



Appendix 2: Framework Travel Plan

Putting together your Travel Plan Document doesn't have to mean writing a huge report. We want Travel Plans to contain the relevant information, but to also reflect the ethos, style and business practices of your company. Long report-style Travel Plans aren't very interesting to read and don't give the reader any idea about the company. We would like Travel Plans to become documents that companies want to publish on their websites for everyone to read.

This framework Travel Plan is designed to show you what information needs to be in a good plan, how it can be laid out and what it could look like. As long as the Travel Plan has the right information in it, it can be put together however you like. If your company has a corporate design layout for its publications, use this for the Travel Plan. If you normally write promotional material in a certain language style, you can write your plan like this too. We really do like to receive Travel Plans that are different and unique.

Use this framework Travel Plan as a reference when you are putting together your own document. Try to make your own plan unique to your company in both content and style.



Using this framework Travel Plan.....

- Don't feel constrained by this framework, if you want to move bits around or use a completely different layout, go for it!
- Use the section headers as a guide for your own plan. These sections are fairly typical in most Travel Plans and help to ensure that the relevant information is included.
- The text on each page gives you an idea about what information needs to be included in a Travel Plan. If you want to add other bits that you think are relevant, you can write as much as you like!

But most importantly.....

- Remember that the *main* purpose of your document is to tell the reader about what you are going to do to reduce single occupancy car trips and how you will measure your success in the future.

eXample co.

A travel plan should be well designed and represent the company's style and image throughout.
It shouldn't be just a plain report style document - these are uninteresting for the reader.

*travel plan
2012*





our travel plan 2012

“becoming the **eXample** in sustainable travel”

CONTENTS

THERE ARE NO SET CONTENTS, BUT HERE ARE SOME IDEAS
FOR DIFFERENT SECTIONS THAT YOU CAN USE:

SECTION	TITLE	PAGE
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POSSIBLE APPENDICES

APPENDIX A REPORT ON TRAVEL SURVEYS
APPENDIX B ACTION PLAN

ADD ANY APPENDICES THAT YOU THINK ARE
RELEVANT TO YOUR PLAN

foRword...

*Foreword from
a Senior
Person*

The foreword can be anything you feel is appropriate as an introduction to your travel plan. A statement from a senior figure within the organisation explaining what vision they have for the travel plan is a good starting point.

A statement from your chief executive, for example, will add weight to your plan. They can write about why the company is producing a travel plan, what they want to achieve by implementing it and how they are going to support it. This will help to show that the travel plan will be taken seriously within the organisation and that an adequate level of resources will be allocated to it.

One of the most important factors in a travel plan's success is that it has support right from the top of your organisation. Without this support a travel plan will struggle to get acceptance from other areas of the company. If the staff at your organisation can see that the executive management see the travel plan as important to the future of the business, they will take it more seriously. Executive management will also have to make decisions such as the amount of money that is available to spend on the travel plan, and the other resources they will make available for it, so getting their support and buy-in for the plan is essential.

The foreword can really be anything that they think is appropriate but it can also include things such as information about the company, what benefits they would like their staff to realise, and how the travel plan will boost their business.

Chief Executive

SECTION I

INTRODUCTION

Firstly, a travel plan shouldn't be a paragraph-numbered report, these are dull to look at and often contain too much information. The most suitable way to write your travel plan is in a style that fits in with your company's own branding, and represents how you would normally communicate with audiences such as staff or customers. Writing in an informal way with pictures and charts will often make the travel plan easier to read, and will convey your company's style more than a formal report-style document. We want your travel plan to be suitable to be published on your own website for anyone to read!

In this section you can talk about your company, who you are, what you do and how you operate. This is an introduction to you and your travel plan. What is the 'vision' for your travel plan?

We want the travel plan's main focus to be *what* you are going to do, *why* you are doing it, *how* you are going to do it and what you want to achieve. The document shouldn't be pages and pages of policy guidelines and planning conditions!



Use pictures to show the reader about your company

If you are relocating or developing a current site, this is the section where you can include a brief description of what will be changing and how you think that it will affect your current travel patterns.

Are you looking to mitigate the impact from your company's travel to make your premises or development sustainable? If so, which company policies or decisions led you to decide a travel plan was necessary?

If the plan is voluntary, write about the things that have prompted you into putting a travel plan together. Are your staff having parking problems? Do you feel your company is causing congestion on nearby roads? Do you struggle to recruit staff because they can't easily get your site?

