

[Organisation/ Site Name] Travel Plan

[Date of Travel Plan]

This Travel Plan template is to be used in conjunction with the document 'Visitor Travel Plan Pack'.

This Travel Plan is a package of site specific measures to encourage staff and visitors of *[company name and address]* to make informed and responsible travel choices to reduce non-essential car use on the commute and whilst on company business.

Travel plan Co-ordinator

Travel Plan Co-ordinator	
Email address	
Phone number	
Site/ Organisation (please include postcode)	
Number of employees at site/organisation	
Approx number of visitors/yr	

Site audit and staff survey

[Company Name] will carry out a site audit and staff survey through iTRACE. Transport for Buckinghamshire is able to set your business up on iTRACE. Please email your Travel Planning Officer or travelchoice@buckscc.gov.uk

Visitor Survey

It would be beneficial to carry out a survey of visitor travel in addition to staff travel. Ideas of ways to record visitor travel are included in the document 'Visitor Travel Plans'

Targets

We are committed to achieving the following targets;

It is a good idea to set targets that will be achievable but it will be important to ensure that all staff are aware of all the measures being encouraged and what the targets are that the Travel Plan hopes to reach.

Staff targets

Mode	Baseline (Month and year)		Year 1 (Month and year)		Year 2 (Month and year)	
	Number	%	Number	%	Number	%
Car Alone						
Car Share (driver)						
Car Share (passenger)						
Cycle						
Walk						
Bus						
Train						

*The baselines figures and annual monitoring will be undertaken through an **annual iTRACE survey**.

Visitor targets

Mode	Baseline (Month and year)		Year 1 (Month and year)		Year 2 (Month and year)	
	Number	%	Number	%	Number	%
Car Alone						
Car Share (driver)						
Car Share (passenger)						
Cycle						
Walk						
Bus						
Train						

* The baseline figures and annual monitoring will be undertaken through an annual **xxxx** survey



Action Plan

A list of initiatives your business may be interested in running are included in the 'Visitor Travel Plans'. Please refer to this document before completing your action plan (below).

The Action Plan is to be used as the 'working document' part of a Travel Plan. Therefore you need to include at least one action point for every initiative that you intend to promote and allocate a named member of staff to be responsible for it. There also needs to be an exact date or specified month for the action to be reviewed even if it is to be carried out regularly on a weekly, monthly or annual basis.

You should include actions for the staff commute, business travel and visitor/customer travel.

Objective 1: <i>For example - to increase the staff travelling to work by sustainable modes</i>					
Initiative	Action/ Initiative taking part in	Owner	Timescale	Review	Associated cost?

Objective 2: <i>For example – to increase the visitors travelling to the site by sustainable means</i>					
Initiative	Action/ Initiative taking part in	Owner	Timescale	Review	Associated cost?



Objective 3: *For example - To promote the Travel Plan and sustainable modes of travel*

Initiative	Action/ Initiative taking part in	Owner	Timescale	Review	Associated cost?
Monitoring	Complete annual survey through iTRACE	<i>Co-ordinator</i>			
	Provide Annual Progress Report to BCC				
	Handover of Travel Plan co-ordinator details (should Travel plan co-ordinator leave the company/organisation)	If situation arises	If situation arises	If situation arises	

