

Travel Plan for

.....

.....

Address

.....

Postcode:



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1. Introduction

The overall objective of this TP is to seek to ensure that staff and visitors use more sustainable forms of transport than single occupancy car travel. This TP is being developed in partnership with site developers and Council. This TP contains four specific objectives:

- lead by example;
- reduce unnecessary travel and encourage the use of more sustainable modes of transport;
- facilitate the use of sustainable travel by improving facilities and providing information; and
- ensure that all staff are aware of the Travel Plan.

This travel plan covers staff and visitors travelling to the site for commuting journeys, business travel and deliveries.

This document outlines the TP for:

Name of organisation:

Address of site of organisation to which this TP refers:

.....
.....

Nature of business:

.....
.....
.....

2. Rationale

2.1. Why Are We Producing A Travel Plan?

Travel Plans are the Government's recommended way forward to widen travel choice and to promote greener, cleaner travel choices and to reduce reliance on the car.

The impacts of travelling in vehicles are:

- Vehicle exhaust emissions contribute gases that contribute to Global Warming
- Vehicle exhaust emissions also contribute to poor air quality.

Any reduction in the number of employees travelling to work alone by car will reduce these impacts.

2.2. What Are The Overall Benefits Of The Travel Plan?

The production of this TP contributes to the Department for Transport's regulatory standards of improving safety, accessibility, and environmental standards (Delivering Better Transport: A Summary of Priorities 2003/2004).

It therefore enables to contribute to :

Corporate responsibility: This TP aims to make significant changes to the way people travel to this office. This will result in a better local environment for pedestrians and cyclists and result in cleaner air and less congested local streets.

Positive Publicity: Producing a travel plan, and generating positive publicity will improve the environmental image of the organisation and raise the profile of sustainable travel.

Increased travel choice: A wider range of travel options, savings and benefits will enhance the recruitment and retention of staff working here. This T P will lead to greater social inclusion enabling those who do not have access to a car to work or visit the office more easily.

Health Benefits: Many alternative forms of travel include an element of exercise that will lead to a healthier workforce, possibly leading to reduced rates of illness and a reduction in health related absences.

A more accessible site: A decrease in the number of cars arriving at this workplace will reduce congestion both at the office itself and on the approach roads. The office will become more accessible and safer for all staff, and visitors. It will also become a more attractive place for staff to work and nearby residents to live.

Business efficiency: This TP can reduce corporate transport overheads by minimising business mileage and the number of parking spaces needed.

Saving Time: The automatic use of the car for business travel is not always the most cost effective or efficient option. Alternatives can be cheaper, faster (particularly for long journeys) and provide additional time in which to prepare for meetings or carry out work that would not be possible when sat at the wheel of a car.

3. Site Audit

Location of organisation

Description of location

.....
.....
.....
.....
.....

3.1. Car Parking

This office has entrances for car users. The main entrance is approached from the A..... There are currently a total of car parking spaces. There are spaces available for staff, spaces for disabled parking, spaces for visitors.

Outline of the Car park Managing Strategy:

.....

.....

3.2. Car Sharing

There are spaces for Car Sharers.

Arrangements for Car Sharers:.....

.....

3.3. Public Transport

The site is well served by public transport (see Appendix for details). It is close to (names) Stations and associated bus connections. As well as the bus services provided by (names).....

.....

3.4. Cycling

The site can be accessed by traffic free cycle routes from

These routes are shown on the Cycling Map guide, available free of charge by ringing your Local Authority Travel Plan Co-ordinator.

- Cycle parking is provided at (..... racks with spaces for cycles).
- Cyclists are able to claim mileage inline with car users at.....p per mile?...
- Lockers/storage for cycling equipment.....?

3.5. Providing Information

- Information is provided about how to travel to this office. It is available from:

.....

(e.g. At Reception – public transport information as available
 A Travel Guide for this office is available
 From the person responsible for the TP in this organisation (TP Co-ordinator)
 On our website)

- The District Bus Manager is willing to visit this office to help individuals with their own travel plans for their journeys too and from work.
- A Travel Guide is currently being developed. This will be available to all employees and visitors. This will have details of all walking, cycling, public transport, and how to travel by car to the site, as well as telephone and online information services. (Ring Traveline 0870 608 2 608 for all your travel enquiries).

3.6. Visitors

On average has approximately visitors each week to this office.

