

# **National Travel Survey 1999**

## **Definitions Manual**

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## ***Travel Included on the NTS***

### **Personal travel**

The survey is concerned with all travel - whether by land, water or air - within England, Wales and Scotland (and inshore islands) which involves a person moving from one place to another in order for that person to reach a destination.

### **Work**

Journeys made in the course of work are normally included in the survey since they fulfil the main requirements of a person moving in order to reach a destination.

### **Escorting**

A journey by a person escorting another person (e.g. driving a child to school or collecting someone from the station) is included since the escort is presumed to have an interest in the other's purpose in reaching the destination - unlike a bus driver.

### **Geographical coverage**

If a journey involves leaving the country by sea or air then only that part of the journey up to the airport or seaport is included. The precise area for which travel is included in the survey is England, Wales and Scotland and inshore islands. Thus Isle of Wight is included, but the Isle of Man, the Channel Islands and Ireland (north and south) are excluded. Journeys to places outside the area are only included up to the ticket control point at which boat or plane is boarded. Similarly, for the return journey only that part which falls in the travel survey area is included. Journeys made on EuroStar (channel tunnel) are coded up to the point of departure (ie, London Waterloo or Ashford, Kent).

## ***Travel Excluded from the NTS***

### **Delivering goods**

The survey is not concerned with the movement of freight, so journeys made specifically to deliver goods in the course of work are excluded. For example, lorry drivers' journeys which are made to deliver or collect goods or vehicles are excluded. But travel in lorries is included if it is for more general travel purposes (e.g. for getting to and from work, for social purposes, a wife accompanying her husband driver for pleasure or to make a journey of her own etc.) . See also page 11.

### **Crew**

Journeys made by professional drivers or crew in public or commercial vehicles in the course of their work (buses, ambulances, cranes, refuse vehicles, road repair vehicles, etc.) are excluded.

### **Off the public highway**

Travel by road vehicle away from the public highway (e.g. in private gardens, across parks, across open country, on private land) is excluded. But travel to or from these places is still included. Travel on public roads in parks is included and so is travel on cycleways.

Travel by foot away from the public highway (on footpaths and in pedestrian precincts) is excluded unless both a) the surface is paved or tarred and b) there is unrestricted access (so a pedestrian precinct closed in the evening is excluded and so are walks across open country on unsurfaced paths) (See page 15).

### **Leisure pursuits**

Yachting and other water/air trips, where they are not competitive to public transport (i.e. made for the pleasure of going in a boat or plane rather than to get somewhere) are excluded.

### **Walks**

Very short walks (of less than 50 yards) are always excluded. So too is playing in the road by young children (whether on foot, with a bicycle or on skate boards). On the first six days only walks of one mile or more are recorded but for the final day details of all walks except those of less than 50 yards are collected.

Walking journeys made as part of their occupation by employees who are paid to walk (e.g. postmen, policemen) are excluded. (See pages 11 to 13).

## ***Journey Definitions***

### **Journey**

A journey is defined as a one-way course of travel having a single main purpose.

Usually the informant is clear what is the single main purpose of a particular trip, in which case the journey ends when the place for carrying out that purpose is reached, and other stops are ignored. For instance, giving a friend a lift to the friend's home is ignored if the informant felt the main purpose of the trip was to get to his/her own home.

The simplest example of the NTS journey definition is where a journey is made to a single place for a single main purpose such as a walk to school, or a journey to work without any break in travel.

Sometimes, however, people go out for a number of reasons, or go out for one main reason but carry out a number of different activities, perhaps at different places. For instance a trip might involve taking washing to a launderette, doing some shopping and visiting a neighbour before returning home; or travel in the course of work may be broken by a detour for lunch and some shopping; a long journey might involve staying away overnight. Complex travel like this needs to be broken into journeys as defined above so that the data can be analysed.

In cases where there is doubt about how to divide travel into journeys and how to decide journey purpose, the relevant factors are used in the following order of importance:

- the informant's opinion about his/her purpose in making the trip
- the time spent (e.g. 5 minutes popping into a bank would be ignored if during an hour spent shopping)
- where went/route taken/method of travel (e.g. a person may go by bus rather than walk - 'method of travel' - because of heavy shopping; or someone may buy bread in a particular shop because it is near the bank - 'where went')

In general each time a person arrives at a different place (other than just a stop en route, such as a bus stop or railway station) he or she will be regarded as reaching the end of a journey. There are two exceptions to this:

- i. if a stop is for a subsidiary purpose or a brief call, e.g. to pick up a newspaper on the way to work; and
- ii. if a stop is one of a series of calls for the same main purpose such as one shop as part of a shopping journey, or a short call by an interviewer/doctor/salesman on a work round.

These exceptions are described in more detail below.

### **Brief Call**

A brief call is a relatively incidental stop for a subsidiary purpose. Usually it will not take up much time in relation to the whole trip or does not require a significant diversion from the route to the main destination. It may be a stop of only a few minutes, but could be longer as long as it remained relatively incidental to the main purpose of travelling. For instance, stopping for petrol, popping in to the bank during shopping, dropping something off at a friend's on the way

somewhere else are all brief calls. But so too is stopping at a motorway service area for lunch in the course of a long journey.

Often, people will do things on the way to a particular destination, for instance stopping at a shop for a paper, or the post office to post a letter. Sometimes these stops will be quite long and may be regarded as important stops which would have needed a journey in any case, for instance doing the shopping on the way home from work.

Whether one or more journeys should be recorded depends on the overall purpose of the travel, on the time spent, and on whether the stop on the way affects how the person travels or where they go in a significant way. If only brief calls are made, there is no need to break up the travel into shorter journeys.

### Series of Calls

Travel involving a continuous series of calls made for the same main purpose (e.g. shopping, a doctor's round, a commercial traveller, an interviewer, etc..) can be treated as one continuous journey between the first such call and the last one. The purpose code you should use will be either FROM 'Shopping' TO 'Shopping ' or FROM 'in course of work' TO 'in course of work'. In addition to entering the purpose code you should indicate that the journey was a series of calls by changing the series of calls setting from - to 1. 'Shopping' and 'in course of work' are the only journey purposes with which 'series of calls' can be used. Note two further restrictions on its use:

- (i) the purpose TO and purpose FROM must be the same;
- (ii) the journey must consist of a single stage.

In general the 'series of calls' journey is sandwiched between two other journeys, one to the first such call and the other from the last call. Thus a trip to the shops might involve 3 journeys: from home to the first shop; a series of calls from the first shop to the last one; and from the last shop to home. Note that the middle journey would be ignored on days 1 to 6 if it was a walk of less than a mile.

