Travel Plan Template

## Comprehensive version

**Background information**

This travel plan template is ideal for workplaces who want to develop a simple travel plan. Your Move program officers can also provide a template for workplaces wanting to develop a comprehensive travel plan.

We recommend that workplaces use a one to two year timeframe for the implementation of this plan.

**Using this template**

Your travel plan belongs to your organisation. In order for the travel plan to be a meaningful document, it needs to respond to the situation and aims of your organisation. There is not a one size fits all approach.

This template should assist you to develop a good practice travel plan for your organisation. You may like to refer to the Your Move website for ideas on what to include in your plan.

The template is formatted to guide you, with prompts including:

* Instructions in red (to be removed from final document)– provided in red
* *Example of content – written in italics and to be used as needed*

For more assistance in developing your travel plan please [contact the Your Move team](http://yourmove.org.au/contact-us/).

**COVER PAGE**

**[WORKPLACE NAME] TRAVEL PLAN**

On the cover page you may like to include:

* *Your organisation name and logo*
* *The workplace/s covered by the plan*
* *The month and year of publication*

*You may to give the travel plan a different name and change the format to match your corporate style. (You could simply copy and paste this into your branded MS Word template).*

*You may also like to include photos or graphics to create a more engaging document.*

Y*ou may like to include acknowledgements of people who contributed to the development of the plan.*

**1. Background**

This section gives the background to your organisation and why you want to develop a travel plan.

In this section you should cover:

* A short description of your organisation and what it does
* How the work of your organisation affects the way staff travel *(e.g., do staff have standard working hours or shift work, are staff required to travel during their work day, do employees need to transport materials)*
* Why your organisation wants to develop a travel plan
* What has happened so far in creating the plan *(e.g. developing a committee, the access audit, travel survey and staff workshop)*

**2. Travel snapshot**

This section provides a brief context, summarising how people are currently travelling to your workplace and what is influencing travel choices. You may like to present this as a table. You can add additional rows of information that is relevant to your workplace.

|  |  |
| --- | --- |
| Workplace location | *The number and location of sites covered by the plan*  |
| Number of employees | *Number of employees (and visitors/clients if appropriate) that will be covered by the plan*  |
| Car provisions and parking at the site | *Key findings from access audit*  |
| Public transport  | *Key findings from access audit*  |
| Walking/ cycling routes and end of trip facilities | *Key findings from access audit*  |
| Teleaccess | *Key findings from access audit*  |
| Workplace culture or policy affecting staff travel  | *Key findings from access audit*  |
| % of employees travelling to work by car alone | *Key results from staff travel survey*  |
| % of employees travelling to work by active sustainable travel | *Key results from staff travel survey* |
| % of employees living within 10km of the workplace | *Results from staff travel survey*  |

**3. Travel plan aim**

This section explains what you want to achieve through your travel plan.

You could include:

* The purpose of the travel plan

*(For example to reduce the number of staff driving to and from work, to improve employee health, or to reduce the organisation’s carbon footprint)*

* Specific targets so you can measure the success of the plan

*(For example a reduction in car solo commuting by 10% over the next three years, reducing parking and fleet costs by 5%, a 25% increase in the number of staff participating in workplace walk and bike events)*

**4. Activities table**

This is the heart of the travel plan. The activities table identifies actions that will be undertaken as part of the travel plan. You could organise activities by mode (e.g. actions relating to cycling, public transport), break down into short, medium and long term actions, or just list all your actions. For example:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Action** | **Why** | **Who** | **When** | **Resources** |
| *E.g. Buy a bicycle and a repair kit for the office*  | *Staff can use this for short trips rather than using a car or taxi vouchers* | *Finance officer*  | *Before July 2019* | *Approx $800*  |
| *E.g. Promote sustainable transport to customers – put up posters, staff to dress up for Bike Week and National Walk to Work Day*  | *Get all staff involved in promoting and encourage customers to try active transport*  | *All staff, organised by HR Manager* | *Ongoing, Bike Week every March, National Ride to Work Day every October*  | *Ask for posters*  |
|  |  |  |  |  |
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|  |  |  |  |  |
|  |  |  |  |  |

*See the Your Move website for more information and ideas of possible actions to include.*

**5. Monitoring progress**

It is important to monitor your plan to ensure the actions are being implemented and that action is sustained over time.

Provide details on:

* Ongoing monitoring processes *(e.g. capturing images at events or activities run, documenting changes to facilities or counting bicycles in bicycle storage on a quarterly basis)*
* Who will be responsible for monitoring implementation of the plan *(e.g. workplace committee*
* When will you run a follow up staff survey (*e.g. annually at same time as the baseline survey was run)*
* When the plan will be reviewed for update (*e.g. one or two years after the plan was adopted).*