



Sample travel plan summaries

DESCRIPTION: These simple Travel Plan Summary examples give an indication of how the Travel Plan Summary template can be used and how the elements change based on different organisational needs and desired outcomes.

Example 1: Travel Plan Summary for a City centre employer

This city-based business is very keen to be seen as a modern, attractive employer who contributes to more useable, liveable and active city centres.

| Identified needs | | | | | | |
|--|---|--|--|---|--|---|
| Enhance corporate sustainability position – Improve position as employer of choice – Create an active, healthy workforce | | | | | | |
| Inputs | What | Who | When | Outputs | Impacts | Outcomes |
| Communications team design and production time. Funds for campaign materials. | Implement a branding initiative around health and active transport. | Communications team Travel Plan Coordinator | Within six months | Branded campaign. Intranet articles about successes. Personalised travel clinics. | In 24 months: Reduce vehicle kms travelled for business by 10%. Increase mode share: • cycling from 1% to 3%. • walking from 5% to 8% • public transport from 65% to 75%. | Meet relevant Sustainable Development Goals (SDGs). Improve corporate image. |
| Volunteers for events. | Participate in Ride2Work day and Walk2 Work day. | Travel Plan Coordinator | 17 October 2018 6 April 2018 | Ride /Walk to Work events. | | |
| Updated internal procedures. Manager education. | Promote benefits of walking meetings. | Human Resources team Managers | Part of branded campaign. Three month effort including monitoring. | Walking meetings. | Increase staff satisfaction level from 85% to 95% Average sick days reduced from 12 to 10 per person. | Better staff retention and reduced staff turnover. Increased staff satisfaction. |
| Funds for facility upgrades. | Improve cycle storage and changing facilities. | Facilities manager | Work completed in 8 months. | Cycle storage and change facilities upgraded. | | Reduce sick days due to ill health. |

Example 2: Travel Plan Summary for an organisation relocating from a city centre to a suburban centre

This employer is relocating to a suburban centre. Although the centre is reasonably well connected it cannot match the level of public transport availability at the previous location. The employer is very concerned about staff retention. There is also concern about the impacts of the relocation on the traffic levels and parking activity in the suburban centre.

Identified needs

Relocate with minimal impact on staff retention – Ensure viability of the site – Ensure people feel safe, secure and well informed about travel to and from the new site
– Reduce negative impacts of the site / organisation and be a good neighbour

| Inputs | What | Who | When | Outputs | Impacts | Outcomes |
|--|--|--|------------------------------------|--|---|---|
| Parking policy. Enforcement resources. | Design parking allocation system with parking charges. Funds used to subsidise public transport. | Facilities manager Executive Communications team | Prior to site relocation. | Parking charges. Public transport fare subsidies. Communication materials. | No more than 10% of staff leave in year of relocation. Sufficient parking spaces to cater for essential use. 100% staff engaged with Travel Plan. | Minimise staff attrition. |
| Communications team design and production time. Funds for campaign materials. | Promote and support non-drivers. | Communications team Travel Plan coordinator | Launch 3 months before relocation. | Marketing campaign. Travel clinics. | 100% people accessing site on foot have no concerns about condition. Number of people driving alone to work does not increase. | Ensure accessibility to the site by all modes of transport. |
| Staff time to manage carpooling scheme. | Launch carpooling scheme with prioritised or subsidised parking. | Travel Plan coordinator | Launch 2 months before relocation. | Carpooling scheme. Communication materials. | | All staff aware of travel options. No concerns about accessing the site on foot. |
| Data for transport information. | Encourage travel outside peak periods. | Travel Plan coordinator Communications team | Launch 2 months before relocation. | Real time public transport information. | | Reduce number of vehicles arriving at the site during peak periods. |

Example 3: Travel Plan Summary for an organisation in a suburban business park with little public transport availability

This business is located in a business park on the edge of the city with very little public transport. Very few employees live within a walkable or cycling distance. The business is concerned about the effects of increasing congestion around the business park and how this might affect their staff and operations. It wants to contribute to a broader effort to deal with these problems and sustain the viability of the site.

| Identified needs Enhance corporate sustainability position - Reduce negative transport impacts of the site | | | | | | |
|---|--|---|--|---|---|---|
| Inputs | What | Who | When | Outputs | Impacts | Outcomes |
| Staff time to manage carpooling scheme. | Implement carpooling scheme. | Travel Plan coordinator | Within 6 months | Carpooling program. | In 24 months: Reduce vehicle kms travelled for business by 10%. Number of staff taking advantage of flexible working increases. Reduction in vehicles arriving at site in peak by 20%. Increase vehicle occupancy from 1.1. to 2. | Meet relevant Sustainable Development Goals (SDGs). |
| Funds for shuttle bus. | Arrange staff bus service linking to nearest public transport hub. | Facilities manager Travel Plan coordinator | Funding – within 3 months Operating – within 6 months | Shuttle bus. | | Reduce number of vehicles arriving at the site during peak periods. |
| Policy changes. Management support. | Implement flexible working. | Human Resources manager Executive | Within 3 months | Flexible work policy implemented. Management training in flexible working. | | Build relationships among local community. |
| Communications team design and production time. | Communications plan to promote new initiatives. | Communications manager | Within 3 months | Communication materials. | | |
| Volunteers for events. | Participate in Ride2Work day and Walk2 Work day. | Travel Plan Coordinator | 17 October 2018 6 April 2018 | Ride /Walk to Work events. | | |
| Updated internal procedures. Manager education. | Promote benefits of walking meetings. | Human Resources team Managers | Part of branded campaign. Three month effort including monitoring. | Walking meetings. | | Better staff retention and reduced staff turnover. Increased staff satisfaction. |
| Funds for facility upgrades. | Improve cycle storage and changing facilities. | Facilities manager | Work completed in 8 months. | Cycle storage and change facilities upgraded. | | Reduce sick days due to ill health. |

