



What information do we need to put into our Travel Plan?

The Travel Plan document is your company’s way of recording what you are going to do about reducing car travel. The document is what many people refer to as the “Travel Plan” but the most important part of a Travel Plan is actually carrying out the actions that are written down.

The plan should be written for your company, and should contain measures that will help you to achieve your own objectives. As each plan is unique, there is no definitive list of the types of information that need to be in one.

This toolkit has been put together to provide companies with enough information to be able to write their own plans and give them more control over the content. Writing your own Travel Plan will mean that you can really consider its contents and make it more relevant to the way that your organisation works, in order to bring you the benefits that you want.



Things you need to consider before starting to write your Travel Plan.....

All Travel Plans are different and need to be specific for your own business, therefore you should think about:

- What is it that you are trying to achieve?
- Where do staff live and how do they get to work?
- What company resources are you able to put into providing your Travel Plan measures?
- Do your staff have parking in their contracts?
- What public transport services are near to your business and are there any cycle routes?
- How can a Travel Plan improve your company?
- What are your neighbouring businesses doing and can you work together with them on anything?



Did you know?

A Travel Plan is not just a piece of paper or computer file, it is a 'living' document that needs to be updated regularly as the plan progresses. Changes can include things such as updating the action plan and adding the results of a recent staff travel survey.



Information to put in your Travel Plan.....

There is a full checklist as an appendix to this toolkit but here are some suggestions for details to put in your plan:

- The reasons that you are producing the Travel Plan.
- Details about your business including staff numbers, number of car spaces and current provision for cyclists.
- Results of a recent staff/customer travel survey showing how people currently travel to your site and why they travel the way they do.
- The individual measures that you are putting in place to encourage use of cycling, walking, public transport, car sharing and other sustainable modes.
- What you will do to discourage single occupancy car trips.
- How you will incorporate fleet vehicles into your plan.
- An action plan showing when Travel Plan activities will be done, their timescales and who will do them.

- How your Travel Plan fits into the City's wider transport plans and strategies.
- How you will market and promote the ideas contained in your Travel Plan to staff and customers.
- Short, medium and long term targets for the numbers of staff and customers that you would like to be using each form of transport to get to your site.
- How you will look to minimise business travel, for example through video conferencing.
- Who at your company will coordinate the plan and how it will be delivered.

