*[insert company logo here]*

*[THIS TEMPLATE HAS BEEN PRODUCED BY FORS TO HELP YOU WRITE YOUR WORKPLACE TRAVEL PLAN. COMPLETE OR DELETE WHERE RELEVANT ALL FIELDS MARKED GREY AND ITALICS.*

*[IF YOU ARE A SMALL OPERATOR (ORGANISATIONS WITH FEWER THAN FIVE VEHICLES AND FIVE EMPLOYEES – YOU MAY COMPLETE SECTIONS 2.3, 2.4, 4, 5, 6 ONLY.*

*IF YOU ARE AN OPERATOR IN A RURAL/REMOTE AREA, YOU ARE STILL REQUIRED TO COMPLETE THE TRAVEL PLAN TEMPLATE AS THERE ARE MEASURES THAT YOU MIGHT BE ABLE TO IMPLEMENT TO PROMOTE SUSTAINABLE TRAVEL. FOR EXAMPLE YOU SHOULD CONSIDER CAR SHARING, PROMOTION OF ELECTRIC VEHICLES, RE-TIMING STAFF JOURNEYS TO AVOID PEAK HOURS AND WORKING FROM HOME WHERE POSSIBLE. YOU NEED TO WRITE THESE INTO YOUR TRAVEL PLAN TEMPLATE AND INDICATE WHAT YOU CAN/CAN’T DO AND WHY].*

**Workplace Travel Plan for**

***[insert company name]***

***[insert date completed]***

***[insert name of author]***

*[Complete the Date in the table below]*

|  |  |  |
| --- | --- | --- |
| **Date** | | **Action** |
| Year 1 | *[enter date, e.g. 14/01/19]* | Initial document |
| Year 2 |  | Monitor |
| Year 3 |  | Review and update |
| Year 4 |  | Monitor |
| Year 5 |  | Review and update |

# Introduction

Our workplace travel plan is a series of measures and initiatives to encourage staff and visitors to reduce single occupancy car use by promoting car sharing, cycling, walking and public transport. It defines targets and measures to ensure that the objectives of the plan are achieved and that it remains sustainable over the longer term.

[Check your local authority website for information on travel planning, such as policies or guidance. If there is, write the relevant information in this section, for example any specific workplace travel targets.]

*[Insert here any local authority information on workplace travel planning guidance.]*

# Workplace audit and survey

*[Provide in the sections below a review of the transport conditions around your workplace such as public transport access, and workplace conditions such as bicycle parking availability or shower facilities.]*

* 1. Conditions around the site
* *[Insert here description and map of road network close to your office, including a map of the local roads. Road network map can be found at* [*OpenStreetMap*](https://www.openstreetmap.org/#map=5/54.910/-3.432) *or* [*Google Maps*](https://www.google.com/maps/)*]*
* *[Insert here description and map of parking facilities, including disabled car and motorcycle parking spaces]*
* *[Insert here description of walking and cycling infrastructure, including the number of cycle parking spaces, showers, lockers and changing facilities, and a map of the pedestrian and cycle routes]*
* *[Provide a map of your nearest public transport stops and describe how far they are from the office and what facilities are available at those stops. If London-based, you can check your Public Transport Accessibility Level* [*here*](https://tfl.gov.uk/info-for/urban-planning-and-construction/planning-with-webcat/webcat)*]*
* *[Replace examples and complete the tables below with your public transport details:]*

Summary of train key destinations from the office

|  |  |  |  |
| --- | --- | --- | --- |
| **Origin station** | **Destination station** | **Frequency** | **Approximate journey time** |
| *E.g. East Croydon* | *London Victoria* | *14 per hour* | *20 minutes* |
|  |  |  |  |

Summary of bus services in the proximity of the office

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Service number** | | **Hours of operation (weekday)** | | **Frequency** |
| *E.g. 64* | *24 hour* | | *Every 5 minutes* | | |
|  |  | |  | | |