Under certain circumstances a series of calls is divided into more than one journey. For instance a walk (or other means of transport) from one shopping centre to another is not a series of calls and counts as a separate journey. Whereas a walk within a shopping centre or precinct would count as a 'series of calls' (as long as it was on the public highway as defined on page 5). Also if one of the calls on say a doctor's round is of particularly long duration it may be better to consider it as the end of a journey with the subsequent travel forming further journeys.

The reason for having the 'series of calls' code is to avoid asking informants to provide detailed information for each small bit of travel; the method of travel and the overall distance are still available for analysis. The code for 'series of calls' alerts users to the fact that the travel time includes time at the calls. For simplicity the 'time arrived' at the first call is taken as the start time for the series of calls and the 'time left' the last call is taken as the end time for the series of calls. The travel time for the series of calls is simply taken as the difference between these two and thus includes the time spent at every call.

The 'series of calls' code should be used with care. If the separate calls vary in important points of detail (e.g. the person being driver on some calls and passenger on others) each should be treated as a separate journey.

You may wish to enter ineligible journeys into the journey input system in order to give yourself a fuller picture of the person's travel. In this case you should enter the journey as normal but

change the 'inel' setting from the default of 0 to 1.

When a journey has been discovered as a result of interviewer probing, this should be indicated by entering 1 at the 'disc' prompt.

### Long distance journeys

The same NTS journey definition is applied to long distance journeys but a long distance journey must also fulfil the criterion of being a journey of 50 miles or more in one direction.

### Journey origin and destination

Informants are asked to record the name of the village or town in which each journey started and finished. You should allocate a county code by using the pop up screen facility in the journey input system.

### London definitions

Outer London: The area bounded by the M25 Motorway.

Greater London (as used elsewhere in this manual) is the area covered by the London Boroughs. That is:

City of London, Camden, Hackney, Hammersmith and Fulham, Haringey, Islington, Kensington and Chelsea, Lambeth, Lewisham, Newham, Southwark, Tower Hamlets, Wandsworth, City of Westminster, Barking and Dagenham, Barnet, Bexley, Brent, Bromley, Croydon, Ealing, Enfield, Greenwich, Harrow, Havering, Hillingdon, Hounslow, Kingston Upon Thames, Merton, Redbridge, Richmond Upon Thames, Sutton, Waltham Forest.

Central London is the area bounded by the main railway stations including Kings Cross, Paddington, Vauxhall and Fenchurch Street (see map of Central London).

Inner London is the area in the following boroughs that is outside "Central London":

City of London, Camden, Hackney, Hammersmith and Fulham, Haringey, Islington, Kensington and Chelsea, Lambeth, Lewisham, Newham, Southwark, Tower Hamlets, Wandsworth, City of Westminster.

## **Stage definitions**

### **Stage**

A journey is subdivided into stages: a new stage is defined when:

- (i) there is a change of form of transport
- or (ii) there is a change of vehicle requiring a separate ticket.

Where travel on trains (and occasionally buses) is continuous and does not involve more than one ticket, changing from one train to another does not count as a separate stage, providing they were both former British Rail train or both underground trains.

Such journeys by bus are less straightforward, because there may be a walk stage between getting off one bus and getting on the next. If the walk is an eligible stage then it must be recorded and the following bus stage is a new stage even if the same bus ticket is used (see page 34 for the treatment of costs).

But if there is a change in transport from (e.g.) a former British Rail train to an L.T. Underground train must be split into its 2 stages.

Consecutive stages of a journey cannot (by definition) be made by the same public transport mode unless there was a ticket change.

### **Boardings**

However, it is necessary to know the number of times a person boards a bus or train even if it does not signify a new stage (e.g. if a person has a season ticket for the bus and changes bus as part of the same journey). This is important because the client wants to compare the NTS data with statistics from bus and train operators which measure the number of people who board the buses/trains in a particular period.

## ***Journeys in course of work***

### **Moving Goods**

Journeys made in the course of work which are solely for moving goods (including small packages delivered by messenger) or for moving the vehicle itself, are excluded. These are cases where the driver's only purpose was to shift the goods or vehicle from one place to another. The associated outward or return trip without the goods is also excluded unless there is a different underlying purpose (e.g. going to lunch, or starting from home to collect the first load).

### **Commercial travellers**

Journeys made by commercial travellers and sales reps. in the course of their work are usually included since the main purpose is for them to reach their destination. They may make minor deliveries but if the main purpose is for them to visit the destination the journey would still be included. If the goods delivery of a combined visit is the main purpose (i.e. they would not have gone there otherwise) then the journey is excluded.

### **Crew and specially equipped vehicles**

Journeys made by the drivers, conductors, guards, etc. of public transport vehicles (buses, trains, taxis, aeroplanes, ferries) during the course of their work are excluded since here, too, the driver had no purpose of his own in going to the destination. Also excluded are the journeys of drivers and crews in public vehicles (fire engines, ambulances, etc.), in industrial/agricultural equipment (cranes, bulldozers, tractors, etc.) and in specially equipped vehicles (e.g. police patrol cars, AA/RAC repair vehicles, Royal Mail vans) used in the course of a person's work.

### **People paid to walk**

Journeys made on foot (or by cycle) in the course of work by people paid to walk (e.g. police officers on the beat, traffic wardens, leaflet distributors, messengers, postmen/women, roundsmen/women) are excluded. The journey to the start of their beat/round is also excluded where this is from a depot, whether it was made on foot or by any other means. The journey to the depot from home would, of course, be included.

### **Driving Instructors**

Professional driving instructors' journeys whilst teaching or driving their vehicles in the course of their work are excluded from the survey. But a pupil's journeys whilst learning (driving) are included (page 24) and so too are those of friends/relatives who are giving friendly instruction or practice.

### ***Special advice to certain occupational groups***

Informants whose job is in one of the following broad categories should be advised to exclude in-course-of-work journeys from their travel records if their specific occupation is one of those listed below.

- moving goods
- crew and special vehicles
- people paid to walk.