A visitor survey will be carried out in future to assess the travel modes of visitors to and from this office.

4. Staff Details

4.1 Employees

..... employs staff.

..... full time employees

..... part time employees

Types of work being done (e.g. Admin., Call Centre, Management, etc.) with approximate numbers.

.....
.....

What provision is there for staff to buy food at lunch time (so they do not need to leave the office)?

.....

4.2. Hours of Work

Staff can work between _____ and _____ hours in this office.

Staff doing different jobs work at different times e.g.:

.....
.....

4.3. Business Mileage

Approximately Staff travelled miles in the year

Future mileage of Staff working in this office will be given on request.

5. Survey of Staff Travel

An initial travel to and from work survey will be undertaken which will be given to all Staff at this office by the TP Co-ordinator for

5.1. Staff Surveys

There are two levels of Staff Survey that should be undertaken for this office.

- Detailed survey – undertaken as an initial survey and it is recommended that a further detailed survey should be completed every
- Snapshot survey – a shorter survey, recommended once every 6 months to assess the progress of Staff and visitors change in choices of transport.

5.1.1 Detailed Survey:

This Survey Will Cover:

- Where people come from
- If they drop partners / children off on the way
- What mode of transport they use
- What alternative modes of transport are they aware of

- What costs they incur in travelling to work
- How often they need their own car for work purposes
- What costs they would be willing to incur for private travel
- How long their journey takes them
- Where they most often have meetings (locally or further afield) – are there times when someone could come here to meet them, is it possible to have less meetings and communicate via other means (email, intranet, video or teleconferencing etc.)?
- Facilities/ initiatives specific to the organisation?
- Changes to travel behaviour in the last ... years

5.1.2 Snapshot Survey:

The Snapshot Survey will collect information about :

- the methods of transport that staff currently use to travel to and from work
- the methods of transport that Staff occasionally use to travel to and from work
- why they choose to travel that way
- where they were travelling from (postcodes)
- what measures would encourage them to use a more sustainable form of transport rather than single occupancy car travel.

It is recommended thatcontacts the Local Authority Travel Plan Co-ordinator for guidance on the in depth survey and the snapshot survey to make sure the questions are appropriate and necessary, as Department for Transport guidelines change over time.

6. Co-ordination of the Travel Plan

The key to the success and implementation of this TP is to involve staff at all stages. This consultation will be achieved by the allocation for the role of Travel Plan Co-ordinator (TPC) who will provide travel information, will be the point of contact for travel queries and will co-ordinate the completion of the Travel Surveys. The TPC will enable staff to put forward their ideas and views about travelling to and from this office.

The TPC for this office will be
 Position within the organisation

7. Objectives

The objectives for this TP are linked between those of the site developer and

7.1 The Objectives of the site developer are:

7.1.1. To lead by example

Demonstrating commitment to TPs and sustainable transport.

7.1.2 To reduce unnecessary travel and encourage the use of more sustainable modes of transport.

Setting TP standards that are applicable to the whole site for all organisations locating on this site. Consideration has been given to the requirements of different sizes of organisations and their individual requirements.

7.1.3 To facilitate the use of sustainable travel by improving facilities and providing information.

Providing an infrastructure that allows good access to all forms of transport, with provision for those who choose to walk, cycle, use public transport, a motorbike or a car. (It is recognised that the planning requirements have changed over time and therefore the requirements of provision within the buildings to meet the needs of the TP have changed. These requirements will be addressed in the future to support TP.)

Liaising with public transport service providers to provide services, and information about those services, for the site.

7.1.4 To ensure that all organisations on the site are aware of the TP

Producing templates for TP for different sizes of organisations that are to be given to organisations when they move onto the site as guidance for the development of their individual TP.

7.2 The Objectives of Travel Plan are:

7.2.1 To lead by example

Demonstrating commitment to TP and sustainable transport.

7.2.2 To reduce unnecessary travel and encourage the use of more sustainable modes of transport.

..... aims to:

- reduce the number of employees travelling to work alone by car
- increase cycling and walking as main/usual travel mode
- reduce the proportion of staff and visitors parking at the office
- investigate the reduction of business mileage where possible and encourage the use of more sustainable modes of transport for work related journeys.