What travel impact does your organisation have on the road network and on the environment? If your company's travel has a lot of impact on the surrounding areas, this can be a good reason to create a travel plan.



Who are the target audiences for your travel plan? Whose travel patterns are you aiming to change? Consider which groups of people are going to be targeted by the measures in your plan. Some examples of the different groups are staff, customers, visitors, contractors and suppliers but your company may have others to add to the list depending on what your core business is.

If part of the reason for the plan is to help your organisation work towards environmental targets or an accreditation such as ISO 14001, this section is where you can write about this.

As this section is an introduction to the document too, you can talk about how it is laid out and which sections the different types of information can be found in.

Remember, less is more. Think about the reader, what they will already know and what they need to know. Try and get the relevant information into your travel plan without getting into unnecessary details.



Try and give your travel plan a common design theme throughout

SECTION 2

POLICY CONTEXT

This section should be **brief**, and is just your chance to talk about how your travel plan will help to achieve the wider goals of local and national transport policies. You can use quotes from these policies to show how your travel plan will work with the policies that govern transport across the city and country. You don't need to quote every policy there is though! There are quite a few different policies that cover transport and planning, both on a local and national level, so you can research which of these are the most relevant to your travel plan.

Transport Policy

One important policy that needs to be considered is the **Derby Local Transport Plan 3 (2011 – 2026)** or LTP3. There are 5 overarching goals of Derby's LTP3, and these represent the longer term targets for travel and transport in the city. The 3 goals that are most relevant to travel plans are:

- to support growth and economic competitiveness of Derby, by delivering reliable and efficient transport networks;
- to contribute to tackling climate change by developing and promoting low-carbon travel choices;
- to provide and promote greater choice and equality of opportunity for all through the delivery and promotion of accessible walking, cycling and public transport networks, whilst maintaining appropriate access for car users.

One of the key elements of the long term transport strategy for Derby is the promotion of 'Smarter Choices'. Promoting smarter choices refers to encouraging people to think about changing the way they travel and to use more sustainable modes wherever possible. The plan states:

"Support and promote measures to encourage people to make more sustainable and 'smarter' choices. This includes, for example, the development of an overall marketing strategy for LTP3, better marketing and promotion of information for public transport, car parks, walking and cycling routes and road works. It is all about introducing more business and school travel plans that aim to reduce car commuting."

Planning Policy

In March 2012, there was a new **National Planning Policy Framework** that was published. This document sets out the Government's planning policies for England and how these are expected to be applied. If your travel plan is being written because of a condition you need to satisfy for planning permission, it may be relevant to refer to this policy.

Company Policy

This section is not just about transport policy, and you can use it to explain how the travel plan will fit with and support your company's own policies and plans. If your organisation has an Environmental Policy, you can talk about how the travel plan will support this. If your company has a Corporate Social Responsibility Policy, you can mention how the aims of the travel plan will support this, for example, by reducing congestion and pollution in nearby areas.



SECTION 3

OBJECTIVES AND BENEFITS

This section is where you write about what you are looking for your travel plan to achieve, and the positive impact it will have on everyone involved. There must be reasons why you are writing a travel plan and your organisation must know what they want from it, so write about all the positive changes that you *think* and *hope* your travel plan will bring.

Objectives

Your objectives are the overarching aims of your travel plan. They can be split into short term, medium term and long term if this helps to put them in context. The objectives will be specific to your organisation and will therefore be aimed at addressing issues that are relevant to your own company. A travel plan can help to achieve many different things but there are certain common objectives:

- to reduce your company's impact on the environment by reducing business related CO² emissions;
- to reduce the number of single occupancy car journeys generated by the organisation;
- to support economic growth of the city by helping to reduce traffic congestion.



You can also include some company specific objectives that relate to your organisation's own goals. Your objectives should be measureable otherwise there is no way that you can know if you have achieved them:

- Reducing the demand and cost of car parking provision;
- Increasing customer numbers and/or profit by making the site more accessible;
- Reducing your overall travel and transport costs;
- Ensuring equality of travel opportunities and increasing staff morale.

You can also explain how these objectives fit in with and support your company's own business objectives for the future. The plan must fit in with the longer term objectives of your organisation.