Other journeys (such as getting to and from work, going to and from a cafe for lunch (etc.) are of course included. Journeys in the course of work are excluded for the following occupations:

**AA/RAC men/women**

**Aircraft pilots and crew**

**Ambulance workers**

**Bus drivers, conductors**

**Cleaners (domestic, office, window, etc.)** Exclude if equipment carried on job

**Crane drivers, etc.**

**Driving instructors**

**Engineers (electric, gas, telephone and other services)** Exclude if using commercial vehicle (i.e. a vehicle which carries the implements of the trade as part of its standard equipment)

**Fire Fighters**

**Garage drivers** Exclude if using commercial vehicle and if road testing repaired vehicles

**Leaflet distributors**

**Lorry and van drivers** Exclude if for purpose of collecting/delivering goods (or vehicle)

**Messengers**

**Police officers**

**Postmen/women**

**Refuse collectors**

**Roundsmen/women (milk, papers, etc.)**

**Road repair workers** Exclude if using commercial vehicle

**Taxi drivers**

**Traffic wardens**

**Train drivers, guards**

People in certain other occupations also need to be advised about journeys in the course of their work in order to simplify what they write in their Travel Records:

commercial travellers - see pages 7, 11 and 14

doctors- see pages 7 and 14

interviewers - see pages 7 and 14

sales representatives - see pages 7, 11 and 14

## ***Usual place of work***

For most people their usual place of work is fairly obvious but some cases need to be noted.

### **Working at or from home**

Some respondents will work at home or in the same building (e.g. live above shop premises or do consultancy work at home). Their usual place of work is home and they cannot make journeys to/from work. Journeys they make as part of their job are journeys 'in the course of work'.

Others work from home (e.g. freelance interviewers) and again all their work journeys are journeys in the course of work.

### **Travelling workers**

Some travelling workers make regular calls to an office base (e.g. commercial travellers). If they do so regularly on at least 2 consecutive days per week (for at least 4 consecutive weeks) the base is classified as their usual place of work. Journeys to that place are then journeys to work; their remaining work trips are in the course of work. Consecutive working days include Friday (or Saturday)/ Monday where appropriate.

### **Site or road repair workers**

Site workers (i.e. people such as building workers who work on site for a few days, week or months and then move to another site) take the site as their usual place of work providing they go there 2 consecutive days per week or more (for at least 4 consecutive weeks); otherwise all their work journeys should be treated as in the course of work. Road repair workers who visit the same place or places regularly are not treated as having a usual place of work unless they visit their depot on at least 2 consecutive days per week (etc.).

### **Two work places**

A person might have two work places he or she visits regularly (2 consecutive days per week or more, etc.). Only one of these can be treated as the usual place of work (i.e. the main work place), the one visited most frequently. If a person has two jobs, and regularly visits 2 places of work, again it is the one most frequently visited which is the usual place of work. If both are visited with the same frequency the one furthest away from home is the usual place of work.

For a person who only works on one day per week (or less) the same rules apply except that, instead of the 2 days a week rule, the basis for deciding whether the person has a usual work place is whether he or she goes to the same place on 4 consecutive occasions (e.g. weeks).

## ***Walking***

### Walks away from the public highway

To be included, walking must be 'on the public highway' i.e. along any public road, its associated footpath, or on a paved or tarred footpath or public area with unrestricted access. Walking within a pedestrian precinct is included so long as the precinct is open at all times. If the precinct is sometimes closed, e.g. at night, walking there is excluded. Walking a dog or just taking a stroll is included in the survey if it takes place on a public highway. If someone walks to the park then that part of the journey made on the public highway would be included. In this case it is likely that the 'Round trip' rule will apply (See below).

### Walks of 1 mile or more

Whether made as a complete journey or as part of a journey walks of 1 mile or more are included in the survey whenever they occur during the travel week.

### Walks under 1 mile

Short walks, i.e. those of 50 yards or more but less than 1 mile, are included only on the final day of the travel week. WALKS OF LESS THAN 50 YARDS ARE ALWAYS EXCLUDED.

### Street play

Children's street play is also excluded unless it involves a definite journey from one place to another.

### Connecting Walks

Walking between modes of transport (e.g. from bus to train) is included under the same conditions as other walks, as outlined above.

## ***Round Trips***

A round trip is a journey where the origin and destination of the journey are the same place and where there is no natural break to distinguish the outward part of the journey from the return part. For travel recording purposes the round trip is split into 2 journeys taking a convenient point about half way round as a notional stopping point for the outward destination and return origin. This rule applies whether the journey was made on foot, by motor vehicle or by any other method of transport. Because a round trip is divided into 2 journeys, the qualifying distance for inclusion of a walking round trip has to be doubled, i.e. 100 yards on the last day and 2 miles on the first six days.

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### ***Purpose from / to***

The purpose of a journey is governed by what the person did at the end of the journey. So a person who goes to the supermarket will have made a journey for the purpose of food shopping.

But if we merely gave one code to each journey according to the destination purpose then about half of all the journeys would be coded as home and we would not know why those return journeys had occurred, i.e. why the person made the outward trip. So each journey is coded to indicate the purpose from as well as the purpose to.

The 'purpose from' can be thought of as the reason for being at the place where the journey

begins.

For example a journey from home to work is coded as:

from	Purpose	to
01	Home	01
02	Work	02

A journey from work to go shopping is coded as:

from	Purpose	to
01	Home	01
02	Work	02
05	Shopping	05

A journey made from one friend's house to another friend's house has the same purpose both to and from:

from	Purpose	to
10	Visit friends	10

A return journey is recorded as a separate journey with reversed to/from purposes. So a journey home from work (i.e. the reverse of the first journey recorded above) is coded as:

from	Purpose	to
01	Home	01
02	Work	02

A journey can only have one purpose 'from' code and one purpose 'to' code. (The 'series of calls' code is not a purpose code and can be used to qualify journeys as described on pages 7-8).

### ***Deciding the main purpose***

The main purpose of a journey is defined as that purpose without which the journey would not have been made. If a subsidiary purpose was included at a stop along the way which is not important enough to be treated as a separate journey by the above definition, then it is disregarded. And if the person did two things at the end of the same journey, only the main one is used to determine the 'purpose to' for that journey and consequently the 'purpose from' of the next journey. (See page 6 for guidelines on how to decide the journey purpose.)

In identifying the main purpose, priority should generally be given to work, in course of work or education over any other purpose; and shopping (see page 20) or personal business should have priority over purposes other than work or education.

The purpose categories 01-17

#### **HOME - 01**

Home is defined as the sampled address at which (by definition) the respondent is living at the

time of the placement interview.

The code 'home' should only be used when the person leaves or returns to the sampled address. It does not apply to other people's homes where these are visited.

If someone is temporarily away from the sampled address (e.g. staying with friends or in a hotel) the journeys to and from that temporary residence are not coded as 'home', but are coded according to the purpose of the temporary address (see e.g. holiday base).

