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Introduction

The Confederation of British Industry (CBI) estimates that traffic congestion costs the UK business community £19 billion each year. This cost comprises increased delivery costs, staff health, access to business sites and reduced competitiveness. It is clear that progress needs to be made to address this situation and Travel Plans are one of the methods now being used.

The approach to manage the demand for personal mobility has radically changed in recent times. It is now widely accepted that it is not possible to simply build our way out of congestion. Instead the approach is to reduce the demand for travel by increasing travel choice, particularly for repetitive journeys such as travelling to and from work.

Travelling to work is also linked to other issues for the employer. People live increasingly sedentary lives and the health effects of this are beginning to be seen. In addition to the problems caused by poor air quality, strong links are now being demonstrated between people’s travel habits and their health. This has a significant effect on the employer. An active workforce is often a healthy workforce, in addition costs associated with high sickness levels may also be reduced when incentives are put in place to encourage more physical ways of getting to work, rather than solo car use.

To combat the detrimental effect of vehicles and road congestion on the environment the Government wants to help raise awareness of the impacts of travel decisions and promote the widespread use of travel plans amongst businesses, schools, hospitals and other organisations. Furthermore, it suggests that Travel Plans should be submitted alongside planning applications. This is reiterated in PPG13. The Travel Plan can be described as a management tool designed to minimise the negative impact of travel and transport on the environment. Through a set of mechanisms, targets and initiatives a Travel Plan sets out to increase sustainability by encouraging cycling, walking, use of public transport and car sharing as alternatives to lone car use. This sentiment is echoed throughout the Government’s White Paper on Integrated Transport, which repeatedly states the importance of sustainable developments and the need to encourage cycling, walking and the use of public transport. This strategy is also implemented throughout the 10-Year Plan for Transport, which includes targets for bus and light rail use, increasing cycle trips and reducing traffic.
congestion in urban areas. A Travel Plan can be incorporated as part of the planning application to address the travel to and from site generation trips. If required, the Travel Plan can form an integral part of a Section 106 Planning Agreement/Obligation, or can be secured by a planning condition on the permission. Travel Plans are a new concept, forming the next stage in providing improvements as part of the movement towards sustainable environments. The procedures are new, but will become more common place as more emphasis is placed on sustainable lifestyles.

Production of a Travel Plan can be carried out on the basis of existing business operations and does not need to be triggered by new development. However, new development will expect Travel Plans to form an essential part of the overall consideration of the development proposal, and should be built into the design considerations and costing at an early stage, in the same way as would traffic impact assessments or environmental impact assessments.

**What is** [TRAVELWISE®](#)

TravelWISE® seeks to raise awareness of the role individuals, businesses and schools can play in helping to reduce pollution and congestion caused by cars. In West Sussex, 77% of air pollution is produced by motor vehicles. TravelWISE® in West Sussex aims to make other modes of transport, such as cycling, walking and use of public transport a real alternative to the car. At the heart of TravelWISE® is the belief that individuals can make a difference so that everyone can be part of the solution and not the problem.

**Why should we change our travel behaviour?**

We can all see the effects of the way we travel on our environment, our health and our quality of life. Increases in road traffic have produced unsustainable levels of congestion and pollution. The effects can be felt at a local level through poor air quality, noise, and busier roads, and at a global level through climate change. Journeys by road are becoming slower and more unreliable causing problems for business and stress to drivers.

This is why we need to look again at the way we travel and look at ways of reducing the impact of our travel. This means reducing car-use (particularly driving alone) and seeking more sustainable alternatives such as walking, cycling, rail or bus. We need to look at when we use our cars, and in particular look at how we make regular journeys at busy times, notably the journey to work. There has been a significant increase in the proportion of individuals travelling to work by car from 57% in 1985/86 to 70% in 1995/97. Over 80% of car journeys to work are driver only. Even a small shift in commuting journeys away from the car would have a considerable impact on congestion at peak times. The Government’s White Paper *A new deal for transport: Better for everyone* produced in July 1998 and the Transport 10 Year Plan published in July 2000 set out the Government’s policy response to these issues.

**What is a Travel Plan?**

A Travel Plan simply provides a framework for changing travel habits to provide an environment, which encourages more sustainable travel patterns.

Travel Plans are often referred to as ‘Green Travel Plans’ (GTP) or ‘Commuter Plans’. Their purpose is to promote more sustainable travel to work by offering realistic transport choices. For a car driver, it can be easier to change their travel mode to bus, cycle or on foot when the journey is a regular one, such as the daily trip to and from work. Employers have an important role to play by introducing simple measures that can include car sharing schemes, assistance with public transport season ticket purchase and secure cycle parking facilities.
An effective Travel Plan should bring together transport policies and business issues in a co-ordinated strategy, with an emphasis on reducing single occupancy car travel. Many organisations are introducing travel plans to encourage their staff and visitors to choose alternative modes to the private car, or not to travel at all, thus reducing congestion, pollution and the demand for parking space.

A Travel Plan should aim to increase travel choice and reduce reliance on the car for single occupancy car trips. They are also implemented to assist in managing the transport needs of an organisation. Travel Plans are predominately for commuter trips or for journeys in the course of business and involve the introduction of incentives for people to change their mode of travel, or to reduce the need to travel. This can be done through a combination of initiatives including flexible working hours, home working, video conferencing, sometimes coupled with restrictions on the use of private cars or increases in the cost of using cars – essentially a ‘carrot’ and ‘stick’ approach.

Travel Plans are NOT ‘anti-car’, but do emphasise the travel choices that are available and offer practical measures on how to make them more accessible for everyone. Each organisation's travel plans are individually tailored to address the particular needs of its employees and site location.

A Travel Plan does not have to be restricted to commuter journeys, it can also include measures to reduce the cost of your business journeys and make your site easily accessible to visitors and deliveries to and from your premises. Policies aimed at the more efficient management of company fleet vehicles can also be adopted. This could save you money.

What a Travel Plan can do for you!

Development and introduction of a Travel Plan could offer cost and non-cash benefits for your organisation. The health and productivity of your workforce may increase, as will the pool of labour available for recruitment. Cost savings can be made, by addressing business travel or by utilising the tax relief available. Details of tax benefits in relation to Company Travel Plans can be found in the Inland revenue leaflet (IR176) entitled ‘Tax, National Insurance Contributions and Green Travel Plans’.

In 1998, West Sussex County Council developed its own Staff Travel Plan and is actively involved in the development and promotion of Travel Plans. In 2001, we appointed a Business TravelWise® Officer to offer advice and guidance in relation to Travel Plan development and monitoring. (Contact details are included in Appendix 4 of this pack.)