Benefits

Here you can explain the benefits that you expect your travel plan to bring. To make this section easier to understand, you can split this section into the benefits for different groups:

Benefits for your **company**, its **staff**, its **customers**, the **environment** and the **local community**.

There are many common benefits of travel planning but the benefits that your plan will bring to people will depend on the measures that you are implementing. The more benefits you list, the more the reader will see your reasons for deciding to put together a travel plan. Here are some common benefits:

- financial savings realised by your company becoming less reliant on fuel for doing business;
- fitter staff through active travel;
- more punctual staff due to more predictable journey times;
- Staff saving money on travel;
- a less congested site, meaning easier access for everyone;
- less delays to your business due to tackling peak hour congestion by reducing car numbers;
- less local pollution leading to better air quality.



SECTION 4

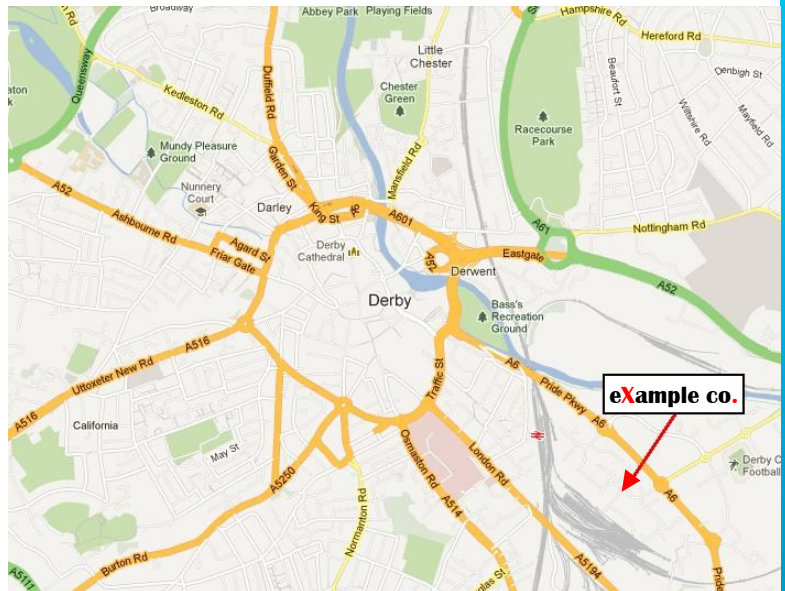
EXISTING AND FUTURE SITES

This section will help you to explain your current circumstances, including staff numbers, visitor numbers and transport provisions. It is important that the reader can fully understand how your site operates, in order for them to be able to look at whether or not the measures in your plan are relevant, and consider if they will have the desired effect. If you are moving to another premises or redeveloping your current site, you can also write about how facilities and circumstances will develop after the changes take place.

If you are moving or redeveloping a current site, it is also worth mentioning the reasons why you are doing this. Is the business expanding? Are you changing the way you operate?

Existing Site

- Site locations (where are they?);
- What business activity happens at each site?
- How the sites are accessed by cars, pedestrians, cyclists and users of public transport;
- The number of staff based at each site;
- The number of parking spaces at each site and how they are allocated (e.g. disabled spaces, car share bays etc.);
- The cycle parking provision at each site, e.g. number of spaces and type of storage;
- Details about other facilities for cyclists such as showers and lockers, how many and where they are;
- Any other facilities that you feel are related to transport.



Where possible, it is a good idea to include maps or plans of the site(s) to make it easier for the reader to understand. If the site is new, include the most up to date plans of the new/amended site that you have. Having a plan of the site will let the reader see what is proposed in order for them to be able to see whether or not the site facilities and infrastructure suit the travel plan measures that you are proposing.

Future Sites

If your company is relocating or developing a current site, you need to explain how the above provision will differ:

- What sites will you operate from after the changes take place?
- When will these changes/moves take place?
- Will the move be phased or is everyone moving at once?
- What business activities will occur at the new/amended sites?
- How the new/amended sites will be accessed by cars, pedestrians, cyclists and users of public transport;
- The number of staff that will be based at each site;
- The number of parking spaces that will be at each site and how they will be allocated;
- The cycle parking provision that will be at each site, e.g. number of spaces and type of storage;
- Details about other planned facilities for cyclists such as showers and lockers, how many and where they are located; and
- Any other new facilities that you feel are related to transport or the travel plan.