## WORK - 02

This code should only be used for journeys to or from usual place of work (as defined in page 14). All other work journeys must be coded 'in course of work'. Thus the 'work' code is not used for:

- (a) Persons who have no usual place of work (e.g. some site workers) - use 'in course of work'
- (b) Persons who work from or mainly at home - use 'in course of work'
- (c) Persons doing unpaid voluntary work - use the 'Entertainment/public social activities' code.

For those who have more than one place of work, the 'work' code is only used for journeys to/from the one that qualifies as the usual place of work according to the rules given on page 14. Journeys to the other work places are coded as 'in course of work' journeys.

A journey, for example, made at lunchtime from work to shops is coded 'from work/to shops'. Similarly a journey from a person's usual place of work to another office as part of his job is coded as:

from	Purpose	to
02	Work	02
03	In course of work	03

## IN COURSE OF WORK - 03

This applies to all journeys made as part of a person's paid job which are to / from a place other than the usual place of work. Thus all work-related journeys of people without a usual place of work or who work from home are coded 'in course of work'.

Journeys made during working hours not connected with the person's job (e.g. shopping) are not included as 'in course of work' journeys. Journeys made outside the person's working hours which are part of his job are included, however.

Journeys made to collect or deliver goods of any kind during the course of a person's work, without which purpose the journey would not have been undertaken, are not included in the survey. 'In course of work' applies only to those journeys which require the person to move him/herself from one place to another. (See page 11).

A visit to an hotel (or other overnight stopping place), as a base for business trips, should be coded 'in course of work'.

## EDUCATION - 04

This applies to journeys of school children and students to their schools /colleges (including college lodgings). It is used for full-time students, students on day release and part-time students following vocational courses (i.e. to do with their career or occupation).

Journeys to and from schools / colleges by teachers as their places of work are not included here but are coded as 'work' journeys.

Journeys to schools/colleges by other people attending meetings (e.g. P.T.A.) or following leisure time pursuits (e.g. evening classes) are not included here. They are coded as personal business or into one of the recreational codes as appropriate.

## SHOPPING - 05 & 06

The category 'shopping' is now split into two:

- i) food/grocery shopping (code 05) and
- ii) all other types of shopping (code 06).

We appreciate that this may not always be easy to distinguish as people often do all their shopping in one go and will buy their food and groceries on the same trip as they purchase other items. Please therefore ask the informants to record the main reason for the trip. If your informant cannot decide whether 'food/grocery shopping' was the main purpose, please record as 'all other types of shopping.'

All journeys to shops are included here whether anything was bought or not, even when there was no intention to buy (i.e. window shopping only).

Frequently a shopping trip will consist of three journeys; i) one to the first shop, ii) a 'series of calls' defined on page 7 and 8 from the first to the last shop, and iii) a journey from the last shop. If the middle journey is a short walk (less than a mile on days 1-6 or less than 50 yards on day 7) it is excluded. There is no middle journey if only one shop is visited or if all the shops are in a precinct off the public highway (see page 5).

## PERSONAL BUSINESS - MEDICAL - 07

This is used if the journey is made to consult about or receive medical treatment on the person's own behalf. It includes visits to the doctor, dentist, optician, chiropodist, chemist (to collect a prescription for oneself) and hospital (but not just to visit). Journeys connected with the health of other people (e.g. to collect a prescription for a relative) are not included here. Nor are journeys to medical services other than for medical reasons. These would be included under 'Personal Business - other'.

## PERSONAL BUSINESS - OTHER - 08

This applies to visits to services, e.g. hairdressers, launderettes, drycleaners, betting shops, vets, solicitors, banks, post office, estate agents and libraries (to borrow books).

It applies to journeys which the person makes for his or her own benefit which are not sport, entertainment or social. Visiting a house for sale, for example, would be in this category. Attendance at funerals, weddings, etc. and at general church services is coded as personal business, as is hospital visiting.

Also included are an old person going to a day centre and a child going to a childminder or nursery/playschool. (The parent taking the child would be coded 'escort personal business' - 22.)

## EAT/DRINK - 09 & 10

Eat/drink alone or at work (code 09) should be used when the informant is eating or drinking by themselves or at work or during the course of work.

Eat/drink other occasions (code 10) should include all journeys made for the eat/drink purpose other than when the informant is alone or at work.

The category 'eat/drink' is spilt into two:

- i) eat/drink alone or at work (code 09) and
- ii) eat/drink other occasions (code 10).

This is to try and distinguish between social eat/drink activities and other times.

Both codes apply to journeys to places selling snacks/meals/drinks and only then if the main purpose was to eat/drink there. They do not apply to a journey to order or collect a take-away meal (which is shopping). They should not be used where the main purpose was to dance, to watch a show, to attend a formal dinner etc.. In these cases the 'entertainment' or a 'social' code would apply. Necessary meals taken on day trips should also be ignored. Meeting friends over dinner/drinks, where the main purpose was to meet, should be coded as 'other social'.

## VISIT FRIENDS/RELATIVES AT HOME - 11

This applies to journeys to visit friends, relatives and acquaintances whether these be for pleasure or social obligation. If this is to a private home for a period not exceeding 3 nights, code 'Visit Friends'. If as above but 4 or more nights, code 'Holiday Base'.

## OTHER SOCIAL - 12

This code is used if the visit is to meet friends (etc.) elsewhere than in a private home (or temporary residence) but where the main purpose is still to socialise with the particular persons, rather than visit a particular place. 'Eat / drink' or 'entertainment' or '(Day) trip' or 'personal business - other' (e.g. hospital visiting) would be appropriate if this was the main purpose when meeting friends.

An institution or hospital is counted as a private home only if it is the usual residence of the person being visited.

## ENTERTAINMENT/PUBLIC SOCIAL ACTIVITIES - 13

This is a wide category including all types of entertainment, public social activities and unpaid voluntary work such as:

- cinemas, theatres, dances and bingo
- art galleries, museums and libraries (browsing)
- political meetings, trade union meetings etc.
- club activities including those connected with voluntary work

- non-vocational evening classes and keep-fit classes

It also applies to journeys to watch sports, or to take part in certain indoor sports and games like table tennis, darts and snooker, even though these can sometimes be quite active and quite serious sports.

#### SPORT (Participate) - 14

This applies to all outdoor sports, or sports which normally take place outdoors (so indoor tennis and indoor athletics are included here). It also includes squash, badminton, swimming, boxing, wrestling, weight training, judo, karate (even though they are sometimes just for pleasure), refereeing, hunting, shooting and fishing.

