



**This is a reduced version of the Work- based Travel Plan Template designed by iTRACE. You can personalise it with your own details to produce your own travel plan.**

**The iTRACE system can produce you a version of this which can also do charts and graphs based on the data you input.**

**You can use this template or you can ask to have cost-free access to iTRACE.**

**Email [Linda.greene@plymouth.gov.uk](mailto:Linda.greene@plymouth.gov.uk) to trial the system .**

January 2013

## **Work-Based Travel Plan Template**

For: Name of Business / Organisation  
ADDRESS OF BUSINESS / ORGANISATION

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## Executive Summary

**This summarises the main sections in the travel plan.**

### Introduction

Who is the travel plan (TP) for? Why has it been drafted? What is its intention/main benefits?

Indicate main types of users (e.g. staff, visitor, patient, students, customers?) of your site that are covered by this TP. What is the timescale for the travel plan? (E.g. period over which measures will be implemented and progress towards targets monitored )

### Existing travel situation

Brief description of site location, situation and working arrangements. Indicate whether a baseline survey has been undertaken, and if so the key findings .

### Objectives and targets

Summaries key objectives and targets. For development related travel plans, targets should initially be set for a five year time horizon, with three year interim targets.

### Travel plan strategy

Indicate the resources allocated for travel plan implementation, eg. Appointment of a Travel Plan Co-ordinator. Indicate how the plan will be managed and summarise your marketing strategy.

### Key measures for employees

Outlines the package of measures intended to meet your targets for employee travel. Indicate in a few sentences or bullet format what the key measures are.

**(If appropriate) Key measures for other users :** such as visitors or customers/ clients . Indicate in a few sentences or in bullet format what the key measures are.

**Monitoring and review :** This travel plan includes a monitoring and review strategy, recognising that implementation and continuation of this travel plan is an ongoing process. The plan will be monitored in accordance with the requirements of the South West Transport Planning Group.

**Action Plan :** This details the key travel plan development and implementation tasks and key project milestones. e.g in table or project plan.

When	Activity	By whom

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## 1.0 Introduction

A travel plan is a long term management strategy for an organisation or site that seeks to deliver sustainable transport objectives. A travel plan involves identifying a package of measures aimed at promoting sustainable travel, with an emphasis on reducing reliance on single occupancy car journeys. It can also assist in meeting a range of other objectives, as discussed elsewhere in this document.

This travel plan has been produced for **ENTER BUSINESS / ORGANISATION NAME** which is located in Plymouth.

The travel plan is aimed at reducing the impact of travel to and from our site at: **SITE ADDRESS**

Our main reason(s) for implementing a travel plan are...List them here

[There is no need to go into too much detail here, since objectives should be included in Chapter 3].

e.g. Is this travel plan submitted in connection with associated with a planning application?:

Improved business efficiency and equality;

Enhanced recruitment and retention of staff;

Local or onsite congestion or parking pressures;

Corporate social responsibility;

You could refer to :

Good Practice Guidelines: Delivering Travel Plans Through The Planning Process ( Dept for Transport April 2009) and

*A Travel Plan Resource Pack for Employers (2004).*

### State What The travel plan will cover: e.g

- Commuting to/from our site;
- Travel during the course of our business;
- Travel to our site by visitors;
- Travel to our site by patients;
- Travel to our site by suppliers.
- It will provide an overview of the current situation and transport arrangements at our site.
- It will set out measures we will introduce to meet our travel plan objectives.
- It will regularly monitored and reviewed, specify when.

## 1.2 Policy

Travel plans have become an important tool for the delivery of national, regional and local transport policy and commonly play an integral aspect within the planning process, fulfilling a role in encouraging more sustainable development. As a result, travel plans are required in association with all significant planning applications. Enter here any further policy statements that may be relevant.

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## **2. Existing travel situation**

### **2.1 Introduction**

This chapter provides an overview of our organisation and the current travel and transport situation at our site. It is based upon the findings of a thorough site assessment and baseline travel surveys.