Implementing a travel plan can generate a number of benefits for your company, including:

- better accessibility for you employees (especially those not always having a car) and better opportunities to attract appropriate personnel
- reduced costs and parking problems
- better relations with citizens living nearby your company by reducing parking pressure and noise - helping your company to be a good neighbour
- reduced mileage allowances and other transport allowances
- more satisfied and less stressed employees, increasing productivity
- reduction of costs for company organised or paid transport (for example, by increasing use of company buses)
- a more environmentally friendly image for your company, convincing public authorities that your company plant is not a nuisance for the environment
- reduced number of accidents on the journey to work, with consequent cost and sick-leave savings
- more efficient use of company vehicles
- creating a company culture based on co-operation
- make relocation of employees more acceptable by providing transport facilities
It is recommended that you seek advice, as there are some types of measures which must always be present in a Travel plan, whatever the local circumstances are.

- transport co-ordination in the company
- continuous quality communication with all parties
- measures concerning work organisation
- good balance between “push and pull measures”
- general financial mechanisms in favour of the sustainable modes
- integrated information about the sustainable modes
- general marketing and promotion activities for the green modes

**Travel Plan Objectives**

The objectives of a Travel Plan are to:

- Promote sustainability without being anti-car;
- Improve accessibility for sustainable travel modes;
- Encourage flexibility in staff by providing transport choice;
- Minimise the need to travel;
- Encourage the use of alternative modes of transport to single occupancy car use;
- Reduce the impact of staff travel on the local environment;
- Reduce the adverse effects of transport on the environment and health.

These are only general objectives that should only act as a guide; however, there will always be the need to set specific objectives for each individual organisation according to specific needs and issues.

**Travel Plan Guidance**

Many employers and developers are introducing to Green Travel Plans through the planning process and do not always, at first, have a clear idea of the reasoning behind them. This guidance is intended to offer an overview of the background to Travel Plans and to provide a reference facility for further information. Travel Plans are not only environmentally friendly but are also a management tool for reducing business costs such as: parking maintenance, site development, deliveries, staff sickness, and for improving the morale of your staff.

For developers who are not going to be occupying the site, which is being developed, a Site Travel Plan can still be produced. This can then be used to produce a Travel Plan for the eventual occupiers, which will be more detailed. The infrastructure of the site you are developing will have a significant impact on the travel options available to the occupier. ‘People friendly’ elements can be incorporated into design to ensure that the car is not the only way to access or to move around the site. These elements could take the form of:

- Clearly signed and lit footpaths/cycle routes with priority over cars at entrances to the car park and building;
- CCTV covering the footpaths/cycle routes and cycle parking;
- Covered secure bicycle stands in prime locations;
- Designated parking for car sharers close to the building;
- Clear signage for visitors accessing the site by other means than by car;
- Transport, accessibility and travel behaviour assessments.

Other issues can be dealt with in conjunction with transport operators or local authorities, for example the provision of bus shelters with lighting and real time information where available. Traffic impact assessments can be helpful when talking to the Local Authorities with regard to traffic management measures, which may need to be put into place to reduce the impact on surrounding areas.

There is no standard format or content for Travel Plans as they are site specific, therefore it is unlikely that any two will be the same. No single measure will stand alone as a solution to any transport problem; **it is a**
combination of initiatives, which will deliver results. However, their relevance to planning lies in the delivery of sustainable transport objectives, including:

● Reductions in car usage (particularly single occupancy journeys) and increased use of public transport, walking and cycling;
● Reduced traffic speeds and improved road safety and personal security particularly for pedestrians and cyclists; and
● More environmentally friendly delivery and freight movements, including home delivery services.

Once your travel plan has been introduced, it is important to market the initiatives positively and stay in touch with those whom it affects.

Above all, your Travel Plan should not be anti-car. It’s important to recognise the role of the car as a vital part of today’s society. Your Travel Plan should promote efficient and appropriate car use whilst seeking to reap the economic and environmental benefits of alternative modes of transport.

Your Travel Plan should contain the following key elements:

● Establish a co-ordinator;
● Objectives;
● Set targets;
● Mechanism for monitoring and evaluation;
● Identification of measures for implementation;
● Commitment & participation from staff and management.

As a broad guide, a Travel Plan should take between 3 and 6 months to establish the framework and between 6 and 18 months to develop a full Travel Plan.

In accordance with PPG13 travel plans submitted alongside planning applications should be worked up in consultation with the local authority and local transport providers (see page 28 for further details).

A template to help you draft your travel plan is included on page 25 of this pack.

General Recommendations to Make Your Travel Plan More Successful

1 Co-ordinate and follow up mobility management activities within the company
A company travel plan is never finished. It has to have time to develop and the results have to be managed and adapted to new circumstances in the future, especially in times where working situations change very quickly. Therefore, it is always necessary, when starting a company travel plan, to ensure that proper support and follow-up is provided. This might be achieved through formulation of a working group or through the designation of a Travel Plan Co-ordinator. These would manage the co-ordination and future organisation of the company’s mobility plan.

2 Constant quality communication with all parties
To achieve positive behavioural change, it is necessary to communicate intensely with all the key players in the process and involve them in the decision making process: employees and their main representatives, internal decision makers and external decision makers.

3 Measures concerning work organisation
Working hours of employees have an important influence on their capability to use sustainable travel modes. Although this is not always easy, it is recommended to take employees’ mobility into account when organising work/reorganising shifts.

4 Trying to achieve a good balance between “carrots” and “sticks”
Activities in the field of influencing travel mode choice will need to have a good balance between “carrots” and “sticks” or “pull” and “push” strategies. This balance should be considered in every case.

5 Change existing financial mechanisms in favour of the use of sustainable (green) modes
It should be made clear, in a very logical and understandable way, that solo car driving causes a higher cost for society, businesses and employees. Although cost aspects are not always the main reason for people to use a certain transport mode, it can be very useful to change financial mechanisms in a way that solo car use becomes a less attractive option.
6. **Provide integrated information about sustainable modes**

One of the reasons why car drivers are not using sustainable (green) modes is that they don’t always know alternative solutions exist, and if they do, they don’t know how they work. Therefore, it is necessary that they get made aware of possibilities of coming to work by alternative modes such as public transport, bicycle, car-pooling and walking.

