

# REPORTING

## HOW TO REPORT THE SURVEY RESULTS

Data needs to be collected and reported to confirm the achievement of targets and outcomes, and direct the future direction of the travel plan.

You should report your indicator data annually to Somerset County Council's travel plan coordinator, so that they are able to track overall progress of your travel plan alongside others in the area – and assist you in meeting any targets with any wider local transport projects if necessary.

### PRESENTING THE DATA

The Moving Forward website contains spreadsheets which data can be loaded into to produce graphs summarising the results of the survey.

#### THE MOVING FORWARD TRAVEL PLAN DASHBOARD:



##### HOME LOCATIONS:

For large organisations, (anonymous) staff home postcodes can be mapped using Geographical Information Systems (GIS). For smaller organisations or simpler sites, home locations can simply be plotted manually on a base map.

**+ MORE ABOUT** A **postcode map of Somerset** is available via the Resource Centre for travel plans on [www.movingsomersetforward.co.uk](http://www.movingsomersetforward.co.uk).



##### MODAL SPLIT:

Percentage modal split data should be reported (i.e. the proportion of people using different modes of transport). As percentages, these are not sensitive to changes in the size of the workforce, e.g. you will not be penalised if you take on more staff, as long as the proportion of drivers in this expanded workforce is the same or lower than the existing group of staff. Raw figures (numbers) should also be presented.

Expressing travel data in terms of how commonly the modes are used is also a good way to communicate data and create a sense of community effort. For example, 20% of people cycling to work and one third using public transport could be phrased as 1 in 5 people cycling to work and 1 in 3 people using public transport.



##### WHAT IS CAR SHARING?

Car sharing is defined as accompanying someone who is making the same journey or continuing on to another destination. Journeys where a driver or a passenger acts as an escort or 'taxi driver' are not counted as car sharing. For the purposes of monitoring car sharing, it is not important to know whether the individual is a driver or a passenger.

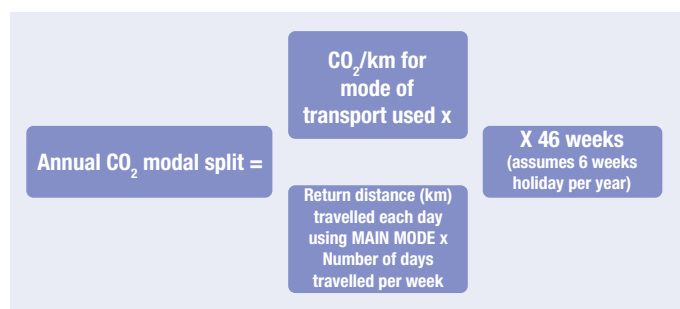
(Source: Making Travel Plans Work, p43)



##### CO<sub>2</sub> EMISSIONS:

The language of carbon dioxide (CO<sub>2</sub>) emissions is new to many businesses, but has increasing importance. However, CO<sub>2</sub> emissions can be estimated easily using data already collected in travel plan surveys (possibly with the additional question of car engine size).

The calculation for CO<sub>2</sub> modal split is as follows:



1. Establish the CO<sub>2</sub> emitted per km for each mode of travel used.

**+ MORE ABOUT** A CO<sub>2</sub> calculator is built into the **spreadsheet** which you can download from the Resource Centre for travel plans on [www.movingsomersetforward.co.uk](http://www.movingsomersetforward.co.uk).

2. For each person, enter the total distance (km) travelled to and from work by their main mode of travel. If there are a number of work sites or home places for each person, estimate the average distance travelled to and from work each day
3. Next to the distance, enter the number of days per week this journey is carried out
4. Multiply the emissions per km by the return distance and then by the number of days per week travelled then by 46 (assuming that the average worker is off work for six weeks per year, including annual leave, occasional days and sick leave)

### Your carbon - your choices

TABLE OF INDICATIVE CO<sub>2</sub> EMISSIONS FOR DIFFERENT MODES OF TRAVEL:

Mode of travel	CO <sub>2</sub> per km (grams per passenger per km) Source (unless *): Carbon Pathways Analysis	Distance (kms) travelled by this mode for same CO <sub>2</sub> footprint as <b>1km</b> by car
Bus	69	1.9
Car (one person)	130	1
Car sharing	65	2
Cycling	0	Infinite
Motorcycle 125cc or less*	48.5	1.4
Motorcycle more than 125cc*	113.6	1.1
Park & Ride*	99.5	1.3
Train	60	2.2
Walking	0	Infinite
Work at home	0	Dependent on household carbon costs
Working off-site without calling at regular place of work	-	Dependent on mode of transport and distance travelled

\* Estimate

## ASSESSING RESPONSES

### RESPONSE RATE:

This is the number of survey responses received, divided by the sample size (the number of questionnaires sent out), given as a percentage. E.g. 60 forms received from a total of 100 sent out = 60 divided by 100 is 0.60 (or 60%). The sample size is the size of the workforce provided the survey was sent around to everyone.

### CODING DATA:

**+ MORE ABOUT** Further information on **coding qualitative data** – people’s comments and suggestions – and links to further advice about doing surveys are available from the Resource Centre for travel plans on [www.movingsomersetforward.co.uk](http://www.movingsomersetforward.co.uk).

“When using the results from your travel survey, it is essential that you relate responses back to the site assessment ... if people say that [the bus is too infrequent] ... is it that they are just not aware that there is actually a 20-minute service ...”

*(Travel Plan Resources Pack for Employers, Appendix 3.H)*