7.2.3 To facilitate the use of sustainable travel by improving facilities and providing information.

Co-ordinated approach to identifying what is needed and enabling it to happen. This will be done by the person allocated the role of the TPC together with partners.

7.2.4 To ensure that all staff are aware of the Travel Plan

Raise awareness to staff through appropriate means (Information about travelling to and from work and measures that the organisation has put in place to support the TP).

As the Travel Plan develops it will be appropriate to consider the adoption of further objectives and the setting of targets so that the Travel Plan is seen as a working document.

8. Implementation and Monitoring

8.1 The Travel Plan Co-ordinator Will:

- Co-ordinate the Staff Survey to gather initial information about how Staff travel to and from work in an “in depth” survey.
- Use the results of the Survey to develop new measures to support sustainable travel
- Seek Management support for new developments, whether in facilities or company policy, to support sustainable travel
- Expand objectives, set targets, and develop monitoring methods
- Set clear dates for actions to ensure that the TP makes progress
- Snap Shot Travel Surveys (every 6 months?) will enable monitoring of progress, to see if targets are being met and to assess any attitudinal changes that may be occurring
- Ensure the involvement of a Union Representative in developments of the

Travel Plan

- Act as the point of contact between Staff for travel queries
- Develop future initiatives
- Communicate information about travel to and from the office and TP measures through appropriate media to Staff and visitors (Staff Hand Book, Website, information for new recruits, paper and electronic copies etc.)
- Provide information about regional and national initiatives (such as Bike to Work Day, In Town Without My Car Day, etc.)
- Communicate information about developments within the TP as appropriate.

8.2. Staff Involved In Giving Ideas

The TPC will be the point of contact for Staff and visitors with suggestions for improvements in facilities and support for different modes of travel.

8.3. Specific Monitoring Strategies

8.3.1 To lead by example (Objective 7.1.1)

The Site Developer will:

- keep records of media releases on the Travel Plan and sustainable travel
- monitor awareness of our Travel Plan with local organisations

8.3.2 To reduce unnecessary travel and encourage the use of more sustainable modes of transport. (Objective 7.2.2)

The TP C will:

- co-ordinate 6 monthly snapshot Staff surveys
- promote the use of more sustainable forms of transport
- encourage the use of public transport for long journeys
- encourage car sharing for the journey to and from work as well as for meetings

8.3.3 To facilitate the use of sustainable travel by improving facilities and provide information (Objective 7.2.3)

The TP C will:

- monitor the installation of facilities
- display information about travelling to and from work, using more sustainable methods, using appropriate media to reach Staff and visitors.

- invite the District Bus Manager to provide people with information and personal travel plans
- promote national campaigns, such as Bike to Work Day, In Town Without My Car Day, when appropriate

8.3.4 To raise Staff awareness of the Travel Plan (Objective 7.2.4)

The TP C will:

- provide feedback and comments from staff from surveys through appropriate media
- co-ordinate 6 monthly snapshot staff surveys
- provided information through appropriate media to ensure that all Staff are aware of the TP and measures set out within it.

9. Communication and Marketing

The target audiences for this Travel Plan are all staff, and visitors. It is essential that all aspects of this Travel Plan be effectively communicated to all based at this office. This will be done through the following means:

9.1. Posters

Posters in appropriate places will be used to highlight transport information and to keep staff informed of special days and events that are being organised.

9.2. Email

From time to time, emails will be sent out to help promote special days, events and updates in the progress of the TP. This will at all times be kept to a minimum.

9.3. Staff Induction Manual

The Staff induction manual will be updated to inform new staff and of the key aspects of the TP. This is especially useful, as research indicates that the best time for people to change travel habits is when they are changing jobs or moving house, or when their job moves to a new location. Travel to Work information will be included in New Induction Training.

9.4. Awareness Raising

Staff and visitors will be made aware of the TP to inform people of their travel choices and measures to support them. It may be appropriate to send media releases of how the TP is progressing to help raise awareness with the general public about the work that is being done on the TP

9.5. Recruitment Information

Alternative travel details regarding how to get to the site via public transport, walking and cycling will be sent out either with application forms or with information about coming to interviews.

9.6. The Web Site

Public transport information and map of walking, cycling and public transport links to this office should be included in more detail on the web site, which can be found at www.....

9.7. Site Forum

This group will meet regularly (quarterly) to discuss operational issues, including the TP. The TP C should attend these meetings.