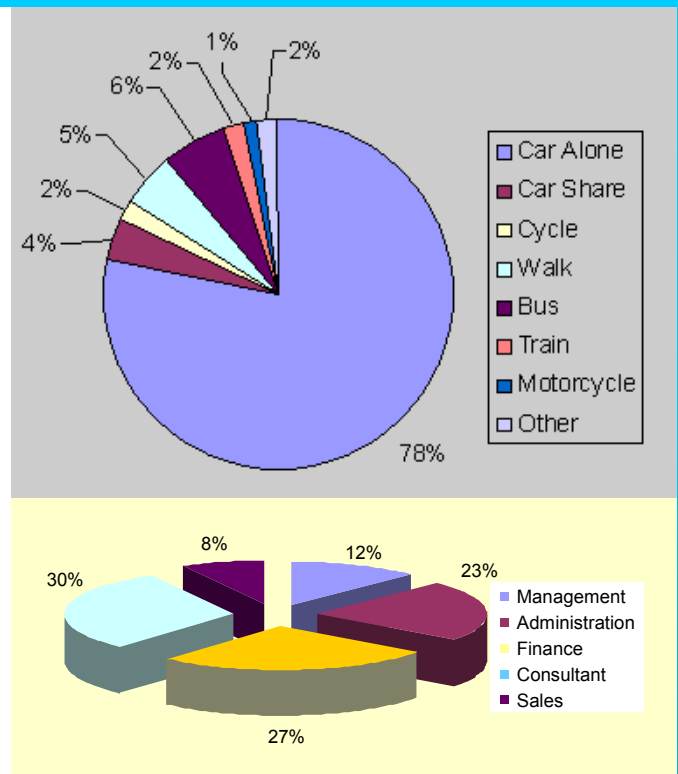
SECTION 5

TRAVEL SURVEYS

This section is one of the most important parts of any travel plan. Before you can start to develop your travel plan, you need to know how people currently travel and their reasons for doing this. Prior to writing the travel plan, you must carry out a travel survey of your staff and/or customers. Only when you know about their current travel behaviour can you start to plan what measures to put in place to help to change them.

If you need to do both a staff **and** customer survey, this section needs to report on the results of both.

The travel surveys are also important for setting your travel plan targets. As the targets need to be measurable, you need to make sure that you have figures to measure your success against. If your new travel plan is replacing an older version and you have carried out previous surveys, you can use this section to show how the travel patterns of your organisation have changed over a period of time. If this is your first travel plan survey, the figures you report on here will become your baseline that you use as a comparison in the future.



Appendix 3 of the toolkit gives an example of a comprehensive travel survey that can be used if you need to, although make sure the survey is applicable to your organisation.

In this section it is a good idea to use as many graphs, charts and tables as possible in order to make the information easy to understand.

This section is more a summary of the most important, headline results from the survey. You can add the full travel plan survey report as an appendix to the document.

Mode	%
Car Alone	78
Car Share	4
Cycle	2
Walk	5
Bus	6
Train	2
Motorcycle	1
Other	2

Key information that needs to be included in this section is:

- How the survey was carried out.
- How many people responded and what % of total numbers this reflects.
- What % of respondents are full time and what % are part time.
- Which sites people work at broken down into % at each site.
- Where people live, broken down into postcodes. This can be put onto a map for illustration.
- How people currently travel to work, what % use each mode of transport.
- Do people only travel by one mode or do they vary their travel?
- What times people generally arrive and leave work.
- Why they travel the way they do.
- What respondents say might make them consider using different modes.

A table that shows the mode share percentages is very important. It needs to show what % currently come via car, car share, bicycle, motorcycle, bus, train, walk and taxi. If other options are available then include these too.

Conclusion

This section should end with a brief conclusion. For example, is the company currently very car dependant? What is the scope for change?

SECTION 6

ACCESSIBILITY SUMMARY



This section is where you can explain how easily accessible your site is for users of each mode of transport. If you are moving premises, this section will need to relate to your future sites.

This section helps to show whether or not there are issues for users of particular modes. For example, if there are no nearby bus stops or cycle routes. This section can be broken down into subsections for each mode, so you can list how accessible your site is for users of each:

Walking

- Where are the nearest footpaths and where do they lead to?
- How do pedestrians access your site?
- Are the walkways direct, well lit and busy?
- To show which areas are within easy walking distance of your site, you can include a map that shows your site with a circle that marks a 2 km radius from your site.