7. **General Marketing and promotion activities for sustainable modes**

Do good things and talk about it! Furthermore, to raise acceptance for activities aimed at the employees it’s recommended that members of the board be treated equal as all others.
Initiatives for consideration

Working Practices

Simple changes in working practices can significantly reduce the need to travel on business and also reduce commuter mileage. New ways of working are wide ranging but may include:

- Flexible working hours
- Compressed working week
- Days off in lieu
- Car share arrangements for meetings, site visits, training courses and conferences
- Shift working
- Video Conferencing and Teleconferencing

Benefits

For Employer

- Reducing the need to travel saves money on fuel costs
- Greater office coverage
- Longer office opening hours offers greater flexibility to customers
- More flexible work practices
- Makes job-sharing and part-time work easier to manage
- Can boost morale
- Reduced pressure on the main approaches to the site in the morning and evening

For Employee

- Reducing the need to travel saves money on fuel costs
- Easier journeys to work
- More control over work patterns
- Less stress
- Quiet periods at the beginning and end of the day for work requiring concentration
- Integration of work and personal commitments
- Flexibility to deal with the small urgent domestic problems that occur from time to time

For the Environment

- Reduced air pollution from vehicle emissions
- Less congestion - spreads arrival and departure times
- Can lead to improvements in local air quality and health

Myths

- The office will be left empty at times - experience shows that the most usual result of flexible working is that the office is actually covered for longer. Staff will usually be happier to “stay and finish something off” if they know they will be given credit for it.
- Managers will not know what is going on - working times should be agreed with the line manager - who can ask for prior notice of exceptions, if appropriate.

Ways of encouraging new working practices

- Calculate potential time and cost savings made by investing in video or teleconferencing facilities.
- Most staff are usually keen to get involved in flexible working hours but you may need to consider:
  1. how to monitor and manage performance
  2. how long the office can be open for
  3. what rules are needed on breaks in the day etc
  4. providing guidance to managers on how to be more flexible
  5. balancing the demands of customers, managers and staff
Telecommuting

Home working uses the changes in demography, the labour market, travel to work patterns and information technology to promote staff working from home and from community or satellite offices near their home. “Telecommuting” is a form of home working which has its emphasis on transport substitution. The idea is that you travel to work “down the telephone line” rather than along the road network. It does not necessarily apply to every working day. Telecommuting can be used in conjunction with conventional working patterns (see below).

Benefits

<table>
<thead>
<tr>
<th>For Employer</th>
<th>For Employee</th>
<th>For the Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can improve productivity</td>
<td>Work and family life can become more compatible</td>
<td>Less congestion and traffic noise at peak times</td>
</tr>
<tr>
<td>Helps retention and recruitment of staff</td>
<td>May be fewer distractions when concentration needed</td>
<td>Can lead to improvements in local air quality and health</td>
</tr>
<tr>
<td>Reduce business mileage</td>
<td>Less illness - subject to about half the normal office epidemics</td>
<td>Can help community development and local employment opportunities</td>
</tr>
<tr>
<td>More flexibility and responsiveness for the organization, especially where short-term office space is needed</td>
<td>Journey time and associated travel cost savings</td>
<td>Shorter journeys (to satellite offices) encourages more sustainable modes of travel</td>
</tr>
<tr>
<td>Less office space needed, or better use of existing space</td>
<td>Helps people with disadvantages e.g. those with mobility impairments</td>
<td>Can benefit urban and rural regeneration</td>
</tr>
<tr>
<td>Less on-site car parking needed - more room for customers</td>
<td>More control over work - less stress, more job satisfaction</td>
<td></td>
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</table>

How do I go about it?

Identify suitable method –
- based at home – for employees who spend a lot of their time working away from the office. It means travelling to the first call direct from home and only going to the office for specific purposes, including regular team or supervision meetings.
- based at home for some of the time – where work is suitable to be undertaken at home and where the employee’s home environment is suitable.
- mobile workers – based at home but working at a variety of ‘customer’ sites and reporting into the office for regular team or supervision meetings.
- working at another office – between visits or at the beginning or the end of the day, to save wasting time travelling to usual work base, or travelling to the nearest office of the company.

Identify types of job that may be suitable –
This is most likely to be office workers, especially those who also make site visits or attend meetings. It may be less appropriate for those in routine desk jobs who are required to be in the office for the majority of the time.

Identify the facilities that will be needed –
e.g. telephone, fax, modem, computer, photocopier etc

Consider insurance and health & safety implications, and staff costs in using their homes.

Consider social implications. Some changes may be needed in information management of staff objectives. Training and social contact between staff needs to be given careful consideration.

Other Considerations
- About 8% of the UK workforce now teleworks and this is increasing
- There may be implications for office design and information system requirements
- There may be implications for management systems, especially to keep staff in touch with the office.
Car sharing

Car sharing is when two or more people travel together to work, or on company business instead of in separate cars. They may pool their cars and alternate between them, or regularly use a single vehicle and contribute to the costs. Car sharing does not exclude people who would otherwise have travelled to work by passenger transport or cycle, but is really aimed at getting vehicles off the road and increasing vehicle occupancy.

Benefits

<table>
<thead>
<tr>
<th>Benefits for Employer</th>
<th>Benefits for Employee</th>
<th>Benefits for the Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less on-site car parking needed</td>
<td>Reduced cost of journey to work</td>
<td>Less congestion</td>
</tr>
<tr>
<td>More parking space for customers</td>
<td>Less congestion on the roads - quicker journey to work</td>
<td>Less traffic noise</td>
</tr>
<tr>
<td>Less stressed staff</td>
<td>Reduced stress</td>
<td>Less traffic pollution</td>
</tr>
<tr>
<td>More productive staff</td>
<td>More relaxed and safer driving</td>
<td></td>
</tr>
<tr>
<td>Financial benefits for staff and company</td>
<td>Lower car running costs if alternating</td>
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</table>

It could save

The employer - up to £4,000 capital cost of each parking space (plus additional car park maintenance costs)

Employees (currently driving to work alone) - approximately £300 per year for a 10 mile daily round trip to work. Additional savings from reduced car parking charges may also apply.

The Myths

- I don’t want to share every day – car sharing can be flexible.
  Joining a car share scheme does not commit you to car sharing all the time. If everyone shared once a week, we would all notice a big difference in traffic on West Sussex roads.
- What if I need to go out during the day? – many people know when they will have outside meetings and can arrange their diaries accordingly, after all, we can be flexible if the car is being repaired. If you live close to work you may have a choice of sharers, and can pool with someone who uses their car very little during the day. Flexibility is the key.
- I have a company car that I am expected to bring in to work every day – The company car driver could become the main car-share driver. Alternatively, an agreement can be reached that company cars need only be brought in on a proportion of days.

