



# All Employee Annual Transportation Survey

## Overview

Each September all employees must complete a brief survey of how they commute to work during a one-week period. The results of the survey are used to evaluate changes in commuting patterns from year to year. It is also an opportunity for employees to renew or enroll to receive incentives for ridesharing, ask for assistance finding a carpool match or request information about alternatives to driving alone to work.

## Survey Distribution:

HR Managers will receive an e-mail with a link to the on-line survey that will be distributed to all employees. A hard copy version will also be made available for distribution as will a survey poster.

## 90% Survey Response Rate:

Our goal is to achieve an overall response rate to the survey of 90%. Each year, we update the employee count by agency and by work location and track survey response rate by agency and by location. During the survey process, HR managers will be updated regarding the number of surveys completed by agency. HR Managers will be able to request a list of individual that have completed a survey.

## Basic instructions:

- All County and Court employees must complete either the on-line survey or the paper version of the survey.
- Supervisors may complete surveys for employees who are on vacation, sick, on jury duty or out, AND are not available to complete the survey by the due date.
- Supervisors have the option of completing an online survey from the collected hard copy surveys on behalf of the employees instead of forwarding to the Rideshare office.
- For all days off, employees should indicate the time they would have reported to work if they had worked. This is important for the comparison from one year to the next.
- If on a flex day schedule, employees should indicate which were flex days off or not worked. They should also indicate other types of days off including furlough days.

## Frequently Asked Questions:

Employees completing the on-line survey will have access to a list of frequently asked questions (FAQs). A printable version of the FAQs can be downloaded and printed for those employees completing a paper version of the survey.

## Resources:

[www.ocgov.com/hr/rideshare](http://www.ocgov.com/hr/rideshare) (Manager's Rideshare Tools)  
[rideshare@ocgov.com](mailto:rideshare@ocgov.com)  
714/647-1931