Cycling

- Where are the nearest cycle routes and how well are they linked to your site? A cycle map is available on the Cycle Derby website.
- To show which areas are within easy cycling distance of your site, you can include a map that shows your site with a circle that marks a 5 km radius from your site and the local cycle routes.

This section, along with the results of the travel survey, are very useful when planning your measures. Both sections will allow you to judge which modes have the greatest potential to be a realistic option for your staff and customers. For example if only a handful of staff live within 2km of your site, there is little point putting a lot of resources into promoting walking. Whereas, if your site is on a national cycle route and a lot of staff live within 5km, you can plan your measures around a big push on cycling.

Buses

- Where are the nearest bus stops and what buses stop there?
- Is your site linked via a good bus service to particular areas, especially the city centre?
- Include a map that shows local bus routes.

Trains

- How close are you to a railway station?
- Which areas have direct services to your local station and how frequent are they?
- Is there a bus that links your site to the local station?

Cars and Powered 2 Wheelers

- What major roads are close to your site?
- Are there regular traffic problems and if so, where?
- Does the entrance/exit to your site suffer from congestion at peak times?
- What is your current parking situation like? Is it full?

Taxis

- Can taxis drop off easily without causing on-site congestion?



SECTION 7

TRAVEL PLAN MEASURES

This section is a fundamental part of the travel plan as it's where you explain what you are actually going to do to encourage people to change the way they travel. There are lots of different measures that you can implement to promote each mode of transport, and details of these can be found in the toolkit sheets.

To make this section easy to read, it is a good idea to split it into subsections, with a bit for each mode of transport. For each of the main modes, i.e. walking, cycling, powered 2 wheelers, car-sharing, buses and trains, you need to explain the following points:

- What services and facilities will you provide to make travel by each mode convenient?
- What are you going to do to promote each mode to the relevant groups (e.g. staff) at your company?
- What information and incentives are you going to provide to encourage use of each mode?



Think carefully about the measures that you are going to put into your plan and make sure they are relevant to your organisation. The measures that you decide to put into your plan need to be linked to your targets, so if you have a target to increase levels of cycling by a considerable amount, then you need show that you will implement a sufficient number of relevant measures to achieve this. Some examples of popular measures for each mode are listed below, but remember your measures need to reflect what you want your travel plan to achieve.

Walking

- Showering and changing facilities.
- Walking maps.

Cycling

- Secure storage with showering and changing facilities.
- Paying cycle mileage for business related journeys.

Car Sharing

- Designated car sharing spaces.
- Helping staff to find car share partners.
- Providing an emergency 'Guaranteed Ride Home Scheme' (e.g. taxi) for car sharers in case they need to leave work and their lift fails or if there is a personal emergency.

Powered 2 Wheelers

- Secure covered parking.
- Lockers for helmets and kit.

Buses

- Salary loans to purchase season tickets and staff discounts with operators.
- Bus timetables available on site.

Trains

- Salary loans to purchase season tickets and staff discounts with operators.
- Train timetables available on site.

Other specific areas where you need to list the measures that you are putting in place are as follows:

Working Practices and Policies

- What changes to your working practices are you going to implement to decrease car mileage or reduce the need to travel at all? For example working from home, flexible working or video conferencing.
- How will these measures be promoted?

Cars

- What are you going to do to discourage the use of private cars?
- Car park management is a key component of many travel plans. How will you manage yours?
- How will you promote these measures?

To summarise this section, you can include a table that shows which measures support which individual objectives. This will help you to show that the measures that you are putting in place will support the objectives that you are aiming for.



SECTION 8

TRAVEL PLAN TARGETS

This section is where you explain the targets that you are setting yourself for your travel plan. You need to break the targets down into each mode of transport, and explain why you have decided on each target. If you are also focussing on customer travel, you need to set separate targets for these too.

Ideally you need to decide on short (12 months), medium (2-3 years) and long term (5+ years) targets. This phased approach will make monitoring progress easier and will let you plan ahead more efficiently.

Travel plan targets are normally % changes in mode share. So for example, if you currently have 3% of staff cycling to work, you may say that by year 2015, you would like 6% cycling. It's important that the targets use the information from the travel survey as a baseline, and that you carefully consider how realistic it is that people can use the different modes. There is no point setting yourself a huge % shift target for walking if none of your staff live close to your site.

