



ALL EMPLOYEES ANNUAL TRANSPORTATION SURVEY

Overview:

Each September all County of Orange and Superior Court employees must complete a brief survey of how they commute to work during a one-week period. This South Coast Air Quality Management District requirement is supported by the County Executive Offices – Human Resource Services. 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 include their name and basic commute information in the Carpool/Vanpool Match List posted on the *IntraOC*.

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 work location. During the survey process, HR managers will be updated regarding the number of surveys completed per agency. HR Managers will be able to request a list of individuals that have completed a survey.

Survey Distribution:

HR Managers will receive an e-mail with a link to the on-line survey that must be distributed to all employees. A paper version is also available for distribution as needed. We encourage the use of the online survey if possible.

- 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 online surveys from the collected paper surveys on behalf of the employees. By doing this, the response rate reports will reflect actual numbers.

Basic instructions:

- All County and Superior Court employees must complete either the on-line survey or the paper version of the survey.
- 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 sick, vacation, or other.

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 (Manager's Rideshare Tools)
rideshare@ocgov.com