

# Travel plan review: tips, timing and questions

**DESCRIPTION:** A Travel Plan should be reviewed every 12 to 24 months, usually via an employee travel survey and an overall assessment.

## Tips

- Assess progress to meeting targets, meeting needs and outcomes. In other words, are we achieving what we set out to achieve, or do we need to revisit this?
- Keep track of the financial and personnel resource cost of the Travel Plan. In other words, are we achieving our goals efficiently?
- Determine the effectiveness of individual activities. In other words, are the activities delivering the intended impacts, or do we need to collect additional data to assist with this?
- Identify where resource allocations should be increased or decreased.
- Evaluate potential future activity.
- Report on successes.

**Timing:** The table below provides typical Travel Plan monitoring activities and timing.

**Note:** Not all techniques may be suitable or appropriate for your organisation.

Activity	Timeframe
Annual travel survey to monitor mode share, mode shift, time of travel, etc.	<ul style="list-style-type: none"> <li>• Once per year in the same month</li> </ul>
Spot counts of occupancy of car park	<ul style="list-style-type: none"> <li>• Every 3 months</li> </ul>
Spot counts of occupancy of bicycle racks	<ul style="list-style-type: none"> <li>• Every 3 months</li> </ul>
Review of parking data (if available) to assess occupancy	<ul style="list-style-type: none"> <li>• Every 3 months</li> </ul>
Review numbers of people signed up for carpooling scheme	<ul style="list-style-type: none"> <li>• Every month</li> </ul>
Count of queries to online Travel Plan email account	<ul style="list-style-type: none"> <li>• Every month</li> </ul>
Annual site audit – update	<ul style="list-style-type: none"> <li>• Once per year in the same month</li> </ul>
Annual travel and transport policy assessment – update	<ul style="list-style-type: none"> <li>• Once per year in the same month</li> </ul>

**Questions:** The questions below can be used as part of your overall assessment of your Travel Plan.

**Note:** Not all questions may be applicable to your organisation or site.

Questions	Yes	Maybe	No	Comment
Does the Travel Plan still have senior management support?				
Does the Travel Plan still have employee/student/visitor/customer/precinct support?				
How are we tracking towards our outcomes? What evidence is there for this?				
Do we need to collect any additional data? If so, what data and how would it be used?				
Are we happy with our strategy?				
Are we achieving our goals efficiently? (consider financial and human resources used)				
When was the last Travel Plan engagement with employees/visitors/students/precinct partners?				
When was the last meeting with external transport providers and the local authority and when is our next?				
Has there been any change in the number of people on site, or is any forecast?				
Has there been any change in the transport or travel situation?				
What have we done in the last 12 to 24 months which has worked well?				
What have we done in the last 12 to 24 months which has not worked so well?				
Do goals need to be adjusted in accordance with changing needs or behaviours?				