It excludes indoor games such as darts and snooker.

If the journey combined watching and participating, participation takes priority for coding purposes.

#### HOLIDAY BASE - 15

This applies to journeys made to/from any holiday (but only that part of the journey made in Great Britain, if the journey took the person out of the country).

'Holiday base' applies to a stay of at least one night in an hotel, boarding house, caravan, holiday cottage etc.. for leisure/recreation purposes. 'Holiday base' is also used for a stay of 4 or more nights with friends or relatives.

In the case of a day trip or other journey made whilst away on holiday, the return destination 'Holiday base' is used if the overall stay qualifies the destination as 'Holiday base'.

#### (DAY) TRIP/JUST WALK - 16

This applies to journeys for pleasure purposes within a single day (i.e. no overnight stop) not codeable as social, entertainment, etc.. It applies where the journey itself is the pleasurable activity (e.g. a scenic drive or non-specific sightseeing).

Day trips will often need to be treated as round trips (see page 15).

Walking pleasure trips are included providing they are of the appropriate length (see page 15) on public highways. Taking a dog for a walk is also coded here, as is jogging, exercising a horse, walking around and cycling for pleasure.

If a person uses a boat, or aeroplane merely for the pleasure of boating or flying, rather than for a definite journey which is potentially competitive to public transport, it is excluded from the survey.

Walking journeys of the appropriate length by children on public roads whilst going to play are coded here. But playing in the street is not included in the survey.

#### OTHER NON-ESCORT - 17

There are very few journeys which cannot be coded into one of the named purpose categories. Persons learning to drive is one exception.

### **Escort purpose codes 18-23**

An 'escort' code is used when a person has no purpose of his or her own other than to escort or accompany another person. Thus, for example, 'escort' is used either for a mother shepherding her son (who has a purpose of his own) or for a son tagging along with his mother (who has a purpose of her own). In such cases it is necessary to know the purpose of the person being 'escorted' as well as the fact that the main purpose of the journey is to 'escort' someone.

The escort code to use is the escort equivalent of the purpose code of the person being escorted:

Escorted person's code	Escort code
01	18 escort home (not own).
02	19 escort work.
03	20 escort in course of work.
04	21 escort education.
05-08	22 escort shopping/personal business
09-17	23 escort other

For example a mother taking her child to a childminder would be coded:

from	Purpose	to
01	Home	01
22	Escort shopping/ personal business	22

If she then went on to work her next journey would be coded:

from	Purpose	to
02	Work	02
22	Escort shopping/ personal business	22

Note in this example that 'escort' is coded to indicate the reason for coming from the destination, even though no escorting was done on the journey.

An 'escort' code should only be used if the person had no purpose of his/her own. Thus in the above example the child would be coded TO 'Personal business - other' (08). If there is any doubt whether the person had a purpose of his/her own then the 'escort' code is not used. For example if a husband drives his wife to the shops and stays with her then he is regarded as shopping, and the 'escort' code is not used, since it would be difficult to distinguish whether he was escorting or actually shopping (which includes 'window shopping'). In the case of a young girl with her father on a shopping trip the girl would be coded 'escort' if she had no purpose of her own in being there other than to be with her father. However, if he was say, buying her a coat and it was necessary for her to be there to try it on then she would be coded as 'other type of shopping' (06), not 'escort shopping/personal business' (22).

A person should only be coded TO 'Escort home (not own)' if he or she is escorting someone to a home other than the escort's. The assumption here is that when you go to your own home with a member of your household you always have a reason of your own to go home so it is never an 'escort journey'. Thus a wife driving to a station to pick up her husband from work and bring him home would be coded on the outward journey FROM 'home' (01) TO 'escort work' (18). And her return journey would be coded:

from	Purpose	to
01	Home	01
19	Escort work	19

If the person being escorted is a non-household member the same rules apply so that the purpose codes used are the ones applicable to the non-household member. In this case the 'home' code is used to mean the home of the person being escorted and not the sampled address. Thus a woman taking her relative home after a visit would have her journey coded:

from	Purpose	to
17	Escort home (not own)	17
23	Escort other	23

## SECTION 3 STAGE METHODS OF TRAVEL

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### ***Private and public transport***

Journeys must be split into stages whenever there is a change to a new form of transport or a change of ticket. (See page 10.)

Some forms of transport are defined as public insofar as they are generally available for public use (e.g. trains, buses, taxis). Others are classified as private insofar as they are restricted to that person or his or her friends/relatives (e.g. private car, motor cycle) or to a restricted group of people (e.g. ambulance or school bus).

Sometimes the distinction between public and private is difficult for buses and coaches. The important point is not who owns the bus but who can use it - the general public or just a special group of people. So included in public transport are excursions and tours as long as anyone can use them. On the other hand a coach which is for instance used for the members of a club, or for the employees of a firm or for the pupils of a school is counted as private transport whilst it is being used in that way.

### ***Private transport stages - no details needed***

There are three categories of private transport (walk, bicycle, and private (hire) bus) for which no supplementary information is required. These first three methods are defined first and the remaining (private) transport methods are defined later.

#### **WALK - 01**

This is fully defined on page 15. Riding in non-motorised wheelchairs, prams, pushchairs, or on toy bicycles is also regarded as walking. Jogging, rollerskating and riding a skateboard are also regarded as walking.

#### **BICYCLE - 02**

This includes all forms of bicycle or tricycle not mechanically propelled, with the exception of children's toy bicycles or tricycles not primarily intended for use as a means of transport. Children who accompany their mother on a visit to the shops on these bicycles (where mother is walking) are coded as having walked there.

#### **PRIVATE (HIRE) BUS - 03**

This includes buses which are owned by employers or schools and used solely for their employees or pupils.

It is a bus which (for the journey in question) can be used only by a certain group of people, such as the employees of a particular firm. It may or may not be hired specially for the occasion.

It includes bus tours for particular groups of people and small vehicles used as minibuses if not available to the general public.

### ***Private transport stages - details needed***

#### **CAR - 04**

All three or four wheeled cars are included. It includes vans which have side windows to the rear of the driver's seat. It includes estate cars and shooting brakes, (but not land rovers or jeeps, nor

motorised caravans or dormobiles, nor motorised invalid carriages). It includes hire cars (but not if the driver is provided when it is a form of public transport and coded as taxi or minicab). Taxis or minicabs used for private purposes (not for hire) is classified here.

