

Travel Plan Audit

No	Question	Yes/ No/ Comment
	Travel Plans in general	
a.	Have you carried out a travel survey of your employee's travel to work patterns in the last 2 years?	
b.	Is there someone in your organisation responsible for travel plans? If not, is there someone in management or HR who could make it part of their role?	
c.	Do you have a written Travel Plan or Action Plan to promote green travel? If so, what actions and budget have been agreed for the next 3 years?	
d.	How do you inform employees of your Travel Plan and its benefits, local green travel information or any improvements in your facilities? Do you put information on the intranet, around site, in pay packets or on noticeboards?	
e.	Do you have incentive or award schemes for employees who regularly walk, cycle, use public transport or car-share to work?	
f.	Do you operate flexible working policies, such as home working and flexi hours?	
g.	Do you try to minimise the need to travel for work, by, for example, encouraging the use of conference calls?	
h.	Do you monitor travel to work patterns each year?	
	Walking	
a.	Do you give information to staff about local walking	

	routes ?	
b.	Do you offer incentives to employees who walk to work, such as free breakfasts or pedometers?	
c.	Do you carry out any walking promotional activities, such as lunchtime walks, or events during Walk to work week?	
	Cycling	
a.	Do you have a BUG (Bike User Group) at your organisation and/or cycling champions?	
b.	Have you signed up to the government's Cycle to Work scheme?	
c.	Have you carried out a site audit of your organisations cycling infrastructure in the last 2 years?	
d.	Do you offer incentives and support to employees who cycle to work, such as cycle mileage, cycle training, discounted bike maintenance etc?	
e.	Do you carry out any cycling promotional activities during the year, such as events during Bike week, a cycle to work day of the week, charity bike rides, Roadshows, Cycle Challenges etc?	
f.	Do you provide information to employees on local cycling routes and facilities?	
g.	For employers with multiple sites Do you offer incentives to employees to travel between sites by bike, for example, a bike pool?	

	Public Transport	
a.	Do you give information to staff about local public transport routes and timetables, either in general or as a Personal Travel Plan?	
b.	Do you offer incentives to employees who use public transport to work, such as a subsidy on local bus and train fares?	
c.	Do you offer public transport links between your sites, such as buses? If so, how is the use of this service encouraged?	
	Lift-sharing	
a	Do you operate a lift share scheme?	
b	Do you have incentives for employees who lift share, such as priority parking?	
c	Do you provide guidance to employees on responsible car use - eco or smarter driving?	