Ways of encouraging car sharing

- Establish and promote a car share database
- Financial incentives or prize draw for registered car sharers (this could include staff who use other sustainable travel modes e.g. cycling/walking)
- Parking controls with reserved spaces for car sharers
- Hold a car sharers breakfast club/postcode coffee club to kick-start the scheme
- Driver training for designated drivers
- Some pool cars could be available for car sharers who need to go out during the day
- Hold a car sharing day or week with the money saved going to charity. This will get people used to the idea
- Provide an emergency taxi ride home service for car sharers

Additional parking measures which will support your car sharing scheme

- Reduce the level of parking provision
- Consider charging lone drivers – with hypothecated budget to fund further initiatives
- Introduce a "buy back" scheme of parking permits already issued
- Ensure no "fall out" effect on local on street parking if de-restricted

Questions that may be asked

What is the insurance position? – In general, car sharing should not affect insurance. It is advisable to inform the insurance company that a driver is registered with the scheme, but this should not incur additional costs.

Is car sharing allowed by law? – The full position is given in the Road Traffic Act 1988. In brief, this says that there should be no more than eight people to a private vehicle if it is used for car sharing and the scheme should not generate a profit.

How much should I charge/expect to pay? – The Road Traffic Act 1988 allows a contribution to be made to the driver, but states that the total sum received should not generate a profit. Individual sharers can decide between them how they wish to split the cost of a journey. In
many cases the sharing arrangement will be simple alternating between different cars, however it is quite acceptable to charge per mile. The rates below may be useful:

<table>
<thead>
<tr>
<th>Engine Size</th>
<th>30.0p</th>
<th>41.6p</th>
<th>51.5p</th>
<th>80.6p</th>
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<tbody>
<tr>
<td>Petrol Engine Cars</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Running cost per</td>
<td>3.0p</td>
<td>4.16p</td>
<td>5.15p</td>
<td>8.06p</td>
</tr>
<tr>
<td>mile at 10K miles p.a.</td>
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<table>
<thead>
<tr>
<th>Price</th>
<th>32.5p</th>
<th>42.0p</th>
<th>51.4p</th>
<th>68.4p</th>
</tr>
</thead>
<tbody>
<tr>
<td>Diesel Engine Cars</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>New Purchase Price</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Running cost per</td>
<td>3.25p</td>
<td>4.20p</td>
<td>5.14p</td>
<td>6.84p</td>
</tr>
<tr>
<td>mile at 10K miles p.a.</td>
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These rates include costs relating to fuel, depreciation, servicing etc and may vary annually. The cost per mile should be divided by the number of people sharing the vehicle.

Liquid Petroleum Gas (LPG) is a cleaner, ‘greener’ fuel, which is gradually becoming more widely available. LPG costs around half the price of unleaded petrol.

Cycling and Walking
Walking as the main method of travel is best suited to journeys of less than two miles which would normally take up to 30 minutes to complete. It may be combined with car sharing or use of public transport for distances of one and a half miles upwards.

Cycling is also ideal for shorter journeys. West Sussex Travel Survey data shows that around 20% of journeys to work are less than 2 miles, and around 40% are less than 5 miles. Cycling and walking can therefore have an important role to play in reducing car use.

Many towns in West Sussex already have good cycle and pedestrian paths, and new ones are being created all the time. Details of local plans and schemes can be obtained from the Local Transport Planning section (Tel: 01243-753556).

Benefits
For Employer
Healthier staff, less sickness
Less on-site parking needed
More parking spaces for customers
Less stressed, more productive staff
Can lead to a reduction in staff parking spaces - saves money

For Employee
Exercise - better health and fitness*
Less Stress
Low cost
Can be sociable
Can be quicker than travelling by car in town centres

For the Environment
Encourages greater environmental awareness
Less congestion
No emissions - less pollution
Can be quicker than travelling by car in town centres

* Many people are leading more sedentary lifestyles and coronary heart disease is now the single largest cause of death in the United Kingdom, accounting for nearly 170,000 deaths in 1993. In 1992/3 66 million working days were lost due to coronary heart disease. This is 13% of all days lost due to sickness. Invalidity benefit cost the Government £858 million. The cost to industry was £3 billion in lost production.

(Source: Foundation/Coronary Prevention Group Statistics Database, 1995)
Potential savings

- Providing showers and lockers is still likely to cost less than parking spaces – bikes take up only one tenth of the space of a car when parked.
- Benefits in the long term due to reduced sickness absence.
- Reduced costs of providing and maintaining car parking spaces
- Minimal running costs of cycling compared to travelling by car
- Little or no costs for walking – no special equipment or clothing required

What facilities may be needed?

- Improved cycle and pedestrian routes/access to site
- Provision of dry, secure cycle storage
- Provide lockers/showers/changing facilities
- Interest free loans to purchase bicycles/electric bikes
- Pool bikes for local business journeys
- Contribution to pedestrian and cyclist facilities
- Personal safety measures (e.g. improved lighting, CCTV)
- Check that footpaths and cycle tracks are well maintained. Problems can be reported to your local Area Highways Office (click on www.westsussex.gov.uk for more details)

Ways of encouraging cycling

- Position cycle racks with security in mind
- Provide low interest/interest free bike loans
- Provide an allowance for business cycling, or cycle clothing for employees who cycle to work
- Provision of 'pool' bikes for short trips (e.g. between sites)
- Negotiate staff discounts with local cycle retailers
- Establish a Bicycle User Group to examine related issues
- Promote Bike-to-work week
- Run a health and fitness week – promote cycling as a good form of exercise
- Allow staff to wear casual clothes where appropriate to do so
- Provide bicycle safety information, such as how to choose a helmet. Advice for cyclists and information on buying a bike is available from the Road Safety Team on (01243) 777581

Ways of encouraging walking

- Produce a map showing safe walking routes to and from your site with approximate times to local facilities, such as shops and bus stops - people often have an unrealistic idea of how long it takes to walk somewhere.
- Promote the health benefits of walking to staff - walking briskly for half an hour a day can halve the risk of heart disease.
- Have a few umbrellas handy at reception - perhaps bearing the company logo
- Give staff an incentive to walk. Think creatively - it doesn't always have to be money. Some companies give their staff 5 minutes flexitime/annual leave for every day they leave their car at home. This initiative also avoids tax.
- Discourage the use of company and private vehicles for short journeys (i.e. less than 1 mile)
- Promote personal security measures
- Provide an emergency lift/taxi ride home
- Organise a Walk-to-Work day. Donate a sum of money to a local charity for every employee who takes part.
Motorcycling
Mopeds and motorcycles can present environmental advantages on some journeys. They are a sensible means of transport for many journeys where public transport is limited and walking or cycling unrealistic.