### **2.2 Our organisation and activities at this site**

- What business/activities you undertake;
- How many staff you employ on this site;
- Your hours of operation; and so forth.

### **2.3 Site location**

Provide a brief description of site location e.g .

**Is site on Business Park/ Name of business park.**

**Number of organisations on the site.**

**Is site shared with other organisations:**

**Are access and parking shared?:**

Include a site location map here (or as a figure or appendix to the rear of this report). This might show the location of your site relative to the closest bus stops, the nearest station, cycle routes, main roads and other transport facilities, as applicable.

### **2.4 Site assessment and Access**

This section deals solely with the existing situation. Such as :

- Travel arrangements currently in place and how you will alter your arrangements as a way of helping to meet your travel plan objectives);

#### ***Site Access***

Our site can be accessed from...

**Names of Roads Accessing the Site:** Description of the different entrances and who can use them (e.g. Vehicles, cycles, pedestrian access only etc).

#### ***Car use***

#### ***Car Parking***

Discuss your arrangements for car parking in this section. e.g.

- do you provide parking on your site, number of spaces , management arrangements etc
-

### **Car Sharing**

Has the organisation got a car sharing scheme?

Is it formal/informal? How does it operate? . Is a guranteed ride home scheme in operation?

### **Car Club**

Has the organisation membership of a car club ? ( Specific type of car-hire arrangement)

If so How does it operate?

### **Fleet vehicles**

Does the company have any fleet vehicles which use this site? Include details if appropriate of: How many? Approximately how many miles an annum do these vehicles travel?

Does the company have an environmental purchase policy for these vehicles?

### **Issues**

Does the site experience traffic congestion/access problems on external roads?

Is this a key motivation for the travel plan?

Does the demand for car parking exceed capacity? .

Is this occasionally, frequently, constantly?

Is overspill parking observed in surrounding roads?

### **Cycling**

Is the site accessible by external cycle routes/lanes?

Any cycle routes/lanes on the site?

Is there cycle parking? Number of spaces and type of cycle parking?

Is a cycle loan/tax free scheme available to employees?

Are discounted cycles and accessories available to employees?

### **Motorcycling**

Is dedicated motorcycle parking available?

Where is motorcycle parking provided? Number of spaces and type?

### **Pedestrian access**

Include information here on walking routes to your site Include a map if possible

This is particularly applicable to Travel Plans which have been produced as a result of a planning requirement and it is likely that such information/mapping has been compiled/produced as part of the Transport Assessment for the development.

**Are there footpaths on the site for which the site occupier is responsible?**

Are they lit? In a good state of repair? Overhung by vegetation? Overlooked by CCTV? Do these footpaths have safe road crossing points with dropped kerbs and tactile pavements?

***Supporting facilities***

In this section you should highlight any lockers, showers or storage facilities that are available on your site.

***Public transport access***

Include information here on how your site can be reached by public transport

**Is there a season ticket loan scheme available to staff?**

Is there a bus stop near the site?

If yes to include bus section below in template:

***Bus Information***

Summarise the availability of bus services serving your location

**Table : Bus stops in the area**

Location	Number of stops	Services which call here	Description of stop	Key destinations

Are there bus stops within 400m of the site?

Which services currently serve these stops?

***Rail Station***

List the rail station closest to the site

Which train operating companies currently serve these stations?

***Park and Ride***

Are there any park and ride facilities which could be used to access the site?

***Private bus/minibus***

Are private buses/minibuses provided for staff?

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Please provide details, including timetables, pick up points, condition of carriage and contract details.

***Arrangements for business travel ( If you want your Travel Plan to cover this)***

***More detail available in fuller template on request.***

Is there a policy for business travel? Describe.

***Reducing the need to travel during the course of business***

Does the organisation adopt 'smart' working practices?

***More detail available in fuller template on request.***

***Deliveries***

Where relevant discuss arrangements for deliveries to the site within this section.

***Reducing the need to travel to work (More detail available in fuller template on request.)***

***For example:***

Is there a policy to try and recruit locally? Does the organisation adopt 'smart' working practices?

