

Workplace Parking – Sample Email Invitation and Driver Questionnaire

Sample Email Invitation

Subject Line: Help Us Better Meet the Needs of Our Employees. Please Complete This 2-3 Minute Survey about Electric Vehicles.

Body of Email:

We would like to hear from you about your current and future plans for driving electric vehicles (EVs) to work at [\[insert Site Name\]](#).

Your responses will help ensure we plan for an appropriate number of EV charging stations to accommodate the current and future needs of our employees.

The survey will take 2-3 minutes to complete, and all responses will remain completely confidential.

If you have any questions about this survey, please contact [\[Insert Contact Name\]](#) at [\[insert Contact Email Address\]](#).

Thank you for your participation.

Sincerely,

[\[Insert Contact Name\]](#)
[\[Insert Organization's Name\]](#)

Driver Questionnaire

Thank you for taking the time to complete this brief questionnaire to help us better meet our employees' current and future parking needs.

Length of Commute

1. How many miles is your commute to work (one-way)? Select one.
- Less than 5 miles
 - 5-9 miles
 - 10-19 miles
 - 20-29 miles
 - 30-39 miles
 - 40-49 miles
 - 50 or more miles
 - Not applicable

Workplace Arrival Time

2. At what time do you typically arrive at work? Select one.
- 8:00 a.m. or earlier
 - 8:01 a.m. – 10:00 a.m.
 - 10:01 a.m. – 12:00 p.m.
 - 12:01 p.m. – 6:00 p.m.
 - After 6:00 p.m.
 - Not applicable

Assigned Parking

3. Do you have an assigned parking space for your exclusive use at work? Select one.
- Yes, I have an assigned parking space for my use only
 - No

Ownership of EV

4. Do you own (or lease) an electric vehicle (EV)? Select one.

NOTE: By electric vehicle (EV), we mean either a Battery Electric Vehicle (BEV) that uses electricity only (no gasoline) or a Plug-In Hybrid Electric Vehicle (PHEV) that uses both gasoline and electricity. Hybrid vehicles are only considered to be EVs if they plug-in.

- Yes, I own a **BEV** (e.g., Nissan LEAF, Tesla, etc.)
- Yes, I own a **PHEV** (e.g., Prius Plug-in, Chevy Volt, etc.)
- Yes, I own **both** a BEV **and** a PHEV
- No, I do **not** own an EV [skip to question 9]

Drive EV to Work

5. How often do you drive your EV to work? Select one.
- 4 or 5 days a week/everyday
 - 2 or 3 days a week
 - Once a week or less often
 - Never

Charge EV at Work

6. How often do you currently use EV charging at work? Select one.
- No charging stations at my workplace [skip to question 11]
 - 4 or 5 days a week / everyday [skip to question 12]
 - 2 or 3 days a week
 - Once a week or less often
 - Never

Reason for Not Charging Daily at Work

7. What is the main reason why you do not use EV charging at work more often? Select one.
- Do not drive my own vehicle to workplace everyday
 - Too expensive to charge daily at work
 - Charging stations not available
 - Don't need to charge daily
 - Other (SPECIFY) _____

Charge More Often at Work if Added Charging Stations

8. If additional EV charging stations were available to you at work, would you charge your EV at work more often than you do now? Select one.
- Yes, would charge my EV at work more often
 - Maybe, if the charging fees are reasonable
 - No
- [Skip to question 12]

Questions 9 to 11 for Non-EV Owners only

Intent to Buy or Lease an EV

9. How likely are you to purchase or lease an electric vehicle (EV) in the next two years? Select one.
- Very likely to purchase an EV in the next 2 years
 - Somewhat likely
 - Not very likely
 - Not at all likely to purchase an EV in the next 2 years

Intent to Buy EV If New / Additional Charging Stations at Work

10. If new or additional EV charging stations were available to you at work, how likely would you be to purchase or lease an EV in the next two years? Select one.
- Very likely to purchase an EV in the next 2 years
 - Somewhat likely
 - Not very likely [Skip to question 12]
 - Not at all likely to purchase an EV in the next 2 years [Skip to question 12]



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If Cost Were the Same as Charging at Home

11. If new or additional charging stations were available to you at work, how often would you use them to charge your electric vehicle if the cost were the same as charging at home? Select one.

- 4 or 5 days a week / everyday
- 2 or 3 days a week
- Once a week or less often
- Never

City of Employment

12. What city do you work in?

CLOSING: Thank you for completing this questionnaire.