The powered two wheeler can be an environmentally friendly and economical means of transport - especially the smaller capacity models. It enables convenient door-to-door journeys and can help to reduce travelling times. It is also a space-efficient vehicle that requires less road space than other motor vehicles, and needs less than a fifth of the space taken up by cars for parking.

Motorcycles and Mopeds are often more affordable than other motorised travel options, a significant factor in alleviating social exclusion. It offers the personal freedom and convenience of the motor car with significantly less congestion and pollution. Studies have shown that the powered two wheelers are the most efficient motorised travel mode for urban journeys.

Benefits

<table>
<thead>
<tr>
<th>For Employer</th>
<th>For Employee</th>
<th>For the Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less on-site parking needed</td>
<td>Cost effective transport</td>
<td>Less congestion</td>
</tr>
<tr>
<td>More parking spaces for customers</td>
<td>Reduced journey times in urban environment</td>
<td>Lower emissions - less pollution</td>
</tr>
<tr>
<td>Reduced road congestion around premises</td>
<td>Can be sociable</td>
<td></td>
</tr>
</tbody>
</table>

Savings

Motorcycles and mopeds are far less expensive to run than cars. On a 125cc bike you can travel approximately 15 miles for £1. Road tax is also much cheaper starting at only £15 p.a. for machines up to 150cc.

What facilities may be needed

- Lockers for helmets and clothing
- Secure parking to prevent bike theft (e.g. provide ground anchors or posts)
- Wherever possible parking should be covered

Ways to encourage use of motorcycles and mopeds

- Offer low interest or interest free loans for motorcycle purchases
- Provide information about licence requirement and road safety skills training
- Install CCTV and lighting for personal and vehicle security

Company Transport

The days of the dirty crew bus image are long gone. Modern minibuses and people carriers are comfortable, have lap and diagonal seat belts and fuel-efficient engines.

Initiatives to consider

- Route designed to pick up staff from residential areas and/or pick ups en route
- Pick up from bus/railway station
- Lunchtime service to shops
- Use of vehicles to support community transport/charity

Benefits

<table>
<thead>
<tr>
<th>For Employer</th>
<th>For Employee</th>
<th>For the Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less on-site parking needed</td>
<td>Less stress</td>
<td>Less congestion</td>
</tr>
<tr>
<td>More parking spaces for customers</td>
<td>Reduced journey costs</td>
<td>One bus is much less polluting than an equivalent number of cars</td>
</tr>
<tr>
<td>Advertise company on vehicle</td>
<td>Use of minibus for staff social events</td>
<td></td>
</tr>
</tbody>
</table>

What needs to be done

- Sufficient flexibility in working hours for staff to be able to travel together
- Purchase lease of appropriate vehicle
- Possible links with community transport/charity
Passenger Transport

Passenger transport is shedding its dirty unreliable image. New buses coming on the roads are cleaner, brighter and more comfortable, with new features such as lower floor buses to help those with mobility difficulties, and low emission exhaust system. In West Sussex all buses now run on low emission fuel. Newer trains are also coming on-stream in the South Central region.

Benefits

<table>
<thead>
<tr>
<th>For Employer</th>
<th>For Employee</th>
<th>For the Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less on-site parking needed</td>
<td>Less stress</td>
<td>Less congestion</td>
</tr>
<tr>
<td>More parking spaces for customers</td>
<td>Some exercise</td>
<td>One bus is much less polluting than an equivalent number of cars</td>
</tr>
<tr>
<td>Less stressed, more productive staff</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Incentives for staff

- Interest free loans for season tickets – season tickets can be on a point basis or area wide allowing travel for social purposes as well. Annual season tickets offer substantial savings over daily tickets.
- Discounted tickets - negotiated with local transport operators
- Run a connecting bus to transport interchanges in the morning and afternoon

Incentives for travel

- Provision of bus and rail information (e.g. timetables, maps identifying interchanges etc)
- Sufficient flexibility in working hours for staff to be able to link with appropriate connections
- Site entrances near bus stops and pedestrian routes
- Provision of bus stops/shelters
- Bus Lanes
- Real time displays

Travel Plan - suggested template

INTRODUCTION

- Background information about the company (including nature of business, number of employees and location of premises) (N.B. Any accompanying plans should be included as appendices)
- Detailed reasons for Green Travel Plan (GTP) development (i.e. to reduce congestion and pollution, in support of central and local government policies, to support planning application etc). Full reference to such policies should be made to demonstrate an understanding/consideration of them.
- Reference to available GTP guidance material produced by WSCC and Department for Transport (formally DETR/DTLR). Also reference to any other sources of information used to compile the GTP.
- Explanation of what GTPs are, to include the fact that GTPs provide a framework for managing/changing travel habit of employers travelling to and from work, and for business travel. Reference to targets and objectives should be made and a list of benefits to the employer and employees should be included.

AIMS AND OBJECTIVES OF THE PLAN

- Overall aims and objectives should be clearly stated and should include promotion of sustainable transport and reduction of car use, particularly by lone drivers.

TARGETS

- Specific targets for car-use reduction over an agreed period of time (particularly by lone drivers) should be included both for commuter and business travel. Where appropriate, targets for modal shift towards more sustainable travel options should also be included, to demonstrate how car-use reduction targets will be met.

THE ROLE OF THE TRAVEL PLAN CO-ORDINATOR/WORKING GROUP

- Recognition of the importance of appointing a Travel Plan Co-ordinator to implement, monitor, and review the plan.
- Contact details of the Co-ordinator or members of the Working Group.
- Detailed outline of the role of the Co-ordinator/Working Group.
For example:

- to ensure that the measures set out in the plan are implemented
- to collect appropriate information and distribute it to employees
- to conduct travel surveys and publish regular reports detailing progress towards targets
- to make reports/data available to WSCC’s Business TravelWISE® Officer.

RESEARCH

- If time allows initial surveys should be conducted in order to:
  - Identify current travel patterns to and from the site
  - Indicate potential for modal change
  - Identify commonly used routes
  - Identify where staff reside
  - Potential uptake of sustainable transport initiatives
  - Possible barriers to sustainable travel
  - Views and opinions of employees

The results of these surveys should be used to set targets and should be included here briefly (modal split results and potential uptake of initiatives). If this is not possible, full details about planned surveys should be given.

INITIATIVES & MEASURES

This section should be divided into three parts. Part one should contain business travel initiatives and part two should contain commuter/visitor initiatives. Part three should detail best practice procedures for deliveries to customers (including any initiatives designed to minimise trips by empty/part-filled vehicles), this applies to companies making deliveries from the site the Travel Plan relates to.