#### MOTOR CYCLE, SCOOTER, MOPED OR MOTORCYCLE COMBINATION- 05

This category comprises all two-wheeled motorised vehicles used for private transport and capable of carrying only one or two persons including the driver.

Motor cycle (or scooter) combinations also come into this category (i.e. those with a side car).

#### VAN OR LORRY - 06

A van is a three or four-wheeled motorised vehicle with no side windows to the rear of the driver's seat. Land rovers and jeeps are both included in this category, but motorised caravans and dormobiles are included as 'other private transport'. Also here are lorries if used for personal travel (e.g. to get to work) rather than for delivering goods.

#### OTHER PRIVATE - 07

This is for invalid carriages, motorised wheelchairs, ambulances, caravans, dormobiles, minibuses (unless used as private hire), private aircraft and horses etc..

#### **Public transport stages**

The distinction between public and private is defined on page 27.

#### ORDINARY BUS - 08 and 09

This covers those regular bus services which provide short distance travel within a locality, or, in the country, which serve every place on the route. Local public service buses generally operate over fairly short routes within urban or suburban areas or link nearby towns with outlying villages. The intervals between stops are relatively short, and the speed of the bus is relatively slow.

The category is subdivided according to whether the bus used was in London or elsewhere. 'In London' covers the Greater London area (ie, the area covered by the London boroughs). The 'elsewhere' category (code 09) includes the guided bus systems in Leeds and Ipswich.

#### COACH/EXPRESS BUS - 10

These usually operate from town centres and connect only with a limited number of places en-route. They are characterised by long intervals between a limited number of stops. The minimum fare is quite high and coaches will generally have a higher standard of comfort than ordinary buses. The London Green Line service is included here. And so, too are the express buses to and from airports.

Some bus companies run what they call 'express buses' but which do not run between town centres and are essentially 'ordinary buses'. These are coded as 08 or 09.

#### EXCURSION/TOUR BUS - 11

This category covers vehicles, usually coaches, used for excursions or tours for fare paying

passengers. They are usually arranged and publicly advertised for specified times and days. Normally these services are run for summer holiday journeys, but they may also be used for trips to sports fixtures or exhibitions, providing that they are generally accessible to all members of the public. If they have been arranged by and are restricted to a particular group, code as Ôprivate (hire) busÕ.

#### LT UNDERGROUND - 12

This covers those train services operated by London Transport, not all of which operate under the ground. It includes the Waterloo/City underground line.

It excludes:

- Docklands Light Railway - to be coded Light Rail
- Manchester Metro Link - to be coded Light Rail
- Tyne and Wear Metro - to be coded Light Rail
- Glasgow Underground System - to be coded Light Rail.

#### TRAIN (formerly BR) - 13

This category includes all train services formerly operated by British Rail and the underground service in the Merseyside conurbation.

It excludes services operated by London Transport, the services listed under 'light rail' (code 14) and other railway services such as the Bluebell Line, Romney, Hythe and Dymchurch and the Ffestiniog, and non-purposeful rail travel (at fun-fairs, for example).

#### LIGHT RAIL - 14

This includes:

- Docklands Light Railway
- Manchester Metro Link
- Tyne and Wear Metro
- Glasgow Underground System.
- South Yorkshire Supertram
- Blackpool Trams
- Croydon Tramlink.
- Leeds Supertram.
- Greater Nottingham Light Rapid Transit
- Midlands Metro

#### AIRCRAFT (PUBLIC) - 15

This includes all domestic public air travel where the journey begins and ends within the area covered by the survey (see geographical coverage page 4). It does not include flights outside of

that area e.g. flights abroad together with flights to Ireland, the Channel Islands or the Isle of Man. It does include flights to the Orkney and Shetland Islands. This category also excludes private air travel which should be coded 07 'other private'. Trips made for the pleasure of going in a plane rather than to get somewhere are completely excluded from the survey.

#### TAXI -16

Taxis are generally hailed in the street or hired from a taxi rank and always have a fare meter

#### MINICAB/PRIVATE HIRE VEHICLE - 17

Legally, these vehicles should be booked in advance by telephone. However, if the informant insists that a vehicle was a minicab, even though hailed in the street then accept the answer given. This category includes all hire vehicles where a driver is provided.

#### OTHER PUBLIC TRANSPORT - 18

This is a residual category covering those means of public transport not specified elsewhere. Travel by water or trains other than those covered by codes 12, 13 or 14 (the Bluebell Line, Romney, Hythe and Dymchurch and the Ffestiniog) is classified here. Also included is travel by 'Dial-a-Ride' schemes.

#### UNSPECIFIED (PRIVATE) - 19

This code should be used where you know the method of transport was 'private' but where you cannot be specific and the informant is not available to ask.

#### UNSPECIFIED (PUBLIC) - 20

This should be entered where it is known that a public method of transport has been used e.g. because a fare has been paid, but a specified method cannot be ascertained.

No. in party

The number in the party is the number of people who travel together, and stay together for at least half the distance or time of the stage.

For travel by private vehicle it is the number of people in that one vehicle.

Travel time/journey time

The travel time for the stage is the time spent on this method of travel, excluding waiting and excluding other methods of travel. The journey time is the difference between the time left and time arrived and is often greater than the sum of the travel time for each stage, since it includes waiting time, and ineligible travel (short walks, off the public highway etc.).

For stages other than those which are a 'series of calls' the travel time is used, for instance, to calculate speed of travel.

## SECTION 4

### PUBLIC TRANSPORT STAGES

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This section defines terms used in the journey input system for dealing with PUBLIC METHODS (08 - 16). The categories of 'special ticket or pass' used at SPECTK in the individual section of the questionnaire, are defined under 'Ticket type'.

London Green Line service is included here.

#### Stage Cost

A trip can be paid for in two different ways. Either by purchasing a ticket or pass (such as a season ticket) which pays for an unspecified number of journeys, or by purchasing a ticket for a single journey or for a specific number of journeys (such as a return ticket, a multi-journey ticket or travel tokens). It is possible to pay for a journey partly by the first method and partly the second. For example a railcard or other pass is paid for and then enables journeys to be made at a reduced rate.

If a journey is made using a special ticket or pass then the ticket reference number (from SPECTK in the individual section) is recorded in the Journey Input System and a cost is attributed by computer to the stage, from the details in the Individual section.

If any money is paid for the journey itself or for a specific number of journeys then the cost is recorded at 'stage cost' in the Journey input system. For a return ticket half the total cost is entered. For a multi-journey ticket or tokens the interviewer calculates the apportioned cost by dividing the total cost by the number of journeys that are 'bought'.

