

**TRAFFORD COUNCIL
CRITICAL CAR USER DESIGNATION QUESTIONNAIRE**

Before completing this Questionnaire please refer to the document 'Critical Car User Status Designation Process' for assistance.

POST TITLE: TEAM SERVICE..... DIRECTORATE DATE NO. OF POSTS.....	NAMES OF ALL POST-HOLDERS:		
1.	How often on average is it necessary to escort service users in the post-holder's own car? On more than one occasion per day, every day On one occasion per day, every day On four days per week On two or three days per week On one day per week Less than one day per week Never	Tick one option 	HR Use
2.	What percentage of journeys on average does the post-holder carry essential equipment on behalf of the Council in their car (or likewise, items collected on behalf of the Council), which are either bulky or heavy? Over 50% 40 - 49% 30 - 39% 20 - 29% 10 - 19% Below 10% Never	Tick one option 	

3.	<p>How often on average does the post-holder use their car to travel to a location other than the normal base for work purposes (excluding journeys covered in 1&2)?</p> <p>On more than one occasion per day, every day On one occasion per day, every day On four days per week On two or three days per week On one day per week Less than one day per week Never</p>	<p>Tick one option</p> <p>..... </p>	<p>HR Use</p>
4.	<p>What percentage of journeys on average undertaken in the post-holder's car are planned in advance? This does not include work carried out outside of normal office hours.</p> <p>0 - 10% 11 - 20% 21 - 40% 41 - 60% 61 - 80% 81 - 100%</p>	<p>Tick one option</p> <p>..... </p>	

POST TITLE OF MANAGER COMPLETING FORM	
SIGNATURE OF MANAGER COMPLETING FORM	
AUTHORISED BY CORPORATE DIRECTOR	
DATE	

Please return to ***** by ***** . Please also attach a job description for the post.

For HR Use Only	
TOTAL POINTS	
AUTHORISED BY HR DIRECTOR	
DATE	