Tram services from the office

|  |  |  |
| --- | --- | --- |
| **Route** | **Times of operation (Mon-Friday)** | **Frequency** |
| *E.g. West Croydon to Elmers End* | *04:30 to 00:45* | *Every 10 minutes* |
|  |  |  |

* 1. Conditions within the workplace

[Provide information about your office and complete the table below.]

|  |  |
| --- | --- |
|  | *[Insert details below]* |
| Number of floors in the building |  |
| Number of employees |  |
| Are there other companies on the same site? |  |
| Number of car parking spaces available to disabled users |  |
| Number of car parking spaces available to staff and visitors |  |
| Number of motorcycle parking spaces |  |
| Is cycle parking available? If so, how many spaces? |  |
| Is there CCTV covering all types of parking? |  |
| Are there shower and changing facilities? |  |
| Are there lockers to store cycle or walking equipment? |  |
| Are there drying cupboard for clothing and towels? |  |
| What are the staff working hours? |  |
| Is there a home working/flexible working policy? If so, please describe |  |
| Is there a shared desk/open space policy? If so, please describe |  |
| Are there meeting and video conferencing facilities? |  |
| Are company cars available? If so, how many? |  |
| What is the mileage allowance? |  |
| What is the travel expenses policy? |  |

* 1. Staff and visitor survey

*[Staff survey - carry out a staff survey to find out how staff get to and from your workplace. This will help you to understand the forms of transport used and the distances and times travelled for example. The survey can be paper-based or online depending on your preference. You may like to consider a prize draw to incentivise your staff to take part.]*

* + *For the paper format option, use* [*Annex A.1*](#_Appendix_A:_Surveys) *as a template that you can edit and print*
  + *For the online option, you can create your online survey by using free online tools such as* [*Google Forms*](https://www.google.co.uk/forms/about/)*,* [*SurveyMonkey*](https://www.surveymonkey.com/) *or* [*Typeform*](https://www.typeform.com/)

*[Visitor survey - carry out a visitor survey by getting them to fill in a simple questionnaire to find out how visitors get to and from your workplace.]*

* + *Use* [*Annex A.2*](#_Hlk531340297) *as a template that you can edit and print*
  1. Survey results

*[Once the survey is complete, you will need to analyse and present the results in this section. You can use the FORS* [*survey results template.*](https://www.fors-online.org.uk/cms/wp-content/uploads/2019/02/Workplace-travel-plan-toolkit-survey-results1.xlsx) *You can add additional analysis that is relevant to your workplace which is not included in the survey results template.]*

# Objectives and targets

Establish in the sections below the objectives and targets that should be achieved through your travel plan.

* 1. Objectives

[Objectives are the general aims of your travel plan, which relate to why a travel plan is being implemented and what it is expected to achieve at a broad level. You should define your objectives for the travel plan and these must be described in this section, for example:

1. *To reduce the number of single car occupancy trips to and from the workplace*
2. *To maximise the use of sustainable modes of travel by staff and visitors on their journey to and from work, including public transport, walking and cycling*
3. *To contribute positively to the local environment through the implementation of sustainable transport initiatives]*
   1. Targets

[Targets are the specific goals that your travel plan aims to meet; these should be linked to the objectives and must be aligned with a timescale (e.g. five years). There are two types of targets: aim and action.

* *Aim targets are measurable targets to be achieved within a specified timescale*
* *Action targets are specific actions to be completed within a given timescale]*

*Your targets must be SMART:* ***S****pecific,* ***M****easurable,* ***A****chievable,* ***R****ealistic,****T****imebound]*

* + 1. Aim targets

[Your aim targets should be based on the initial travel plan survey and may be amended throughout the timeframe established.]