If both methods of payment are used, a stage cost is recorded in the Journey input system as well as the ticket reference number, and the computer calculates a combined total cost for the stage.

For group travel (e.g. in taxis) the cost is apportioned equally between the people travelling irrespective of who paid. The aim is to get a per-person cost figure.

If more than one journey or stage is paid for with only one ticket (e.g. a through train ticket with a change of stations in the middle requiring a travel stage to get from one station to the other), the cost should be allocated in proportion to the distance.

A tip given to a taxi or minicab driver should be included in the stage cost.

For package holidays the apportioned cost of travel and accommodation is estimated and stage costs calculated accordingly.

### Boardings

Bus and train operators measure the use of buses and trains by the number of people who board the buses/trains in a particular period. Thus in order to be comparable the number of boardings is recorded in the Journey input system. In most cases only one bus or one train is used for the whole stage so the number of boardings is '1'. If two buses were used but with the same ticket (e.g. a season ticket) then the number of boardings is 2. If different tickets were purchased then there are two different stages each with 1 boarding.

For taxis or minicabs the number of boardings is always coded 1.

### Ticket type

For public transport stages, information is needed about the cost of the stage. Since costs vary according to the type of ticket used, it is necessary to classify each public transport stage by the ticket type. Details of special tickets or passes are collected in the Individual section and just the ticket reference number is entered in the journey input system. For other tickets the ticket type is coded in the Journey input system. Note that only one code is entered for each stage.

### No special ticket or pass

#### ORDINARY TICKET - Adult - 4

This applies to all tickets used by adults where the full fare has been paid. This includes both single and return tickets. (Taxis and minicabs are also coded here.)

#### ORDINARY TICKET - Child - 5

This applies to all tickets as described above used by children where the child fare has been paid. It does not include tickets which are bought at reduced rate because the child holds a special pass. (These would be included under special tickets.) If a particular bus or train service has no child reduction then the 'adult' code is used.

#### REDUCED (OFF-PEAK) - Adult - 6

This applies to all tickets bought at a reduced rate (except where a special pass is used to buy them). It will include cheap day returns, weekend returns, multi-journey tickets and any other tickets which give a reduction on the full rate.

#### REDUCED (OFF-PEAK) - Child - 7

This includes all tickets as above, but where the child fare is paid (if one exists).

#### SPECIAL Category REDUCED - 8

This ticket type covers people who obtain reduced or free fares because they belong to a special category. It does not apply to people with a pass or special ticket for whom a ticket reference number is entered instead.

For example, reductions or free fares are given in some areas to:

pensioners on showing their pension book;

unemployed people on showing their signing on card;

children under a specified age (usually 5) or because wearing school uniform;

police officers in uniform.

#### OTHER - 9

This code includes free public transport, which is provided in some areas, and which also occurs in some park-and-ride schemes. It also includes tickets which cover more than just personal travel such as holiday packages covering both hotel and travel, tickets providing rail transport for cars as well as people or tickets which combine foreign travel with travel in GB.

#### Special tickets or passes

The cost (if any) of special tickets and passes is divided amongst the journeys they 'normally' cover, so full details are recorded in the Individual section and only the ticket reference number entered in the journey input system. The definitions below cover the categories used in the Individual Section at SPECTK. Codes 01-05 and 11 are for special tickets and passes produced for commercial ('non-concessionary') reasons. Codes 06-10 are for special tickets and passes subsidised by local or central government (hence 'concessionary').

#### SEASON TICKET - 01

This is a ticket valid for journeys between two places (or intermediate stops) on one specified route only. It is valid for any number of journeys within a set period.

#### AREA TRAVEL CARD - 02

British Rail, other railway operators, and bus companies issue special tickets enabling the holders to travel on any available route within a specified area. They are valid for any number of journeys within a specified period. These tickets are called by different names, including Travelcard, Rover, Runabout, Capitalcard etc..

#### COMBINED SEASON/AREA TRAVEL CARD - 03

Sometimes it is possible to have a season ticket which includes unlimited travel within a special area at one end of the journey. These are coded under 'combined season / area travel card'.

#### RAILCARD - 04

Included here are Senior Citizens Rail Card, Young Persons Railcard, Family Rail Card, Network Card etc...

#### EMPLOYEE'S SPECIAL PASS - 11

Some employers, especially transport operators, provide special passes for employees (and sometimes their widows and families). Examples are BR, LRT, British Coal, National Bus Company.

#### OTHER NON-CONCESSIONARY - 05

All other kinds of non-concessionary tickets not covered elsewhere are included here.

#### OAP/SCHOLAR'S/DISABLED PERSON'S PASS - 06-08

Included here are tickets or passes which are issued free or at a subsidised cost and which allow free or reduced rate travel. The main ones are OAP passes, scholars' passes and passes for the handicapped or disabled.

#### SUBSIDISED TRAVEL TOKENS - 09

Note that the costs of subsidised travel tokens are not recorded in the Individual Section. Tokens can be issued free or they can have a charge. If there is a charge this must be divided by the number of tokens covered and the cost of the journey entered in the journey input system. It is possible that someone uses both cash and tokens to pay for a journey in which case the two amounts are added together so that the cost of the journey is shown in the journey input system.

#### OTHER CONCESSIONARY- 10

All other kinds of concessionary tickets not covered elsewhere are included here.

## SECTION 5:

### PRIVATE TRANSPORT STAGES

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Parking cost 41

This section defines the terms used in the Journey Input System for PRIVATE METHODS (04-07).

pages 11 to 13).

#### A Journey

A Journey is defined as a one-way course of travel definition is where a journey is made to a single place for a single main purpose.

#### Where Parked

This refers to the place the vehicle was parked at the end of this particular stage. For a 'series of calls' it is the place parked at the last call.

#### ON OWN/FRIEND'S PREMISES - 1

This code applies to parking off the road at the informant's home or other private home.

This code should only be used where the vehicle is parked actually on private property (e.g. garage, driveway, carport or nearby rented garage). If the parking is actually outside in the road then this must be coded 'street'.

#### FIRM/WORK CAR PARK - 2

This is a car park provided solely for the use of employees of the employer concerned; plus authorised visitors.

#### OTHER PRIVATE CAR PARK - 3

This includes a car park reserved for particular vehicles, which usually have a special permit to park there. It is not open to the general public.

Examples include:

- a car park used by several different firms for employees
- a car park which is only available to members of a particular club
- the section of a public car park reserved for one company.