Flexitime? Teleworking?

Compressed working week? Home working?

***Travel information/ planning***

***For employees***

Is appropriate travel information available for the site?

Is information available from the travel plan co-ordinator?

Is a site-specific travel guide available for this site?

Is information available on the organisation's internet site?

Is information available on the organisation's intranet site?

Other?

***For new recruits***

Is information about travelling to site sent with the invitation to interview?

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Is travelling to the place of work/business travel discussed as part of the interview?

Is an induction pack provided for new staff?

Is travel to work/for work highlighted or provided?

### ***For visitors***

Is travel and access information provided to visitors?

What information is provided?

Is information available on the organisation's internet site?

## **2.5 Staff travel surveys**

Example content might be:

A staff travel survey was undertaken for our employees in **Enter dates – E.g. Month and year**. A hard copy of the questionnaire used can be found in e.g Appendix 2.

A summary of the travel survey findings can be found in eg Appendix xx . Key findings are set out below.

The survey showed that approximately xxx % of staff travel by car for part of their journey and that approximately xx% of staff do so in a car alone.

**NB If you use the survey tool in iTRACE it will insert percentages such as that in above section automatically. It can also provide useful visual tools such as charts and graphs based on your survey data.**

### **Comments on your findings**

:whether levels of car use/sustainable travel are high/low. You might want to comment on how they compare to national and Local Authority averages. Where possible, comment on what the findings show about possible scope for shift to various modes. Why staff travel in this way :

Based on your findings you should be able to find reasons for staff travelling by different modes and this can be useful in informing travel plan measures iTRACE can produce comprehensive summaries of survey responses in chart and graph form .

### **There are charts/graphs available in iTRACE to illustrate findings such as:**

Staff reasons for using their main modes of travel;

Where Staff live by postcode and Distances travelled by staff

Peak arrival and departure teams and Where staff park

What improvements would staff like to see in local Public Transport

What would encourage staff most to use Public Transport

How staff can be best supported in sustainable travel ie what would encourage people to walk, cycle, car share etc and what improvements they would like to see.

Your comments and thoughts on the above survey findings will be likely to influence the measures that you include or prioritise within your travel plan.

***Travel in the course of business :***

The iTRACE survey can also ask questions and create charts to illustrate your findings about this . You may wish to include some information on this aspect of your business about travel to meetings, customers etc.

**There are charts available to illustrate findings such as :**

**Typical frequency of business travel and main modes of business**

**The locations where staff commonly travel to for business**

**The main mode of transport used by staff in the course of work travel**

**Analysis is possible to see any scope for reduction in car use.**

iTRACE can also analyse current and potential use of smarter working practices such as homeworking, phone conferencing etc. iTRACE can also look at car trips made by staff during the working day for non-work purposes to local amenities etc.

**2.6 Visitor/patient/student/customer travel surveys**

It may be necessary or desirable for you to undertake a survey of site users (e.g. visitor, patient, customer and/or student travel survey(s)) and if so you will need to provide a summary of results in this section. You should incorporate tables, charts and graphics to illustrate your findings and we recommend that you also provide a more detailed breakdown or summary of results in an appendix.

**iTRACE can assist with a standardised survey for this purpose. More detail available on request.**

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## 4. Travel Plan Strategy

### 4.1 Introduction

A travel plan strategy that sets out clearly the stages by which the travel plan will be developed and implemented is very important. Elements of a travel plan strategy usually relate to:

Securing the resources (including time) that are necessary to develop and implement the travel plan; consulting and educating staff; and Identifying and engaging with partners.

In this chapter you should set out how your travel plan will be managed and marketed, as well as who your key partners will be.

For example, you might say that your strategy is already well underway and you have appointed a travel plan coordinator, undertaken a site audit and travel survey and have previously introduced travel related measures. Alternatively, you might say that it is just commencing and you have gathered baseline data but still need to allocate resources to the plan and set up a structure to oversee its development. In any case, you should set out firm proposals for achieving this.

