

Sustainable Travel Plan Template

The content is a guide to preparing a travel plan and associated action plan. The content is not exhaustive, and should be tailored to suit each business and location.

Summary

The Travel Plan and associated Action Plan set out a series of targets and measures towards achievement of sustainable travel. Reviewed every two years, the measures aim to reduce travel associated carbon emissions, improve local air quality, enhance staff health and wellbeing and contribute to operational efficiency and effectiveness.

Include a description of the business, site location and the types of travel that are generated by the business, including staff, suppliers, customers and any others.

Identify aims that the Travel Plan intends to meet that are relevant to the business and the site

- To positively support sustainable travel
- To encourage walking, cycling or public transport for journeys to work and for business when appropriate
- To reduce the need to travel
- To reduce car journeys undertaken
- To reduce business vehicle emissions
- Provide improved travel information
- To encourage car sharing
- To enhance flexible working
- To promote a corporate approach to home working
- To gain a better understanding of all travel generated by the Organisation
- To integrate the Organisation Travel Plan into long term business planning
- To lead by example

Establish a baseline for all parts of the business

- Number of staff journeys
- Cumulative travel to work miles
- Number of journeys by suppliers
- Cumulative miles from suppliers
- Equivalent CO₂ and NoX of travel to work miles
- Equivalent CO₂ and NoX supplier/materials miles
- Modes of transport used
- Number of customer visits

Identify targets for reduction

- Reduced number of single occupier car journeys (staff)
- Reduction in number and length of supplier journeys
- Increased number of active travel journeys (staff and customers)
- Identify target for customer site visits

Create Action Plan that identifies projects/resources that can contribute to meeting the targets

- To make the site safe, convenient, attractive and welcoming for those arriving on foot, by bicycle and by public transport.
- To install car parking spaces for Car Sharers, Electric Vehicle Charging Bays.
- To provide sustainable transport options on all literature and websites pertaining to office and conference centre use so as to provide information to make an informed travel choice at the earliest opportunity.
- To provide easily understood information on sites relating to public transport; routes, maps, timetables etc.
- Climate Change Action Plan
- Cycle bays installed
- Install of showers and lockers
- Charge points installed
- Car share bays implemented
- Motorcycle bays introduced
- Public transport agreements / discounts negotiated
- Cycle to Work scheme
- Home working policy
- Enhanced web software that allows customers to 'view' the products extensively before committing to visiting site

Annual monitoring framework

How will staff journeys/miles etc. be captured? Weekly? By whom? What assumptions will be applied to translate miles into CO₂ and NoX data?

Who will collate supplier miles and associated data?

Who is responsible for ensuring facilities that promote active travel are maintained?