So that you can monitor your company's progress towards it's travel plan targets easily, all of them need to be SMART. This means that each target should be:

Specific - It needs to be clear what the target is actually wanting to achieve.

Measurable - It's not a target if you can't measure your progress towards it!

Achievable - They need to be ambitious whilst still being possible.

Relevant - The targets need to be directly related to outcomes of travel plans.

Timescales - You need to say when you would like to achieve your targets by.

To set appropriate targets, you must use the information from your travel survey to see how people currently travel, where they live and the scope for change based on this data. You also need to look at the accessibility summary in order to see which modes are feasible based on your location. Finally, you need to ensure that your targets take into account the measures that you are implementing, as without appropriate measures, you can't set ambitious targets.

For each mode of transport, you need to explain the following points:

- What % currently use this mode?
- What % would you like to use this mode in the short term, medium term and long term (with dates)?
- What made you decide on this target?

Putting this into a table will make it easier for the reader to see how your targets flow from year to year.

Mode	Current %	2013 Target %	2015 Target %
Car Alone	78	70	60
Car Share	4	5	6
Cycle	2	5	9
Walk	5	6	8
Bus	6	8	10
Train	2	3	4
Motorcycle	1	2	2
Other	2	1	1

SECTION 9

TRAVEL PLAN DELIVERY

This section is where you can explain how your company will deliver the travel plan. Your organisation will need a Travel Plan Coordinator (TPC) whose role it is to manage the day to day running of the plan, and in this section you need to write about their role and how it will function.

This section also needs to look into how the travel plan will be governed at your company, including how decisions will be made and how budgets are managed.

The TPC shouldn't be working on their own without support from the rest of the organisation so you also need to talk about how your company will support your TPC and how they will fit into the current company structure.



Communication

In this section of your travel plan, you can talk about how you are going to communicate your travel plan to your staff and/or customers. Communicating your plan effectively is one of the key elements in ensuring that your travel plan will be successful. By explaining how you will do this, it will enable the reader to see how committed your organisation is to its plan. Points to talk about are:

- How will you communicate the travel plan?
- Who will communicate the different elements of your plan?
- What communication techniques will you use to promote a change in people's travel behaviour?
- What channels will you use to let people know about it, e.g. email, posters, notice-boards etc?
- How will you brand the travel plan to make communications stand out? If you already have branding designed, include this here.
- How does this communication fit in with the way that you currently keep staff and customers informed?



Delivery and Administration

In these paragraphs you need to explain how the travel plan will be delivered. Some important points that you need to consider are:

- What resources will your company dedicate to the delivery of the travel plan?
- How are you recruiting your TPC? Are you adding the duties to an existing employee or are you taking on a full time TPC? You may even be seeking external support.
- What will the duties of the TPC be?
- How will the TPC fit into your company's structure?
- What steering groups will you set up to help develop the travel plan and what will be their remit?
- How will these steering groups feed into the current company meeting structures?
- How will decisions be made on travel plan issues?
- How will you ensure new policies are implemented?
- How will staff, customers, visitors and suppliers be consulted about travel plan issues?
- How will information about the travel plan be collected and stored? Who will manage this?
- How will the travel plan be funded, and how will potential financial income (e.g. from parking charges) be used?

SECTION 10

TRAVEL PLAN MONITORING & REVIEW

This section is for explaining how you will monitor the progress of the travel plan. Without monitoring certain key areas regularly, such as mode share %, you will have no idea as to whether the travel plan is a success or whether it is progressing towards meeting its targets.

To enable the reader to be able to see how and when you will review different elements of your travel plan, you can add a Gantt chart or timeline to show when individual monitoring activities will be carried out. For more information on monitoring a travel plan, you can refer to sheet number 5 of this toolkit.



In this section of the travel plan, you can explain how you will react if you aren't meeting your targets. This can be as simple as putting more resources into the delivery of the plan, or could detail more specific measures. By showing that you have a 'back up plan', it helps the reader to see your commitment to hitting the targets.

Monitoring

This part looks at how you keep track of the travel plan's progress. You must measure your progress towards your targets but may also wish to review the success of particular measures or initiatives. When a travel plan is required for planning permission, the frequency of monitoring activities and reports will need to be agreed by the council.

Points to consider in this part are:

- Who will be responsible for the monitoring of the travel plan?
- How will the monitoring be carried out?
- What tools will you use to monitor the progress, e.g. surveys/vehicle counts etc?
- How often will you carry out monitoring activities?
- How will you collate any monitoring data?
- How will you report on the monitoring activities?