Full details about the schemes to be implemented, and those which may be considered in the future, should be inserted here. The benefits to the employee/employer of each initiative should be included, as well as background information (e.g. existing/planned facilities). If possible, supporting information indicating the reason(s) for implementing each initiative should also be given (i.e. how/why it will contribute to reducing car use). Where appropriate, initiatives should be considered for:

- Walking
- Cycling and Motorcycling
- Public Transport
- Company Transport (e.g. mini-bus for employees, shuttle service)
- Car sharing
- Car park management (e.g. consideration of access control barriers and parking charges, allocated spaces for regular car sharers)
- Provision of information for employees/induction packages including travel policies and options available for new employees
- Reducing the need for travel (e.g. investment in information technology)
- New working practices (e.g. flexible working, home working, rota changes, tele/video conferencing)
- Infrastructure improvements (e.g. measures to improve personal safety such as CCTV or improved lighting)
- Management of customer deliveries
- Minimising supplier deliveries to the site (e.g. centralised ordering)

N.B: If any of the above initiatives are not considered appropriate, reasons should be given as to why this is the case.

MARKETING & PROMOTION OF THE PLAN

- Confirmation that the plan has been approved by the board/chief executive (or similar)
- Details of how the plan will be publicised to employees
- Details of any publicity opportunities relating to the plan (e.g. membership of the National TravelWISE Association, participation in national campaign days/weeks, associated media coverage)

ACTION PLAN/TIMESCALE

- Details of when the plan will be implemented (i.e. estimated/actual dates that initiatives will be introduced)
- Details of timings of initial and follow-up surveys
- Details of regular surveys, monitoring, reviews and reporting (including any issues to be reviewed)

APPENDICES

Where appropriate, appendices should include any supporting information such as:

- Site location maps
- Detailed site plans
- Copy of planning conditions
- Copy of over-arching strategic travel plan (e.g. in the case of an individual company located on a business park which may have its own broader travel plan)
Implementing, monitoring and enforcing Travel Plans through the Planning Application process

Background

PPG13 highlights the role of Travel Plans in relation to the implementation of transport planning policies. PPG13 requires Travel Plans to:

- have measurable outputs;
- set out arrangements for monitoring the progress of the plan;
- set out arrangements for enforcement, in the event that agreed objectives are not met.

The County Council are keen to ensure that Travel Plans associated with new development are provided as part of a package to support and promote sustainable transport and a reduced reliance on travel by car. The implementation of these Travel Plans should bring benefit to applicants, as well as benefiting the environment.

This note sets out details relating to:

- When a Travel Plan is required;
- The role of Travel Plans in relation to developer contributions;
- Timing;
- The County Council’s role.

When a Travel Plan is Required:

Maximum car parking standards introduced within national planning guidance and supported by West Sussex Authorities will result in car parking provision that does not cater for the Total Access Demand created by development. A travel plan is therefore required in association with all development to demonstrate that access by non-car modes will be sufficiently encouraged to ensure that access by car does not exceed the level of parking provided. It is anticipated that in order to meet Total Access Demand without creating the possibility of off-site parking problems a Travel Plan will be required to achieve at least a 15% modal shift from single occupancy car journeys to other modes when compared with current travel patterns. For smaller developments involving less than 30 employees the requirements of the travel plan will be tailored to reflect the limited scale of the development.

The requirement for a travel plan, to be approved by the Highway Authority, will be established as a condition or obligation relating to any planning permission granted for development.

The Role of Travel Plans in Relation to Developer Contributions

In accordance with the usual statutory policy tests the Local Planning Authority can secure a planning condition or contribution to implement improvements to the access to a site by foot, cycle or public transport or mitigate the impact of vehicular access to a site. In these circumstances a Travel Plan should co-ordinate these infrastructure improvements within a wider package of measures and initiatives supported by the developer and the occupier of the development. PPG13 recognises that Travel Plans ‘might be designed for the applicant only, or be part of a wider initiative, possibly organised by the local authority, involving other developments in the area.

Travel Plans will be expected to set targets for modal shift from car to non-car, and developers/occupiers will be expected to achieve these targets. If the Highway Authority have any doubts or concerns that the targets may not be achieved the developer may be required to enter a bond (through the S106 process). If the developer achieves the modal shift targets, through whatever means, the bond will be released. If targets are not achieved over an agreed time period, the bond will be drawn upon by WSCC to implement schemes that will assist the achievement of the overall objective.

A contribution may be required in order that the effectiveness of the plan can be monitored and decisions relating to the bonded sum made. The level of the contribution will relate to the estimated resources required by the Planning / Highway Authorities to monitor the plan.

Timing

In all cases a Travel Plan must be agreed by the County Council and in place from the date of first occupation. Where required the first review of the Travel Plan will be undertaken 6 months after the development is brought into use.
The County Council’s Role

A Travel Plan is a living document and requires regular monitoring towards targets and development of initiatives.

The Business TravelWise® Officer, based within the Transport Policy Section, will have responsibility to advise upon and approve the Travel Plan and to review its application and advise on its future development.

The County Council’s obligation with respect to the contribution secured in association with the bonded sum will be to:

- agree the level of the bonded sum;
- verify surveys and information provided by the occupier and undertake independent surveys if required;
- Highlight the need to draw on the bonded sum if necessary.

In relation to all Travel Plans the County Council will:
- check, comment, and approve submitted Travel Plans and advise accordingly on;
- advise on objectives;
- advise on co-ordinator appointment;
- advise on setting targets;
- advise on undertaking staff travel surveys;
- advise on appropriate measures and initiatives;
- advise on how measures and initiatives should be implemented;
- advise on how measures and initiatives should be monitored;
- provide guidance in relation to setting time-scales.
- Approve the Travel Plan;
- Audit progress in relation to meeting Travel Plan targets after 6 months (this may not be necessary in relation to small developments likely to employ 30 or less staff);
- Advise and recommend remedial action as a result of the audit if targets and objectives are not being met.
- Provide further follow-up assistance as required.

NOTE: Applicants would be offered support and guidance in relation to stated initiatives. It remains the responsibility of the developer/occupier to develop the Travel Plan and undertake all necessary surveys etc required to allow the plan to be monitored.

Travel Plan Approval

Approval of a Travel Plan will result after the following four conditions have been agreed to:

1. Appoint a co-ordinator
2. Carry out a travel survey
3. Set measurable targets, based on appropriate measures for benefit
4. Establish monitoring arrangements

West Sussex County Council will offer support for the applicant in actioning the conditions. Failure to meet the conditions within a given time-scale will result in enforcement action.