### 4.2 Managing the plan: roles and responsibilities

#### *Senior management support*

Outline management support for your plan. You need to consider if the travel plan has the support of senior staff/management?

Who is the staff/management champion? Who is the Travel plan co-ordinator or Sustainable Travel Manager.?

Is there a travel plan coordinator or a post with specific responsibilities for the on-going development and implementation of the travel plan?

Is staff time allocated for the travel plan? How much?

Is there a steering group or working group for the Travel Plan?

Even if there is not yet a group set up, include any proposals here.

Likely/ possible partners include:

- Local Authority Travel Plan Officer;
- Public transport operator(s);
- Other organisations in the same Transport Management Association;
- Other organisations in the same travel plan forum/ network or group(s).

Who else may be involved ?

- Staff
  - Visitors
  - Patients
  - Customers
  - Students/ student council
-

- Trade union(s)
- Human resources team/department
- Finance team/department
- Marketing/communications team/department
- Governors

### **4.3 Marketing**

Marketing and awareness raising strategies form an important part of all travel plans. They cover both the involvement/ engagement of staff and awareness raising about travel options and the benefits of more sustainable or efficient travel. Travel plans gain vast benefit from a marketing strategy to promote the purpose and content amongst those who are affected by it. Marketing and education strategies would be viewed as an essential part of any plan.

Newsletters, posters, exhibitions and events all offer opportunities to promote the initiative. A marketing strategy needs to include a plan with milestones and interest needs to be gained and maintained. It is therefore recommended that you include a table summarising your strategy, timescales and milestones.

For example: Our travel plan will be marketed to:

- Our management;
- Our staff;
- Our visitors;
- Our patients;
- Our suppliers;
- The general public.

#### **How will the plan be marketed ?**

Newsletters, posters, exhibitions and events?

Staff inductions?

Is information available on the organisation's internet site?

Is information available on the organisation's intranet site?

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## 5. Package of Measures for Employees

This chapter should set out what you propose to do to improve the travel situation at your site. It therefore reflects the substantial content of your travel plan.

It is recommended that you state why measures are included, where this is possible (e.g. You will provide additional cycle parking because it was shown to be popular by your staff survey).

In some cases, you could similarly benefit from providing justification for your reasons for omitting certain measures/ types of measures (e.g. Because they are not feasible or applicable to your workplace or organisation). An example might be in a solely 'customer focussed' workplace, where staff presence on the site is always essential and therefore tele-working would not be applicable.

### 5.2 Introduction

The main core of a travel plan is its package of measures, which can be a mixture of different kinds of actions, incentives and infrastructural improvements. Measures might be motivational, for awareness raising or for information provision. They could be alterations to the way the organisation goes about its business (and to policies which dictate this). Finally, financial incentives or loans to remove barriers to sustainable travel might also feature.

### 5.3 Walking

Walking is the most sustainable methods of travel, has a number of proven health benefits and is an important source of personal freedom. Walking is important for the vast majority of people, including those using public transport or without access to a car. It potentially has an important role to play in journeys to work, particularly for those living within two miles of their workplace. Walking is a form of active travel, which can offer a range of physical and psychological benefits to the individual.

As above, highlight any measures related to walking to/from work. Measures might overlap with those for cyclists/motorcyclists,

Possible measures that might be applicable to your site could include:

- Lockers/storage areas (that) can be used by pedestrians;
- Showers (that) can be used by pedestrians;
- Discounts on footwear/accessories;
- Marketing (e.g. health benefits)/events.
- Improvements to footpaths on/to the site (or contributions towards this) – consider aspects of quality (e.g. tactile paving, dropped kerbs, disabled access, CCTV, lighting, vegetation, whether overlooked);

### 5.4 Cycling

Cycling is cheap, offers reliable journey times and is environmentally friendly. Within the workplace, encouragement of cycling can lead to a healthier, more productive work force.

