



# Travel Plan Measures: Business Travel

Business travel adds considerably to CO<sub>2</sub> emissions and road congestion. Your business travel will fit into a Travel Plan in several ways. Firstly there are company vehicles and how you can make your fleet more cost effective and environmentally friendly. Then there is the issue of business related journeys, keeping them to a minimum and encouraging the use of sustainable transport wherever possible.

Assessing the way your company deals with business travel can save you money, and it can also help to make staff more productive by reducing the time they spend travelling around.

Many organisations rely on some employees having to make regular trips out as part of their role. On this sheet there are some simple measures that you can do to make business travel more sustainable and cost effective, whilst still allowing your organisation to function as normal.



## What are the benefits of including business travel measures in our Travel Plan?

- Changing essential fleet vehicles for more economical models will help to save you money.
- Training your drivers to drive in a more economical way will help you to reduce fuel costs.
- Reducing people's need to travel could improve their productivity as they will waste less time on the road.
- Staff travelling less can help you to save money on mileage payments and other transport costs.
- Staff who walk or cycle for short business trips will generally be fitter and healthier, reducing absence.
- Reducing business miles and getting more eco friendly vehicles will help you to lower your carbon footprint.



### “Greening” your vehicle fleet.....

Fleet vehicles are an important part of the operation of many organisations, and company cars are often seen as a benefit for many members of staff. Adjusting your fleet by adding “greener” vehicles will allow you to:

**Save money:** Using more fuel efficient vehicles will help you to reduce your fuel costs. Company car tax and Vehicle Excise Duty also cost less for vehicles with lower emissions. Do your staff need vehicles with larger engines?

**Reduce your carbon emissions:** Business cars account for around 25% of the UK’s CO<sub>2</sub> emissions. Using fuel efficient or alternatively fuelled vehicles can help you to cut your CO<sub>2</sub> emissions.

### Did you know?

The [Energy Saving Trust \(EST\)](#) estimate that a company running a fleet of around 100 vehicles can expect to save around £90,000 by implementing their best practice guidelines.



### Alternatively fuelled vehicles.....

By considering what your fleet vehicles are used for, you may be able to change to:

**LPG:** Cost around 30% less to run than petrol vehicles and LPG is widely available.

**Natural Gas:** Produce less CO<sub>2</sub> than petrol vehicles, although it’s harder to get hold of the fuel at filling stations.

**Hybrid:** Powered by a petrol or diesel engine assisted by an electric motor. Hybrids pollute less and have better economy.

**Electric:** Produce no direct exhaust emissions and cost less to run than a petrol or diesel vehicle. Ideal for shorter trips with a range of about 100 miles.





## Reducing your employees' need to travel.....

Nearly all organisations have roles that require their employees to travel as part of their day-to-day job on appointments or for meetings.

Paying staff to travel is expensive, especially car mileage rates, so thinking about how your employees travel, and whether travelling is necessary at all, could potentially save the company a lot of money.

Simple steps such as better diary management and use of internet technology can all help to reduce business travel costs. When considering how business travel will fit into your plan, remember that this is an area that your company can save large amounts of money. Therefore it's worth spending time doing a complete review of your current practices prior to writing your plan.

### Did you know?

E.ON UK saved £142,814 in 2009 alone through holding meetings using video conferencing technology that would have otherwise meant paying for staff travel costs.



## Ways to reduce business travel.....

Here are some ways that you can look to reduce your company's business travel *and* associated costs:

- Organise meetings in a way that keeps travel to a minimum.
- Make it necessary for staff to investigate all other travel options before they can use their car for trips out.
- External meetings can be organised near train stations.
- Starting meetings later can allow staff to use off-peak rail rates.
- Use video conferencing whenever possible to eliminate the need for anyone to travel.
- Smartphones give staff access to emails outside the office reducing need to keep going in and out.
- Laptops with mobile/wi-fi technology will enable staff to work away from the office to avoid coming and going.
- Use route planning websites to compare journey times for different modes of transport.





Derby City Council



## Smarter driving techniques.....

Lots of money can be wasted on fleet vehicles if they are driven badly or maintained incorrectly. Here are some ways that you can make sure that you are getting maximum value for money from your vehicles:

- Training your staff in smarter 'eco-driving' techniques can help to reduce your fuel bills by up to 10%. 'Eco-driving' can also help to reduce wear and tear on vehicles and cut carbon emissions.
- Vehicles can now be fitted with driving style monitors that make sure they are driven steadily and safely. Aggressive or inappropriate driving is picked up and reported.
- As an employer you can ensure that vehicles are serviced regularly and that tyres are inflated to the correct pressures to make the best of fuel consumption.
- More information on smarter driving tips and training can be found on the transport pages of the Energy Saving Trust website.



## Some useful business travel links.....

- [www.transportdirect.info](http://www.transportdirect.info) - this website will plan and compare journey times, routes and emissions for all different modes of transport.
- [www.nationalrail.co.uk](http://www.nationalrail.co.uk) - here you can look at rail times and prices and book tickets.
- [www.cyclestreets.net](http://www.cyclestreets.net) - this website will plan safe and quick cycle routes for people.
- <http://www.cyclederby.co.uk> - this will take you to the Cycle Derby cycle map of the city.
- <http://www.energysavingtrust.org.uk> - this will take you to the business travel pages for the Energy Saving Trust.
- <http://www.direct.gov.uk> - this will take you to the government advice on greener travel.