*[Replace examples and complete the table below with your aim targets:]*

Aim targets

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Target** | **Baseline** | **Year 1 target** | **Year 3 target** | **Year 5 target** |
| **Staff** | | | | |
| *E.g. Achieve a 2% reduction in car (as a driver alone) mode share* | *8%* | *8%* | *7%* | *6%* |
|  |  |  |  |  |
| **Visitors** | | | | |
| *E.g. Achieve a 2% reduction in car driver alone mode share* | *10%* | *10%* | *9%* | *8%* |
|  |  |  |  |  |
| **Business Travel** | | | | |
| *E.g. Achieve a 2% reduction in car (as a driver alone) mode share* | *16%* | *16%* | *15%* | *14%* |
|  |  |  |  |  |

* + 1. Action targets

[Your action targets should be based on the initial travel plan survey and must include indicative timescales and responsibilities.]

*[Replace examples and complete the table below with your action targets:]*

Action targets

|  |  |  |
| --- | --- | --- |
| **Target** | **Timescale** | **Responsibility** |
| *E.g. Provide employees with detailed transport information (e.g. local walking and cycling routes, public transport facilities)* | *Within first year following drafting of travel plan* | *Travel plan co-ordinator*  *office manager* |
|  |  |  |

# Incentives and initiatives to reduce reliance on car use

[Define in the sections below incentives and initiatives to reduce reliance on car use, through hard and soft measures. If you do not identify any hard or soft measures, you need to justify that in this section.]

* 1. Hard measures

*[Hard measures focus on infrastructural improvements, such as the provision of covered cycle parking.]*

*[Replace example and complete the table below with your hard measures:]*

Hard measures

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Measure** | | **Timeframe** | | **Responsibility** |
| *E.g. Provision of covered cycle parking* | *Year 2 after drafting the travel plan* | | *Travel plan coordinator* | |
|  | |  | |  |
|  | |  | |  |

* 1. Soft measures

*[Soft measures focus on raising awareness, marketing, information and promotion to facilitate behaviour change. Staff travel incentives and initiatives should include:*

* *Appointing a Staff Travel Champion*
* *Cycle facilities and a ‘Cycle to Work’ scheme*
* *Step challenges and a ‘Step to Work’ scheme*
* *Workplace cycle training and maintenance*
* *Car sharing schemes*
* *Using conferencing to reduce travel for meetings*
* *Taking part in wider initiatives such as Bike Week, Cycle to Work Day, Ride to Work week and Liftshare Week]*

*[Replace example and complete the table below with your soft measures:]*

Soft measures

|  |  |  |  |
| --- | --- | --- | --- |
| **Measure** | | **Timeframe** | **Responsibility** |
| *E.g. Develop a welcome pack for visitors* | *Within first year following drafting of travel plan* | | *Travel plan coordinator* |
|  | |  |  |
|  | |  |  |

# Monitoring

[A travel plan is a continuous process for improvement and requires monitoring, review and revision to ensure it remains relevant to your workplace. In order to monitor your workplace travel plan, appoint a travel plan coordinator who is responsible for managing and monitoring your workplace travel plan. Other responsibilities include:

* *Carrying out travel surveys in years 1, 3 and 5*
* *Updating the travel plan*
* *Managing the implementation of the measures contained within it*
* *Determining whether or not the aim and action targets are being met*
* *Implementing a monitoring strategy*
* *Carrying out reviews – this should be done in years 1 and 3 to provide the opportunity to make minor changes to the travel plan, and the monitoring exercise carried out in year 5 should fully review the travel plan and respective targets]*
  1. Monitoring strategy

*[You will need a monitoring strategy to measure the effectiveness of the workplace travel plan.]*

*[Describe what you're going to do here and complete the monitoring strategy table below:]*

Monitoring strategy

|  |  |  |  |
| --- | --- | --- | --- |
| **Monitoring action** | **Timeframe** | | **Responsibility** |
| *E.g. Implementation of hard and soft measures* | *Year 1* | *Travel plan coordinator* | |
| *E.g. Follow-up monitoring surveys (snapshot in years 1 and 3)* | *Years 1 and 3* | | *Travel plan coordinator* |
| *E.g. Thorough review and re-write of the travel plan* | *Year 5* | | *Travel plan coordinator* |
|  |  | |  |

# Action plan

[You will need an action plan to manage all the actions that need to be undertaken in the development of your workplace travel plan and the implementation of the measures to achieve your targets.]