A link has been identified between car growth and obesity, with both trends increasing at a similar rate between 1985 and 2000. Travel Plans can offer substantial health benefits to individuals who are motivated to complete more journeys on foot or by

cycle. In turn, employers can benefit through increased productivity and reduced absence through illness.

We will be encouraging, supporting and facilitating cycling by ( list possible measures)

- Improvements to on-site and/or offsite cycle routes/lanes;
- Changes to cycle parking – number; and/or
- Changes to cycle parking – Quality (Sheffield stands to replace other kinds, lighting, CCTV, shelter, overlooked, location in relation to entrances);
  - Lockers/ storage;
  - Showers;
  - Drying/laundry facilities;
  - Cycle loan/tax free scheme for employees;
  - Discounts on cycle and accessory purchases;
  - Cycle training;
  - Cycle buddy scheme;
  - Cyclist events;
  - Cyclist users group;
  - Marketing of cycling (e.g. health aspects).

## **5.5 Public transport access**

- No need to park.
- Traffic free routes (with rail or bus priority existing);
- Being able to relax, read or work (particularly for business travel during the day).

Public transport remains important, particularly for journeys to work of more than 5 miles (8km).

Possible measures which we propose to introduce to encourage and support the use of public transport for commuting to our site and for business travel.

### ***Policies and incentives***

Free rail/bus season tickets?

Subsidised rail/bus season tickets?

Rail/bus season ticket loans?

Does organisational policy identify general conditions of employment regarding travel to and from work?

### ***Bus***

- Could you consider the following? ( really for larger organisations)
- Improvements to bus services/stop facilities at/for your site (or contributions towards these) – for example, think about quality of stops (lit, CCTV, shelters, seats, timetables/live travel info, cleanliness;
- Specific cost incentives (rail/bus subsidies/loans/taster tickets); Specific marketing initiatives;
- Improvements to pedestrian routes to the nearest bus stop(s)

### ***Park And Ride***

- Are there any park and ride facilities which could be used to access the site?

### ***Rail***

- Specific cost incentives (rail/bus subsidies/loans/taster tickets);
- Specific marketing;

### ***Private Bus/Minibus***

Are/ will private bus or minibus facilities be provided? If no then delete this section. If yes, then please provide details as known or proposals for working up details. Details include timetables, pick up points, conditions of carriage, contract details.

## **5.6 Managing car use**

It is important that car use and parking are managed in association with a travel plan. Sometimes this is necessary to alleviate problems of parking stress on or around a site, perhaps as the result of increased demand arising from a new development proposal. Better management can help to ensure more efficient and equitable use of spaces, particularly since parking is usually a subsidised resource (the provision and maintenance costs of which are often not borne or fully borne by staff). Our proposals for encouraging more efficient car use for commuting to our site are set out below.

### ***Car Parking***

Outline any proposals for car parking arrangements. Use appropriate sub-headings (e.g. car park management plan). Below is a list of some of the typical aspects of car parking arrangements that you might be changing in association with your travel plan:

- Number of spaces;
  - Allocation of spaces (e.g. staff, visitors, disabled, parent and child, limited wait, pick-up/drop off only);
  - Management of spaces (e.g. first come, first served; permit for allocated spaces; permits for license to hunt etc.);
  - Is the allocation
    - Needs based?
    - Free for all?
    - According to grade?
    - Allocated space?
  - Essential car user definition (if appropriate);
  - Parking charges for different types of user;
  - Operation of the parking (e.g. pay and display, deductions from salary, pay on foot, attendant, other);
  - Enforcement arrangements (e.g. barrier, external security firm, own security, other);
  - Quality of parking areas (signage, lighting, security/CCTV);
  - Any proposals to reduce off-site/overspill parking if currently an issue;
  - Any other arrangements.
-



### **Car Sharing**

'Car Sharing' refers to a situation where two or more people travel by car together, for all or part of the car trip.

- Outline any plans for introducing a car sharing scheme and/or to make changes to or to continue to operate current scheme you have.
- How it will operate/ matching will occur;
- Who will be responsible for overseeing/administering the scheme;
- Any supporting measures such as preferential parking of any form/ Guaranteed ride home – considered an essential element;
- How it will be launched and/or marketed to staff.

