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travel plan coordinator. Please remove logo  
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## Travel plan outcomes (objectives)

List what this travel plan aims to achieve in order to address any issues identified or to reduce vehicular traffic, for example:

- a reduction in the number of cars parked in and around the site;
- a reduction in the number of cars being driven to the site;
- a reduction in business car mileage costs.

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## Travel plan targets

List SMART targets which link directly to the outcomes, for example:

- a 30% reduction in the number of cars parked daily in and around the site by June 2018;
- a 20% increase in the amount of staff travelling sustainably to the site on a daily basis by June 2018;
- business car mileage costs reduced by 50% by June 2018.

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## Measures

Describe the measures which will be used to achieve these targets. Measures could include:

- participation in Cyclescheme;
- produce a travel plan webpage on the company website;
- cycle training events;
- season ticket loan scheme;
- promotion of tele-conferencing facilities;
- smart working policy;
- car-sharing promotion.

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## Action plan

Specify the steps to be taken to implement these measures. Each measure needs a completion date and should state who will be responsible for implementation, eg

- Jane Brown, Travel Plan Co-ordinator to attend meeting with Head of Finance to discuss participation in Cyclescheme and season ticket loans Feb 2021;
- Jane Brown, TPC to contact IT Dept about travel plan webpage Mar 2021;