*[Replace example and complete the table below with your actions:]*

Action plan

|  |  |  |
| --- | --- | --- |
| **Action** | **Timeframe** | **Responsibility** |
| *E.g. Appointment of workplace travel plan coordinator* | *As soon as possible* |  |
| *E.g. Implementation of hard and soft measures* | *As identified in Section 6* | *Travel plan coordinator* |
| *E.g. Follow-up monitoring surveys*  *(snapshot in years 1 and 3, full surveys in year 5)* | *Years 1, 3 and 5* | *Travel plan coordinator* |
| *E.g. Thorough review and re-write of the travel plan* | *Year 5* | *Travel plan coordinator* |
|  |  |  |

# 

# Appendix A: Surveys

A.1 Staff travel survey

This staff travel survey forms part of the company’s workplace travel plan.

Q1 **Please enter your *usual* start and finish work times into the boxes below:**

*Please use the following format HH:MM in 24-hour clock format*

Start time:

Finish time:

Q2 **Please tell us your home postcode**:

*This is for mapping purposes only and will not be shared.*

Q3 **How often do you work from home?**

□ At least once a week

□ At least once a fortnight

□ At least once a month

□ Rarely

□ Very rarely or never

Q4 **How do you usually travel to the office?**

*If you use more than one mode please select the one you use for the longest part of your journey, i.e. longest duration.*

□ Bus

□ Bicycle

□ Car (as driver, no passenger)

□ Car (as driver with passenger)

□ Car (as passenger)

□ Foot

□ Train

□ Overground

□ Tube

□ Tram

□ Motorbike/scooter

Q5 **What would encourage you to use public transport to work?**

*Please select up to three initiatives.*

□ Lower cost tickets

□ Improved integrated transport links

□ Increased service frequency

□ Better quality buses / trains / trams

□ Quicker journey times

□ Journey time reliability

□ Improved security

□ Up to date travel information provided in the office

□ Nothing

Q6 **What would encourage you to walk or cycle to work?**

*Please select up to three initiatives.*

□ Improved or more showers/changing room/locker facilities at work

□ A course to practise cycling and gain confidence in a safe environment

□ Another cyclist to show you a good cycling route to work

□ Improved secure cycle parking

□ Information on local cycle/walking routes

□ Discounts on bike purchase with local retailers

□ Advice / help with bike maintenance

□ Safe, lit cycle paths/footpaths and crossing facilities

□ Provision of personal security equipment

□ Guaranteed ride home in the event of an emergency for walkers / cyclists

□ Nothing

□ Other

Please specify other initiative

Q7 **If you travel by car as driver, what would encourage you to car share?**

□ Car share matching service within our organisation

□ Car share matching service with employees of other companies

□ Guaranteed transport home in an emergency or if let down by driver

□ Parking discount incentives for car sharers

□ Pool cars for use on company business

□ Nothing

□ Other

Please specify other initiative

Q8 **Do you travel for business?**

□ Yes

□ No

Q9 **How did you travel to your last business destination?**

□ Bus

□ Bicycle

□ Car (as driver, no passenger)

□ Car (as driver with passenger)

□ Car (as passenger)

□ Foot

□ Train

□ Overground

□ Tube

□ Tram

□ Taxi

□ Motorbike/scooter

□ Airplane

A.2 Visitor travel survey

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Visitor number** | **Time (hour of day)** | **Home postcode** | **Mode of travel to the office today (please select the relevant box)** | | | | | | | | | | | | |
| **Car driver alone** | **Car share (driver)** | **Car share (passenger)** | **Train** | **Overground** | **Tube** | **Bus** | **Tram** | **Walk** | **Cycle** | **Taxi** | **Scooter / Motorcycle** | **Other**  **(please specify)** |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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