. Any personal contact data (name, email address and telephone number) in this survey will be held securely in Bristol Online Surveys and not passed to any other party, in accordance with the General Data Protection Regulation and Data Protection Act 2018. Personal postcodes will not be used for communication in any form, but are important in assessing the effectiveness of different parts of the travel plan. Responses will be held for as long as the Bristol Online Surveys is active. The data collected will be analysed by a third party and summary, non-identifiable, information will be available on the University’s Transport plan website. Summary, non-identifiable information, will also be used in University prepared reports, papers, grant applications etc.

For further information about the University's use of personal data please [see here](#).

If you want to be entered into the prize draw you will be required to provide your personal contact details (name, email address and telephone number). Providing this information is optional and your details will not be used for any other purpose than that stated.

Who do I contact about the survey?

If your question has not been answered above please contact Amy Heritage, Sustainability Manager (Transport) (0117) 3317817 or transport-plan@bristol.ac.uk.

Thank you in advance for your participation in this year’s survey.