

Travel Plan for Organisations Locating on A Business Park (Mini)

What is a Travel Plan?

A Travel Plan (TP) is a management tool that brings together transport and other business issues in a co-ordinated strategy with an emphasis on increasing choice of methods of travel.

It involves the development of a set of measures that can bring to your organisation a number of benefits, as an employer and to staff and visitors. The benefits of developing a TP include cutting congestion and improving road safety around your site; saving money on business travel; potentially having a healthier work force and reducing the impact of transport on the environment.

A TP aims to:

- ❖ reduce unnecessary travel and encourage the use of more sustainable modes of transport, such as walking, cycling and using public transport.
- ❖ encourage the use of sustainable travel by improving facilities and providing information.

A TP is a dynamic process which will grow and develop with time and with the changing circumstances of your organisation and the environment in which it works.

The keys to the success of a TP are:

- ❖ Involving a range of people in implementing the measures
- ❖ Keeping employees informed
- ❖ Reviewing and amending the TP regularly

Many organisations are introducing TP to encourage their employees and visitors to use more sustainable forms of transport and travel using a method other than being in the car by themselves.

TP are relevant to the full range of developments relating to jobs, leisure, retail and services, including offices, industry, health and education uses.

TP are being introduced predominantly for journeys to or from work or for journeys made during the course of the working day.

A TP can take a variety of forms to suit a particular organisation but all tend to include practical measures to reduce the impact of:

- Reliance on single occupancy car travel to work
- Car travel for business
- Visitor travel
- Deliveries and / or contractors travel
- Fleet vehicles travel

What can your organisation do to develop a Travel Plan?

- ❖ Identify someone in your organisation as the TP contact

- ❖ Identify ways from the table below that would support employees and visitors travelling to and from your office to travel more sustainably.
- ❖ Attend meetings of the Forum to discuss transport requirements, as well as other topics.

| Theme | Measures / Actions | Comments |
|--|---|----------|
| <p>Site Survey Identify what is available in and around your building which encourage sustainable forms of transport</p> | <ul style="list-style-type: none"> • Footpaths (safe, direct to frequently visited places, signposted) • Cycle racks (covered, lit), motorcycle racks • Bus stops location (covered, lit) • Lockers and changing facilities • Car Share car park. <p>Contact for a Site Survey form</p> | |
| <p>Information available to encourage employees to change attitudes / be more flexible about their travel arrangements.</p> <p>Make available information about different methods of transport to and from the building for employees and visitors in appropriate places (walking, cycling, using public transport, motorcycling, using a taxi and using a car)</p> | <ul style="list-style-type: none"> • Contact (Traveline 0870 608 2 608) to obtain information • Contact service providers to arrange visit to office to provide an “individual TP” to all employees (how to travel too and from work) • Site information at entrance / notice board / intranet • Information made available to all employees, new recruits and visitors • Advertise Travel Line journey planner to enable personalised travel planning (Tel: 0870 608 2 608) • What information is already available to show how to reach the site by different methods • Cycle map available from | |
| <p>Promote Sustainable forms of transport Raise awareness of the Travel Plan to employees and visitors.</p> <p>Link in with national and regional events that promote sustainable transport.</p> | <ul style="list-style-type: none"> • Promote the Travel Plan and the use of the sustainable forms of transport that you have identified to access the building • Set up Bike User Groups / Car Share User Groups etc. for employees to share information • Bike to Work Week • In Town without my Car Day • Leg-it Day <p>(Contact the Local Authority Travel</p> | |

| | | |
|---|--|--|
| <p>Introduce incentives to people to change their mode of travel, even if it is only one day a week. Some of these you may have available to you already.</p> | <p>Plan Co-ordinator for details ... contact details)</p> <ul style="list-style-type: none"> • Facilities for those choosing to walk and cycle • Support for those using public transport • Raise awareness of health benefits of walking and cycling • Car Share Car Parking spaces | |
| <p>Staff Survey To identify travel habits and Staff requirements</p> | <ul style="list-style-type: none"> • In depth survey or snapshot survey (Contact for examples of surveys) • The survey should identify work patterns and methods of transport | |
| <p>Company policy</p> | <ul style="list-style-type: none"> • More flexible working hours to help organise working days around public transport • Review mileage allowance (allowance the same for all sizes of engines, and an allowance for bikes) • Loans for bus passes, cycles and equipment | |
| <p>Reduce Demand for parking As well as promoting travelling by methods other than single occupancy car, promote Car Sharing</p> | <ul style="list-style-type: none"> • Car Share Scheme • Car Share User Group • Car Share Car Park • Emergency ride home for car sharers. • Car Sharing to attend meetings • Car Park Management Strategy | |
| <p>Reduce the need for Employees to travel</p> | <ul style="list-style-type: none"> • Provision of delivery services / small shop / cafeteria • Email / phone and video conferencing, to be encouraged rather than travelling to meetings | |
| <p>Deliveries</p> | <ul style="list-style-type: none"> • One journey rather than several • Encourage the use of local suppliers • Encourage the safe movement around site, considering other site users | |
| <p>Fleet vehicles / Company cars</p> | <ul style="list-style-type: none"> • Purchase more fuel efficient cars • Regular servicing of fleet | |

Please complete this form (pg. 4), photocopy it and return it to :

.....
Travel Plan for: (name of business).....

Address:

.....

Number of employees:

Telephone number:..... **Email :**

Your Travel Plan contact will be:.....

Position within organisation:

The role of the Travel Plan contact will be to:

- Be the point of contact in your office for Travel Plan information
- Provide information to your employees and visitors about methods of transport to and from your office
- Provide information about how your employees and visitors travel to and from your office
- Attend meetings of the Forum / Business Group to discuss operational issues on the Business Park, which will include transport
- Identify from the list what your organisation could do to support your Travel Plan.

| Measures / Actions | Partners | Achieved by when? |
|---------------------------|-----------------|--------------------------|
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For further information about how you can develop your Travel Plan then contact:

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