### **Car Club**

'Car Club' is the common term for arrangements which give access to a pool of cars or other light vehicles to members for flexible periods of time (as required by the user) and at rates lower than conventional car hire. Members might pay an annual subscription to the car club's operator and then pay a charge each time the use a vehicle. Alternatively, costs may be charged entirely on a 'pay as you go' basis. The charge is typically based on the length of the booking and/or the mileage travelled.

## **5.7 Powered two wheelers**

Powered two wheelers have both benefits and disadvantages as compared to travel by private car and by more sustainable modes. As a result, they do not always feature within a travel plan and greater effort is generally expended promoting other, more sustainable modes.

One issue with powered two wheelers is that motorcycle casualty rates are substantially higher than for other forms of road transport. In addition, motorcycles can generate relatively more pollution and noise than private cars and other forms of transport. More positively, motorcycles, mopeds and scooters can offer quick, relatively low cost private transport and are more space and fuel efficient than cars.

As above, highlight any measures you will introduce related to the use of powered two wheelers to travel to/from work. Such as

- Dedicated parking (include aspects of nature/quality, as well as number);
- Lockers/storage facilities;
- Showers;
- Drying/laundry facilities;
- Motorcycle users group;
- Safety and rider training for powered two wheeler (PTW) users.
- Advice and encouragement for PTW users to choose more environmentally friendly vehicles and smaller, more practical bikes (e.g. electric scooters).

## **5.8 Reducing the need to travel**

A good travel plan looks beyond opportunities for modal shift towards lower impact modes and incorporates a review of the overall operation of the organisation to identify means by which it is possible to improve efficiency and to reduce the need to

travel overall, particularly by car. This section summarises the measures which we will introduce to reduce the need to travel both to our site and also in the course of work.

Outline any measures/proposed actions related to reducing the need to travel, either in terms of distance or number of trips to/from the site .

### ***Reducing The Need To Travel To Work***

Does the organisation adopt 'smart' working practices?

Flexitime?

Teleworking?

Compressed working week? Home working?

Tele or audioconferencing? Hot-desking?

### **5.9 Business travel**

The following section sets out measures by which we will seek to reduce car use for business purposes.

Is there a policy for business travel?

Is there a policy stipulating car use during the course of work?

Are any members of staff required to have access to a car during the working day?

How Many?

Does the organisation provide company cars for its employees at this site?

How many?

Approximately how many miles an annum do these vehicles travel?

Is there a policy for company car use?

### ***Cycling***

Are cyclists able to claim mileage as a business expense?

What is the mileage allowance?

Are pool cycles available for staff?

How many are provided?

Is cycle training provided?

Are the cycles maintained; if so, by whom and how frequently?

### ***By Motorcycle***

Are motorcyclists able to claim business mileage as a business expense?

What is the mileage allowance?

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## 5.10 Deliveries and servicing

Transport impacts on a site are not only related to commuting and business travel, but can also arise through arrangements for deliveries and servicing. This section summarises our proposals for managing servicing requirements at our site.

What arrangements exist for delivery vehicles to enter the site?

Is there a separate entry for delivery vehicles?

If applicable summarise any loading plan and arrangements for supply, deliveries etc. Information is contained within Appendix 5 of *Best Practice for Workplace Travel Planning for New Development* (2007). You can delete this section if it is not relevant.

## 5.11 Travel information and planning

Travel information is an essential ingredient for a travel plan, to help an individual to understand and consider the options which are realistically available to them and the benefits and disadvantages of each. This section summarises the measures which we will introduce to publicise travel options information and to assist in the planning of commuting and business journeys.

### ***For New Recruits***

How many new recruits start at the organisation every year? (approximately)

Is information about travelling to site sent with the invitation to interview?

What information is made available to them about how to travel to and from the site?

Is travelling to the place of work/business travel discussed as part of the interview?