#### PARK- AND - RIDE CAR PARK - 4

ÔPark-and-rideÕ schemes are operated at a local level in an attempt to cut down on traffic congestion in town and city centres. Vehicles are driven as far as the outskirts of the town or city and then the occupants of the vehicle catch a special bus service from the car park to the town or city centre.

#### OTHER PUBLIC CAR PARK - 5

This is a car park open to the public in town or country, whether free or not. It includes multi-storey and other 'under cover' parking places, provided they are open to the general public. It also includes car parks reserved for patrons of a particular facility such as a pub, shop, supermarket, hotel, hospital, stately home, as long as any member of the public can use the facility if wished.

#### STREET - 6

This includes all parking on the street, including outside the home and in parking bay at edge of street, or lay-by. If there is a charge (i.e. at a meter) this should be entered in the cost column.

#### NOT PARKED - 7

This applies where the individual is dropped off and the vehicle goes away (e.g. wife dropped off at shops by husband on way to work or wife taking husband to station). It is also used where a round trip is split and no stop is made.

#### OTHER - 8

This includes parking off the street on scrubland or a vacant lot.

#### Parking Cost

This is the cost of parking for that stage. In many cases this will of course be nothing, in which case just press the enter key for the 'pounds' and 'pence' fields (the default setting is 00). For a 'series of calls' it is the cost at the last call only.

Vehicles which are parked under any kind of period cost (e.g. car park season ticket, resident's parking season) must have the cost of this stage of parking calculated. It will therefore be necessary to work out a small sum, dividing the total cost by the required number to arrive at 'stage cost'. (E.g. if an individual pays £35 per year for a Resident's Ticket, then that is about 70p per week or 10p per day.)

## SECTION 6:

### HOUSEHOLD MOTOR VEHICLES

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Vehicles for which the Vehicle Section of the Questionnaire is to be completed

Details of each household motor vehicle are collected in the Vehicle Section. Mileage, if any, during the travel week is recorded for these vehicles and any journeys made in them by household members are linked to the vehicles by a vehicle reference number.

For this survey a household motor vehicle is defined as one which is available for use by the household for (relevant) travel during all or part of the travel week; also included are vehicles which are temporarily out of action but which may come into use in the next month. Thus vehicles owned by the household but loaned to someone else are excluded whereas vehicles owned by other people (e.g. an employer) and available for use by the household are included. A regular lift in a neighbour's car is not sufficient for it to qualify as a household vehicle.

The following rules help to identify qualifying vehicles:

- a) household-owned motor vehicles which are available for all or part of the survey period are included, except where they are not used as passenger vehicles. This excludes, for example, household-owned vehicles used solely for cartage or delivery purposes, or solely as a public service passenger vehicle (PSV) or solely for hire by other people;
- b) employer-owned motor vehicles available for the household's private use as a passenger vehicle during all or part of the recording period are included. But if the employer runs a company car-pool system (i.e. the respondent takes any car, not the same one each day) it does not qualify;
- c) hired or borrowed vehicles to which the household has full access for use as a passenger vehicle over the whole of the travel week are included. But part hirings (i.e. for less than 7 days) do not qualify as household vehicles;
- d) household-owned vehicles temporarily out of action are included (they might be in for service or awaiting a major repair), and those not being used for any other reason (whether or not taxed) during the survey period (but which may come into use next month).

Such vehicles will have to be included in the vehicle section even though no journeys are expected during the travel week. Vehicles not in a roadworthy condition and never likely to be are disregarded;

e) a van or lorry is included if it is used for private use of any kind at all even though it may not be privately licensed.

Type of vehicle

The 'type of vehicle' classification used in the Vehicle Grid in the Household Section conforms to the private transport definition used for 'method of travel' in the Journey Input System (see page 29) except that a car in TypeVcl includes omnibuses, motor caravans, Ôpeople carriersÕ &

Ô4 wheel drive passenger vehiclesÕ and light vans with side windows behind the driver and also Range Rovers.

The definition of other vehicle types used in the Vehicle Grid are given below.

1. 3-wheeled vehicles are classified separately from 4-wheeled cars or vans.
2. Invalid car includes only cars designed especially for use by disabled people; exclude adapted cars.
3. Motorcycle and scooter combinations are classified together, but separately from other 3-wheelers.
4. Motorcycles and scooters are classified together (2-wheeled vehicles other than mopeds).
5. Mopeds - before August 1977 - differed from a scooter or motorcycle in having pedals for starting. After that date they have to comply with certain regulations and usually have 'moped' on a plate on the side.
6. Light vans and lorries are separated. A light van in this group is one with unladen weight of 11/2 tons or less. It differs from a car in having no side-windows behind the driver. (If it does have side windows behind the driver it is classified as a car.) This category also includes Land Rovers and jeeps.
7. ÔLorryÕ includes all goods vehicles with an unladen weight of more than 11/2 tons.
8. Minibuses, motor caravans, and dormobiles are separately classified as other types. A minibus is considered to have a maximum of 12 seats, including the driver's, otherwise it is a bus - i.e. 'other'.
9. Other, e.g. buses, tractors, taxi cabs.

#### Registration details

The registration document is what is commonly known as the vehicle log book or registration book. This contains precise details of the type of vehicle, its taxation class and date of first registration. So, wherever possible, it should be seen so as to obtain the precise information required in the Vehicle Section:

- a) The date of first registration - month and year of first registration is required. If necessary the year can be obtained from the suffix or prefix letter of the registration number so this is recorded as well. Occasionally the vehicle was manufactured well before the year of registration. It is the point at which the vehicle was registered in Britain which is recorded here.
- b) Taxation class - In 1982 the taxation classes were reorganised and many registration documents may not yet have been changed. The most important change was to amalgamate the old 'Private' class with various 'Goods' vehicles to produce a 'Private and Light Goods (PLG)' class where light goods means vehicles with unladen weight of 11/2 tons (30 cwt) or less. Heavier goods vehicles go into the 'Heavy Goods Vehicles (HGV)' class. As a clue to the current taxation class, the current (1998) rate for Private and Light Goods is £150 per year.
- c) Engine capacity - this is required in cubic centimetres (cc) for all vehicles except vans or lorries. When engine size is not known, it is possible (in the office) to determine it from the make and model information collected at vmake in the Vehicle Section, i.e.:

the make of the car (e.g. Austin, Ford etc.);

the model name (e.g. Mini Metro, Escort etc.)

and the model specification, such as the number and/or letter if any (e.g. 1.6, 1600GT, XR2i etc.).

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Interviewers: This is a working document - please make any notes here that would be useful for you.