Review

This part looks at how you will use the results of your monitoring to update the travel plan on a regular basis.

Points to consider in this section are:

- How often will you review your travel plan?
- How will you keep up to date with new travel plan initiatives?
- How will you use your monitoring results to update your action plan?
- How you will judge if particular initiatives been successful and if they should be repeated/extended?
- How will you judge if some initiatives failed?
- How will you judge if some initiatives need to be removed or amended?



APPENDIX I

Full Travel Plan Report

	H1	H2
Car		
Cycle		
Bus		
Walk		
Train		
Motorcycle		

Given that the survey section of the main travel plan is more or less just a summary of the headline results from your travel survey, it may be helpful to include the full survey results report as an appendix. This way it keeps the body of the travel plan down, whilst providing the full information at the back in case anyone wants to review it.

The report can be laid out however you feel appropriate but including the figures along with graphics such as charts and tables will make it easier to understand the results.

APPENDIX 2

Travel Plan Action Plan

The Action plan is an important component of your travel plan. It is where you show how you will implement the travel plan, its measures, when these activities need to happen and who is responsible for carrying them out. This part needs to be updated regularly when actions are completed, or when new actions are identified. Keeping the action plan up to date is normally one of the key roles of the TPC.

It can be in the format that you would normally present an action plan at your organisation, or you can create a specific format for your travel plan action plan.

There is an example action plan in this document, although you need to make sure that your action plan is relevant to the measures you are putting in place.

Mode Action Relates to	Action / Measure	Priority (H,M,L)	Cost	Due by (date)	Person (s) Re- sponsible	Action Done?
Car sharing	Staff car share parking spaces to be identified, ideally in preferential areas of staff car parks.		Low	Jul 2012	TPC	
	Source best value Car park lining company and get car sharing spaces marked "Car Share Only".		Med	Aug 2012	TPC	
	Create marketing and promotion material for staff car share scheme including online resources.		Low	Aug 2012	TPC	
	Join Derby City Council Carshare2derby scheme so staff can start to apply from September 2012.		Low	Aug 2012	TPC	
	Liaise with staff / car park management company / other businesses to identify the most suitable and effective way to monitor the proper use of the car sharing spaces.		Low	Sept 2012	TPC	
	Review providing Car Share mileage reimbursement rate		Low	Sept 2012	TPC / Finance	
	Review demand for car share spaces and adjust quantity where necessary.		Low	Mar 2012	TPC	
	Liaise with bus providers to negotiate staff discounts/offers.		Low	Aug 2012	TPC	
Bus	Assemble leaflet collection of timetables and route information for travel kiosks.		Low	Aug 2012	TPC	
	Purchase 'pool' tickets from operators for staff to use for business travel.		Med	Sept 2012	TPC	
	Create marketing and promotional material for bus usage including online resources.		Low	Sept 2012	TPC	
	Create policy / contract for season ticket salary loan scheme and get scheme ready to go.		Low	Sept 2012	TPC / Finance	
	Review demand for company shuttle bus service.		Med	Nov 2012	TPC	
	Liaise with train providers to negotiate staff discounts/offers.		Low	Aug 2012	TPC	
	Assemble leaflet collection of timetables and route information for travel kiosks.		Low	Aug 2012	TPC	
	Create marketing and promotional material for season ticket loan scheme.		Low	Sept 2012	TPC	
Trains	Create marketing and promotional material for train usage including online resources.		Low	Sept 2012	TPC	
	Create policy / contract for season ticket salary loan scheme and get scheme ready to go.		Low	Sept 2012	TPC / Finance	