Is an induction pack provided for new staff?

Is travel to work/for work highlighted or provided?

### ***For All Staff/ Site Users***

Is appropriate travel information available for the site?

Is information available from the travel plan co-ordinator?

Is (or previously was) personalised travel planning available for staff?

Free text description.

Is a site-specific travel guide available for this site?

Other?

Is information available on the organisation's internet site?

Is information available on the organisation's intranet site?

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## **6. Measures for Other Site Users ( visitors, customers, students etc)**

If appropriate, include short chapter(s) to cover measures for other site users (e.g. visitors or patients or customers or students etc).

Complete in a similar format to the chapter discussing employee measures, referring back to it where appropriate, rather than repeating information. For example, bus shelter improvements would benefit staff and other users.

This section might include, for example, additional information on visitor travel information, referring back to the travel plan strategy where necessary.

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## 7. Monitoring and Review

### 7.1 Introduction

Our travel plan is a continuous process for improvement, requiring monitoring, review and revision to ensure it remains relevant to our organisation and those using this site. This documents sets out our proposals for monitoring and review of the travel plan over the next xxxx years. ( seek advice on this.)

In line with iTRACE monitoring procedures, we will undertake monitoring of our travel survey every year. In year five, or perhaps sooner if the need arises, we will review our travel plan and targets and will set new objectives, targets and measures where appropriate.

This section sets out the specific monitoring proposals associated with our site and the means by which we will assess progress towards our targets.

Best practice advice can be found here:

Good Practice Guidelines: Delivering Travel Plans Through The Planning Process ( Dept for Transport April 2009) and

*A Travel Plan Resource Pack for Employers (2004).*

### 7.2 Monitoring plan

Example Monitoring Plan : Table 7.1 summarises our monitoring plan, including the data collection activities which will be undertaken and when these will occur. Specific types of information/ indicators which will be measured through each activity (see Chapter 3) are also identified.

Table 7.1: Monitoring plan

Data collection exercise	Key information	When/ how frequently	By whom	Comments
Baseline staff travel survey	Staff travel for commuting, business travel etc...	Already completed (say when this was)	Travel Plan-co-ordinator using iTRACE	E.g. Response rate achieved.

### 7.3 Reporting

The results of our travel surveys and of any review of the travel plan will be reported to ...

**E.g. The Local Authority Workplace Travel Plan Officer etc. Indicate how you will report (e.g. through iTRACE, monitoring report etc). Say how often this will occur.**

As appropriate, we will share key survey and/or monitoring findings amongst our staff.

## 8. Action Plan

This chapter draws together our proposals for travel plan implementation, monitoring and review. Action Plan

Table 8.1 contains our action plan.

The contents of the action plan need to be tailored to the situation at your site and the timescales you are working to. If possible you should include specific target dates here (e.g. month and year).

The table should be concise and focussed and cover key actions and tasks.

For bigger organisations with appropriate support- You might wish to additionally append a Gantt chart to the rear of the travel plan (produced in Microsoft project, excel or otherwise) to set out tasks and resources in more detail.

**Table 8.1 Action Plan**

When	Activity	By whom

## Example Appendices:

### Content

#### National Policy

The policy background is set out below

The National Planning Policy Framework 2012 states that all developments that generate significant amounts of movement should be supported by a Transport Statement or Transport Assessment. Developments should aim to minimise the need to travel and maximize the use of sustainable transport modes. Travel Plans are a key tool in achieving this aim. National Planning Policy Framework (NPPF 2012) requires that all developments which generate significant amounts of movement should provide a Travel Plan. A Travel Plan is implemented as part of the development proposals upon occupation and sets out the measures that are proposed to encourage sustainable transport..



### **Local Policy**

You should mention here details of any Local Transport policies, area action plans and strategies that may be relevant to this Travel Plan.

### **Other Appendices such as:**

**Staff survey questionnaire**

**Results of Staff Survey**

**Other as appropriate**

**Other tables as listed in index are available once you have input data into the iTRACE system.**

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