The Business TravelWise® Officer can provide support throughout this process. Also, applicants are welcome to use consultants to aid any part of the process.

Monitoring and Evaluation

The Business TravelWise® Officer will return to your organisation to help ensure that benefits are maximised. However, the most successful Travel Plan is one that is fully owned by a business, driving it forward themselves. Travel Plans can then become vital management tools, and can positively shape business culture.
Appendix 1

Facts on Transport

● Car traffic is forecast to increase by 22% by 2010 from the current levels of 321 billion vehicle kilometres (per year) if no action is taken - (Source: DETR Transport 2010: The 10 Year Plan)

● 58% of car trips are under 5 miles and 25% are less than 2 miles - (Source: National Travel Survey)

● There was a 69% increase in motor vehicle traffic between 1980 and 1998. Almost all of this was increased car traffic, which accounted for nearly 82% of all road traffic in 1998 - (Source: Transport Statistics Great Britain, 1999)

● 7 out of 10 journeys to work are by car - (Source: Labour Force Survey)

● A double-decker bus carries the same number of people as 20 fully occupied cars. (Source: TravelWise)

● but takes up a seventh of the road space. - (Source: Environmental Transport Association)

● Buses and coaches account for only 1% of the total vehicle mileage on Britain's roads - (Source: DETR National Traffic Census)

● 90% of badly polluting vehicles can be re-tuned within 15 minutes - (Source: Department for Transport)

● Based on government data, 761 road links - (10% of major urban roads), will break pollution standards for nitrogen dioxide in 2005. Almost two-thirds of these are in London - (Source: NETCEN)

● Traffic delays cost the country around £19 billion a year - (Source: CBI)

● In heavy traffic jams, the air quality can be poorer inside the car than out. Car users regularly suffer up to 3 times as much pollution as pedestrians - (Source: Environmental Transport Association 1997)
Emissions from road transport now constitute over 70% of all emissions of Carbon Monoxide (CO). Emissions of CO from road transport rose in the 1970s and 1980s, but since 1990 they have begun to fall, mainly because of the introduction of catalytic converters on petrol-fuelled cars - (Source: NETCEN - DETR The Environment in your Pocket 1998)

A 10% increase in the number of people cycling regularly would lead to a 4% reduction in the number of people with heart disease, saving the NHS £200 million a year - (Source: Going for Green)

Over the last 20 years, the average distances cycled and walked have both fallen by a quarter - (Source: NTS)

Cycling or walking briskly for half an hour a day can halve the risk of heart disease - (Source: Health Education Authority).

...that is as little as a 2 mile walk or 5 mile bike ride.

Appendix 2

Staff Travel Survey

As part of the TravelWise Campaign West Sussex County Council is currently conducting research into business travel patterns. The TravelWise Campaign aims to benefit the citizens of West Sussex by improving the environment, reducing travel costs, and reducing congestion on our roads. This is where we need your help! It would be greatly appreciated if you would spend a few minutes completing this questionnaire. All information supplied will be used for official purposes only and will be treated confidentially.

1. How far is your journey to work (single journey) to the nearest travel plan? (Please tick ✓ one box only)

<table>
<thead>
<tr>
<th>TO</th>
<th>FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 1 mile</td>
<td>10 to under 20 miles</td>
</tr>
<tr>
<td>1 to under 2 miles</td>
<td>20 to under 35 miles</td>
</tr>
<tr>
<td>2 to under 5 miles</td>
<td>35 to under 50 miles</td>
</tr>
<tr>
<td>5 to under 10 miles</td>
<td>50 miles and over</td>
</tr>
<tr>
<td>10 to under 15 miles</td>
<td></td>
</tr>
<tr>
<td>15 to under 20 miles</td>
<td></td>
</tr>
</tbody>
</table>

2. How long does the journey to and from work normally take you? (Please tick ✓ one box for the journey to work and one box for the journey from work)

<table>
<thead>
<tr>
<th>TO</th>
<th>FROM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than 10 minutes</td>
<td>Less than 10 minutes</td>
</tr>
<tr>
<td>10 minutes to under 15 minutes</td>
<td>10 minutes to under 15 minutes</td>
</tr>
<tr>
<td>15 minutes to under 30 minutes</td>
<td>15 minutes to under 30 minutes</td>
</tr>
<tr>
<td>30 minutes to under 45 minutes</td>
<td>30 minutes to under 45 minutes</td>
</tr>
<tr>
<td>45 minutes to under 1 hour</td>
<td>45 minutes to under 1 hour</td>
</tr>
<tr>
<td>1 hour to under 1.5 hours</td>
<td>1 hour to under 1.5 hours</td>
</tr>
<tr>
<td>1.5 hours to under 2 hours</td>
<td>1.5 hours to under 2 hours</td>
</tr>
<tr>
<td>2 hours and over</td>
<td></td>
</tr>
</tbody>
</table>

3. Please indicate how you normally travel to and from work. (Please tick ✓ one box (main mode) for the trip to work and one box (main mode) for the journey from work.)

   TO: | FROM: |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Car as driver</td>
<td>Car as driver</td>
</tr>
<tr>
<td>Car as passenger</td>
<td>Car as passenger</td>
</tr>
<tr>
<td>Motorcycle driver</td>
<td>Motorcycle driver</td>
</tr>
<tr>
<td>Motorcycle passenger</td>
<td>Motorcycle passenger</td>
</tr>
<tr>
<td>Walk all the way</td>
<td>Walk all the way</td>
</tr>
<tr>
<td>Cycle</td>
<td>Cycle</td>
</tr>
<tr>
<td>Van</td>
<td>Van</td>
</tr>
<tr>
<td>Train</td>
<td>Train</td>
</tr>
<tr>
<td>Taxi</td>
<td>Taxi</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
</tr>
</tbody>
</table>

If you indicated that you normally travel to or from work by car as a driver or as a passenger please go to question 4. If not, please go to question 5.
4. If you stated that you normally travel to or from work in a car, how many people including yourself are normally in the car? (Please tick one box only.)

<table>
<thead>
<tr>
<th>One</th>
<th>Two</th>
<th>Three</th>
<th>Four</th>
<th>Five</th>
<th>Six</th>
</tr>
</thead>
</table>

5. Where do you normally park on arrival at work? (Please tick one box only.)

- Parking on site, no charge
- On-street parking, no charge
- On-street parking, charged
- Multi-storey car park, charged
- Surface level car park, charged
- Other (please write in)

6. Are there any other modes of transport that you use to go to or from work on a less regular basis (e.g. cycling or walking in fine weather)?

