



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&amp;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.

<b>For HR Use Only</b>	
TOTAL POINTS	
AUTHORISED BY HR DIRECTOR	
DATE	