

■ ■ ■ Site Assessment Tool

# Site Assessment Tool

Site Population	Observations/Comments
Number of people employed at the site?	
Full-time	
Part-time	
Shift workers	
Seasonal Workers	
Number of people visiting the site per day?	
Number of people visiting the site per week?	
Operating Hours	Observations/Comments
Normal hours of operation	
Does the workplace offer flexible start/finish times?	YES <input type="checkbox"/> NO <input type="checkbox"/>

# Site Assessment Tool

Local Environment	Observations/Comments
How many entrances are there to the site?	
Describe the physical location of the site. Example: <i>Noosa Council is located at 9 Pelican Street, Tewantin. The building backs onto the Noosa River, a jetty and a swimming pool. If facing the building, the Art Gallery is on the left and Doonella Street is on the right.</i>	
Do you share the site with other organisations?	<b>If yes, list the organisations</b>  YES <input type="checkbox"/> NO <input type="checkbox"/>
Are there any issues which impact on the movement around the site? Eg: On a main route for deliveries	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is the surrounding topography flat and conducive to walking and cycling?	YES <input type="checkbox"/> NO <input type="checkbox"/>

# Site Assessment Tool

Existing Bus services	Observations/Comments
<p>List the bus routes that service the site during the working week or week-end if applicable</p> <ul style="list-style-type: none"> <li>• Are suitable services provided in the morning and evening to cater for people going to work?</li> <li>• Are suitable services provided for people to catch the bus during their lunchbreak?</li> </ul>	
<p>What is the frequency of buses servicing the site?</p>	<p>Every 15 mins</p> <p>Every 30 mins</p> <p>Every Hour</p>
<p>Cost</p> <ul style="list-style-type: none"> <li>• What are bus fares for a typical journey?</li> <li>• What is the cost of a season pass?</li> <li>• Are there incentives to travel by bus? (discounts, 10<sup>th</sup> trip free)</li> </ul>	
<p>Where can staff access bus timetables?</p>	
<p>Where can visitors to the site access bus timetables?</p>	
<p>Are their wheelchair accessible services?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Who runs the bus service?</p>	
<p>Are there any staff shuttle bus services?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Are there any Park &amp; Ride facilities to the site?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>Are there any local organisations which run buses/minibuses who may be willing to share services with your organisation?</p>	<p><b>(If yes list the organisations)</b></p> <p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>

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Bus Stops/Terminals	Observations/Comments
Where are bus stops located in relation to the site? It may be helpful to indicate these on a map.	
How well maintained/secure are the bus stops? <ul style="list-style-type: none"> <li>• Are bus stops well lit?</li> <li>• Is shelter provided?</li> <li>• Are seats provided?</li> <li>• Are bus stops free of graffiti/vandalism?</li> <li>• Are bus times displayed at the bus stop?</li> </ul>	
Are the bus stops connected to the pathway network?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Proposed Bus Route Change	Observations/Comments
Are there any proposed bus route changes?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Is there any potential to improve the bus services?	YES <input type="checkbox"/> NO <input type="checkbox"/>

# Site Assessment Tool

Rail/Underground Services	Observations/Comments
How far away is the nearest rail/underground station?	<b>1-3km</b> <b>5-10km</b> <b>10+km</b>
How can your site be reached from the train/underground station? <ul style="list-style-type: none"> <li>• Pedestrian routes</li> <li>• Cycle routes</li> <li>• Bus service</li> <li>• Taxi</li> <li>• Carpool</li> </ul>	
What locations are serviced by train	
Are the train times conducive with working hours?	YES <input type="checkbox"/> NO <input type="checkbox"/>
What is the cost of typical journey/season tickets by train?	
What information is available to staff about rail services?	
What information is available to visitors to the site about rail services?	

# Site Assessment Tool

Pedestrian routes	Observations/Comments			
Are pedestrian routes to the site pleasant e.g Good surfacing, away from traffic, greenery, no over-hanging foliage.	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Are pedestrian routes to the site well signed?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Are footpaths to and within the site well lit?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
On footpaths to and within the site are there any conflicts between vehicles and pedestrians?	(If yes, specify the location)			
	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Do you think there is potential to increase walking trips to the site?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Are any of the following pedestrian facilities found within 400m of the site?	Yes/ No	If yes, how many?	Does the facility connect directly to the site? Yes/No	What is the standard of facilities? Very good, Good, Average, Poor, Very poor
Pedestrian traffic lights				
Zebra Crossing				
Pedestrian Refuge				

# Site Assessment Tool

Are any of the following bicycle facilities found within 2km of the site?	Yes/No	Does the facility connect directly to the site? Yes/No	What is the standard of facilities? Very Good, Good, Average, Poor, Very Poor
Dedicated cycle path			
Shared pedestrian/cycle paths			
Dedicated on-road cycle lanes			
Shared cycle lane and car parking			
Is there any directional signage for cyclists to the site?			
Are staff provided with information on cycle routes to the site?			
Are visitors provided with information on cycle routes to the site?			
Number of cycle routes including shared paths and on road cycle lanes to the site?			
Do you think there is potential to increase cycling trips to the site?			