- Yes
- No

7. Please indicate which other modes you use and how frequently (on average) you use them during a calendar year:

<table>
<thead>
<tr>
<th>Car as driver</th>
<th>Car as passenger</th>
<th>Motorcycle driver</th>
<th>Motorcycle passenger</th>
<th>Walk all the way</th>
<th>Cycle</th>
<th>Bus</th>
<th>Train</th>
<th>Taxi</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Once or twice a week</td>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
<td>05</td>
<td>06</td>
<td>07</td>
<td>08</td>
<td>09</td>
</tr>
<tr>
<td>Once a month</td>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
<td>05</td>
<td>06</td>
<td>07</td>
<td>08</td>
<td>09</td>
</tr>
<tr>
<td>Once a year</td>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
<td>05</td>
<td>06</td>
<td>07</td>
<td>08</td>
<td>09</td>
</tr>
<tr>
<td>More than once a year</td>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
<td>05</td>
<td>06</td>
<td>07</td>
<td>08</td>
<td>09</td>
</tr>
</tbody>
</table>

8. Do you ever work at home (i.e. working at home instead of going to the office)?

- Yes
- No

9. Please indicate how often: (Please tick one box only.)

<table>
<thead>
<tr>
<th>Three or more times a week</th>
<th>Once or twice a month</th>
<th>Less than once a month but more than once a year</th>
<th>Less than once a year</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
</tr>
<tr>
<td>02</td>
<td>03</td>
<td>04</td>
<td>05</td>
</tr>
</tbody>
</table>

10. How frequently do you use the following modes of transport for business use? (Please tick one box only for each option.)

<table>
<thead>
<tr>
<th>Always use</th>
<th>Frequently use</th>
<th>Occasionally use</th>
<th>Rarely use</th>
<th>Never use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Car as driver</td>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
</tr>
<tr>
<td>Car as passenger</td>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
</tr>
<tr>
<td>Train</td>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
</tr>
<tr>
<td>Bus</td>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
</tr>
<tr>
<td>Cycle</td>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
</tr>
<tr>
<td>Walk</td>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
</tr>
<tr>
<td>Motorcycle</td>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
</tr>
</tbody>
</table>

11. Which of these incentives would encourage you to travel in a more sustainable way, or reduce your need for travel? (Please tick five options which would make most impact on you.)

<table>
<thead>
<tr>
<th>Working from home</th>
<th>Car-sharing scheme</th>
<th>Improved use of IT</th>
<th>Cheaper public transport/discounts</th>
<th>On-site parking charges</th>
<th>Limited parking spaces/parking management</th>
<th>Other (please specify)</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
<td>05</td>
<td>06</td>
<td>07</td>
</tr>
</tbody>
</table>

12. Which of these existing problems might prevent you from using more sustainable transport? (Please tick five most significant problems.)

<table>
<thead>
<tr>
<th>Public transport is too expensive</th>
<th>Cycling is too dangerous</th>
<th>Public transport takes too long</th>
<th>Lack of showers/changing facilities</th>
<th>Public transport is unreliable</th>
<th>Have to drive as main part of job</th>
<th>No one to car share with</th>
<th>No public transport service available</th>
<th>Too far to walk</th>
<th>Too far to cycle</th>
<th>Too far to travel</th>
<th>Do not own a bicycle</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>02</td>
<td>03</td>
<td>04</td>
<td>05</td>
<td>06</td>
<td>07</td>
<td>08</td>
<td>09</td>
<td>10</td>
<td>11</td>
<td>12</td>
<td>13</td>
</tr>
</tbody>
</table>

13. Would you be interested in taking part in a car-sharing scheme with other employees? (Please tick all that apply)

- Yes - as a driver
- Yes - as a passenger
- No

Business Travel Plans - Information Pack: Appendix 2
Appendix 3
Useful Information

WSCC TravelWise®
www.westsussex.gov.uk/HT/Travelwise/Page2_Business%20Travelwise.htm

West Sussex Local Transport Plan
www.westsussex.gov.uk/tp/home.htm

Department for Transport (DfT)
Free Literature tel: 0870 1226 236 fax: 0870 1226 237
www.local-transport.dft.gov.uk/travelplans

National TravelWise® Association
www.travelwise.org.uk

The Association for Commuter Transport
www.act-uk.com

A Travel Plan Resource Pack - Energy Efficiency Best Practice Programme
www.energy-efficiency.gov.uk (Free site specific advice on travel plans)
Environment & Energy Helpline 0800 585 794

Inland Revenue – Tax, National Insurance and Green Travel Plans

Sustrans
www.sustrans.org.uk

Links to Cycling Websites
www.nationalcyclingstrategy.org.uk
www.bike2work.co.uk
www.ctc.org.uk

14. Please indicate your:
Postcode
Street
Town/Village

Start Time H H M M Finish Time H H M M

15. If you have any other ideas or comments about sustainable travel please use the space below:

Thank you very much for completing this questionnaire.
Please return to __________________________ by __________________________.
Useful Information (continued)

Links to Motorcycling Websites
www.nmc.org.uk
www.dsa.gov.uk

Links to Car Share Websites
www.liftshare.org

Links to Walking Websites
www.pedestrians.org.uk
www.ramblers.org.uk

Links to Teleworking Websites
www.flexibility.co.uk
www.tco.org.uk

Local and National Public Transport Information
www.pti.org.uk www.traveline.org.uk
http://www.westsussex.gov.uk/HT/passengertransport/links.htm

Appendix 4
West Sussex County Council contacts

WSCC TravelWise® Management & Policy
Contact: Ian Patrick – Strategic Transport Planner
Telephone: (01243) 777161
Fax: (01243) 777257
Email: ian.patrick@westsussex.gov.uk
Address: WSCC, Transport Planning Services, The Grange, Tower Street, Chichester, West Sussex, PO19 1RH

WSCC Business TravelWise®
Contact: Andy Mouland – Project Officer Business TravelWise®
Telephone: (01243) 753667
Fax: (01243) 777257
Email: andy.mouland@westsussex.gov.uk
Address: WSCC, Transport Planning Services, The Grange, Tower Street, Chichester, West Sussex, PO19 1RH

Road Safety Education, Training & Publicity and Driver Training
Contact: Ron Paterson - Road Safety Team Manager
Telephone: (01243) 777581
Fax: (01243) 777257
Email: ron.paterson@westsussex.gov.uk
Address: WSCC, Transport Planning Services, The Grange, Tower Street, Chichester, West Sussex, PO19 1RH

Passenger Transport Information

● ● traveline
public transport info
0870 608 2 608