

**NAME OF COMPANY**

**Travel Plan**

**MONTH and YEAR**

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## **Exec Policy Statement**

- This should be a clear short, positive statement of intent
- What is the organisations commitment?
- Agreement with all senior management and exec board
- Should be signed by Senior Authority

## **1 Introduction**

### **1.1 Background Information**

- What are Travel Plans for?
- Relevant Transport policy
- Relevant Health policy
- Local Transport Policy

### **1.2 Organisation Context**

- Site Location
- Onsite activities

### **1.3 Reasons for a Travel plan at (*ORGANISATIONS NAME*)**

This is where you include a list of motivators, this could include:

- Parking issues
- Health and well-being of your employees
- Environmental Concerns
- Planning permissions
- Access to the site issues
- Any current travel issues

## **2 Roles and Responsibilities**

- Will there be a Travel Plan Co-ordinator to assist in the Travel Plan Co-ordination?
- Will there be a Working Travel Plan steering group? If so how often will they be held?
- List all those who have been involved in the Travel Plan development
- List the roles of those outside the organisation, for example bus operators

## **3 Current Travel Patterns**

### **3.1 Site Assessment**

- Location and Facilities
- Description of the site

## Travel Plan template for CONNECT Website

- Description of the current facilities that encourage sustainable travel
- Assessment of site barriers to sustainable travel

### 3.2 Size of business

- Number of employees
- Number of visitors

### 3.3 Activity of business

- Are there any developments planned for the site? If so explain

## 4 TRAVEL SURVEY

### 4.1 What is the method?

- How was the survey collected?
- Size of the survey, Scope of the survey
- % return of survey results

### 4.2 Current mode of transport

- Set out key findings from the survey
- Number of employees driving to work on their own
- Number of employees sharing a journey to work
- Number of employees walking to work
- Number of employees Cycling to work
- Number of employees catching public transport

### 4.3 Home Location of employees

- How far do your employees live away from the Business?

### 4.4 Analysis of the Survey

- Which modes of transport could be promoted in light of the survey result

## 5 OBJECTIVES

- What is the overall direction?
- What do you aim to achieve?

## 6 TARGETS

- Targets should be set up to help achieve your targets
- Set your targets in a table with associated timescales

Setting Targets - Example

<u>Objective</u>	<u>Target</u>	<u>2013/2014</u>	<u>2014/2015</u>
e.g. Reduce drive alone commuting to site	Increase journeys to site by Cycling	3%	5%

**7 ACTIONS**

- What are your tasks to achieve the targets?

**8 MONITORING AND EVALUATION**

- How will your plan be monitored?
- How often will the plan be reviewed
- Who will the report be presented to?
- Who is responsible for the monitoring?
- Revise your plan annually