Bicycle	Liaise with salary sacrifice cycle scheme providers to source best value option.	Low	Jul 2012	TPC	
	Create marketing campaign for cycle to work scheme and promote to staff prior to launch.	Low	Jul 2012	TPC	
	Run 1 st cycle scheme during warmer weather months.	Low	Aug 2012	TPC	
	Create marketing and promotional material for promotion of cycling including online resources.	Low	Sept 2012	TPC	
	Obtain adequate numbers of paper based Derby Cycle Map for kiosks and issue to new starters.	Low	Sept 2012	TPC	
	Establish a 'Pool Bike' system for staff to use for work journeys.	Med	Sept 2012	TPC	
	Create site maps to show location of all cycle facilities.	Low	Sept 2012	TPC	
	Install agreed secure cycle storage at both sites in time for staff relocations.	Med	Sept 2012	TPC	
	Ensure changing areas / showers / lockers are in place for staff relocations.	High	Sept 2012	TPC	
	Put in place all required support services for cyclists: Provision of basic bicycle equipment (high visibility gear, inner-tubes etc) at each site; Appoint duties and train staff who will provide puncture repair service; Signing to main areas of cycle parking.	Med	Sept 2012	TPC	
	Investigate viability and demand for a Bicycle User Group and set up if appropriate.	Low	Nov 2012	TPC	
	Investigate the viability of providing cycle training to staff.	Low	Mar 2013	TPC	
	Investigate safety of pedestrian area around sites and explore remedial actions.	Low	Aug 2012	TPC	
Walking	Create marketing and promotional material for promotion of walking including online resources.	Low	Sept 2012	TPC	
	Purchase number of personal alarms to issue to staff who choose to walk.	Med	Sept 2012	TPC	
	Create walk to work route maps.	Low	Sept 2012	TPC	
	Liaise with local outdoor/adventure retailers to negotiate discount for Example Co. staff on kit such as waterproofs and walking boots.	Low	Nov 2012	TPC	

Motorcycle & powered 2-wheelers	Provide designated and secure motorcycle parking facilities, close to the main entrances.	High	Sept 2012	TPC	
	Create marketing and promotion material for motorcycle usage.	Low	Sept 2012	TPC	
	Look into viability of lockers aimed specifically at motorcyclists to accommodate larger jackets, boots, helmets etc.	Low	Nov 2012	TPC	
	Liaise with local motorcycle training providers to negotiate discount for Example Co. staff for provision of Motorcycle Training (CBT, Full Test).	Low	Nov 2012	TPC	
	Investigate viability and demand for a Motorcycle User Group.	Low	Mar 2013	TPC	
	Liaise with local motorcycle retailers to negotiate discount for Example Co. staff Discounts on new/used vehicles and/or kit ready for spring season.	Low	Mar 2013	TPC	
	Create Travel Plan brochure that will go out to all staff prior to moves.	Med	Aug 2012	TPC	
All Modes	Source and purchase leaflet racks for Travel Kiosks and notice boards for staff areas.	Med	Sep 2012	TPC	
	Source public transport timetables and route leaflets from DCC / service providers.	Low	Sept 2012	TPC	
	Set up "Green Travel" sections on both internet and staff intranet sites.	Low	Sept 2012	TPC / I.T.	
	Create Travel Plan booklet to go to new staff at induction.	Med	Sept 2012	TPC	
	Create Example Co. "Guaranteed Lift Home" policy and add to policies file on staff intranet.	Low	Sept 2012	TPC	
	Put together an annual programme of travel awareness events.	Low	Oct 2012	TPC	
	Put together monitoring programme for next 3 years.	Low	April 2013	TPC	
Business Travel	Tender for contract to supply of small, economical pool cars.	Low	Jul 2012	TPC / Finance	
	Put together policy for use of pool cars and post on policies and procedures file on intranet.	Low	Aug 2012	TPC / HR	
	Take delivery of 4 pool cars and ensure fuel cards etc. are in place.	High	Sept 2012	TPC	
	Adjust business mileage policy to reflect new stance of using public transport as default mode, and to include details of payment of mileage rates for those who cycle business miles.	Low	Sept 2012	TPC / HR	

Working Practices	Source and purchase video and/or audio conferencing facilities for each site.		High	Sept 2012	TPC	
	Liaise with staff and unions to amend contracts to reflect flexible practices.		Low	Oct 2012	TPC / Exec	
Car Park Management	Develop Car Park Management strategy and permit system.		Low	Jul 2012	TPC / Finance	
	Develop the application process for staff who need a car parking permit.		Low	Aug 2012	TPC	
	Carry out a study on parking demand and develop a car parking management strategy.		Low	Sept 2012	TPC	
	Work with the new Car Park Management company to develop and install suitable parking signage at each site which complies with all legal requirements for issuing Penalty Charge Notices.		Med	Sept 2012	TPC	
	Set up system / budget to take payments fro staff for parking permits.		Low	Sept 2012	TPC / Finance	
	Consider staff car parking charges.		Low	May 2013	TPC	