# Site Assessment Tool

Bicycle/Motorcycle Racks	Observations/Comments
Number of bicycle racks at or near the site.	
Location of bicycle racks. Are bike racks undercover?	
How many bikes can the racks accommodate?	
How many bikes were in the racks on the day of the site assessment?	
Is there signage to direct cyclists to the location of cycle racks?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are there separate designated parking spaces for motorcycles & scooters?	YES <input type="checkbox"/> NO <input type="checkbox"/>
How many motorcycles or scooters can be accommodated?	
How many motorcycles or scooters were there on the day of the site assessment?	

End of Trip Facilities	Observations/Comments
Number of shower and change facilities?	
Number of lockers available?	
Location of end of trip facilities in relation to bicycle parking	
Do staff have access to first aid kit?	

# Site Assessment Tool

Vehicular Traffic	Observations/Comments			
Are there any congestion problems at/around the site?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Are there any concerns with safety on/around the site from conflict between motorists and other road users (cyclists, pedestrians)?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Approximately how many cars enter/exit your site daily? Consider numbers of: Staff Visitors Deliveries/contractors				
Approximately how many cars enter/exit your site daily over the lunchtime period?				

Car Parking	Observations/Comments			
How many car parks are available for staff?				
How many car parks are available for visitors?				
Are spaces on a first come first serve basis?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Are there hourly limits on parking spaces?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is there any paid parking?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
What is the cost of parking in adjacent areas compared with the cost of parking in your own car park (if there is a charge)?				
Are there any reserved spaces? (Management, disabled, etc)	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>
Is the car park owned or rented?				
Number of parking spaces that were occupied on the day of the site assessment?				
Are car parks well lit and secure?	YES	<input type="checkbox"/>	NO	<input type="checkbox"/>

# Site Assessment Tool

Describe the parking at the site on a typical day	7am-9am	Lunchtime	3pm-5pm
Light- parking spaces available, no cueing			
Moderate- parking spaces are mostly used but little cueing for parking spaces			
Heavy- All parking spaces are used, there is significant cueing for parking spaces			
Severe- All parking spaces are used, double parking is prevalent, drivers experience difficulty pulling in/out of parking spaces.			

Fleet Vehicles	Observations/Comments
How many fleet vehicles are available?	
Who may use these vehicles?	
What type of cars are there in the fleet?	<b>4 cylinder</b> <b>6 cylinder</b> <b>4WD</b> <b>Hybrid</b>
Is there a cash alternative to staff members who choose a smaller engine car or a bicycle?	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>
Are any members of staff required to have their cars available during the working day?	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>

Car Pooling	Observations/Comments
Number of dedicated parking spaces for car pooling	
Is there any assistance provided for staff to car-pool?	<b>YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>

# Site Assessment Tool

HR Policy Issues	Observations/Comments
Do you have: <ul style="list-style-type: none"> <li>Flexi-time working? If so what are the latest/earliest start and finish times?</li> <li>Job-sharing?</li> </ul>	
In general what time do people arrive/leave work?	
When new staff are inducted, what are they told about travel to work, travel to meetings?	
Are staff attending the same meeting encouraged to travel together?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are staff able to work from home?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Does your organisation have video conferencing facilities or tele-conferencing facilities?	YES <input type="checkbox"/> NO <input type="checkbox"/>
Are there any onsite facilities like day-care, holiday play scheme, gym?	(if yes, list facilities) YES <input type="checkbox"/> NO <input type="checkbox"/>
Are there any imminent changes to company policy that may affect your organisation's travel demand/use of different transport modes? If so what are these changes and when will they be implemented?	

Are any of the following provided to staff?	Yes/No
Free rail/bus season tickets	YES <input type="checkbox"/> NO <input type="checkbox"/>
Subsidised rail/bus season tickets	YES <input type="checkbox"/> NO <input type="checkbox"/>
Rail/bus ticket loans (are these interest free?)	YES <input type="checkbox"/> NO <input type="checkbox"/>
Clothing allowance for walkers/cyclists	YES <input type="checkbox"/> NO <input type="checkbox"/>
Equipment allowance for walkers/cyclists	YES <input type="checkbox"/> NO <input type="checkbox"/>