

Site Survey Relating to Travel Plan

To consider transport links to and from the site

General

How many people are employed on your site?

- Full time
- Part time
- Shift workers
- Seasonal workers
- Include cleaners, janitors, security etc.

How many people use the site?

- Full time
- Part time (during day)
- Evening

What are the hours of operation? (shift working, specific hours for deliveries etc.)

Match days – when?

What roads serve the site?

Where does the main entrance link on to the road network

Where are their other entrances?

Do you share the site with any other organisations?

Are there any specific operational issues which impact on movement around the site e.g.

Routes for deliveries?

Public Transport provision – Bus services

Where are the bus stops located? (indicate these on map)

How well maintained/secure are the bus stop waiting facilities?

Is a covered shelter provided?

Are bus stops well lit?

Are bus shelters free of vandalism / graffiti?

Are bus times displayed at the bus stop?

What bus routes serve the site? Consider:

- Operating times and frequency of services – are their suitable morning and evening services to cater for the journey to work What time does the last bus depart in the evening? Are services suitable for lunch time trips to the nearest shopping area?
- Are services suitable for arrivals and departures at match times?
- Cost – what are the bus fares for typical journeys and for a season ticket

Are employees provided with bus route / time table information? Consider provision via:

- Leaflets
- Staff notice board
- The intranet – link with route planners / Traveline
- Personal communication (email)

Are visitors/supporters provided with public transport information?

Are there any park and ride facilities which could be used by staff/visitors?

Are there any local organisations that run private buses/minibuses who may be willing to share services with your organisation?

Public Transport provision – Rail / Metro services

How far away is the nearest rail / Metro station?

How can you reach your site from the rail / Metro Station, and how much does it cost?

Consider :

- Pedestrian routes
- Cycle routes
- Bus services
- Taxi
- Other

What locations are served by train – and which rail operators run these services?

What is the cost of typical journeys / season tickets by train?

What are the service frequencies and times of the trains? Are they conducive with working hours?

What information is available to staff e.g. Rail planners on personal computer terminals, leaflets?

What information is available to visitors, eg. Leaflets detailing public transport links (and costs) between the rail station and your site ?

Pedestrian Access

Are Pedestrian routes direct to bus stops and other important locations – do pedestrians need to take any long detours either outside or within the site ?

Are Routes pleasant and comfortable, e.g. Good surfacing, greenery, no overhanging foliage, away from traffic?

Are there any conflicts between vehicles and pedestrians? Are any pedestrian crossing points provided outside or within the site?

Are pedestrian routes well sign posted ? Is the most direct route signposted?

Are footpaths serving the site and within the site in a good state of repair?

Are footpaths to and within the site well lit?

Are any CCTV cameras provided along well-used pedestrian routes?

Cycling

On site provision

- What facilities are provided for cycle parking? Consider:
- Are they secure? Are they in an overlooked location, are CCTV cameras in use?
- Are they covered?
- Are they well lit and well maintained?
- How many cycle racks are provided?
- How many cycles are generally parked (consider numbers parked in good and bad weather)?
- Are they conveniently located, close to building entrances? Can cyclists/motor cyclists park closer to the entrances than the car drivers?

What other facilities are provided for cyclists? Consider:

- Lockers (personal) for lights, clothing etc.
- Showers
- Laundry facilities and drying rooms

Provision for cyclists who are employees?

Provision for cyclists who are visitors / supporters?

Site access

Are there any cycle routes/lanes serving your site? Are they well signed and in a good state of repair?

Are roads serving your site conducive to cycling? Consider:

- How busy are they
- Are there busy junctions to cross?
- Are crossings for cyclists provided in the vicinity of your site?
- Are there any steep or long hills?

Is information provided for employees, visitors, supporters, eg. Maps showing cycle routes?

Can cycles be taken on connecting train services?

Motorcycling

On-site provision

What facilities are provided for motorcycle parking? Consider:

- Are they secure – are they in an overlooked location? Are CCTV cameras in use?
- Are they covered?
- Are they well lit and well maintained?
- How many parking spaces for motorcycles are provided?
- How many motorcycles are generally parked (consider good and bad weather)?
- Are they conveniently located close to building entrances?

What other facilities are provided for motorcyclists? Consider:

- Lockers (personal) for lights, clothing etc.
- Showers
- Laundry facilities and drying room?

Vehicular access

Are there any congestion problems on/around the site?

Is the road busy – used by other businesses around the Stadium site?

Are there any concerns with safety on/around the site from conflicts between motor vehicles and other road users?

What information is provided to staff/visitors/supporters for travel to/from the site?

How many cars enter/exit your site daily? Consider numbers of:

- Employees
- Visitors
- Supporters
- Deliveries
- Contractors

How many vehicles exit and return to the site over the lunchtime period?

Car parking

Car parking availability

How many car parking spaces are provided for:

- Employees
- Disabled drivers
- Directors
- Car shares
- Visitors
- Supporters
- Coaches
- Others

How many cars are generally parked? Is the car park busier at certain times of the day- is there a parking problem with demand close to /exceeding supply? Does parking overspill into the surrounding residential/non residential areas?

What is the ratio of users per space?

Is circulation around the car park easy?

Do drivers have to queue for a space / queue to get out? If so, for how long?

Are cars left overnight?

Are car parks well lit and secure, e.g. Is CCTV provided?

Are car parks well signed?

Car parking policy issues

Is the car park owned or rented?

What are the costs associated with the car park e.g. rent, management, maintenance?

How are car parking spaces allocated:

- Needs based?
- According to grade?
- On a first come first served basis?
- Staff allocated certain days on which they are allowed to park?

Are there reserved spaces for e.g. management, disabled, visitors, car-sharers, spectators, Directors, pool cars? If so how many ?

Is access to the car park regulated? If so, how, e.g. is there a permit system in operation?

Are staff/visitors/ supporters charged for parking?

Do new recruits receive a car parking space ?

Is there a cash alternative available for staff members opting to surrender their car parking space?

What is the cost of parking in adjacent areas compared with the cost of your own car park (if a charge is made)?

Is there anything else specific to the site that we have not included here?