

Possible actions for your workplace travel plan



Increase walking to/from work

Goal	Suggested actions
Promote safe walking	<ul style="list-style-type: none"> • Produce map showing safe routes, with distances and times to common destinations • Ensure footpaths to and on your site are well lit and well maintained • Produce a map showing the route to the closest bus stops, train stations, etc • Provide signposted access to your workplace, avoiding congested areas
Provide cloakroom facilities	<ul style="list-style-type: none"> • Provide lockers and places to hang clothes and dry hair
Raise awareness of health benefits	<ul style="list-style-type: none"> • Produce promotional material illustrating the health benefits of walking • Give pedometers as prizes for walking to work • Start a lunchtime walking club
Provide wet weather gear	<ul style="list-style-type: none"> • Make rain capes and umbrellas available in your reception area
Improve pedestrian facilities	<ul style="list-style-type: none"> • Liaise with the local authority to provide pedestrian crossings, etc to improve safety • Consider asking for resurfacing and/or footpaths



Increase cycling to/from work

Goal	Suggested actions
Promote and publicise cycling	<ul style="list-style-type: none"> • Produce local maps to show the best routes to your site • Provide cycle maps to visitors and in induction packs for new staff • Offer individualised cycle journey plans
Provide cycle parking	<ul style="list-style-type: none"> • Ensure the location of cycle parking is safe and convenient • Install security cameras and provide good lighting • Provide covered cycle parking with swipe card access
Set up Bicycle User Groups (BUGs)	<ul style="list-style-type: none"> • Raise awareness of BUGs through posters, leaflets, email and the web • Seek ideas for facility provision, promotional material, discounts and social activities • Hold special morning tea meetings
Organise training	<ul style="list-style-type: none"> • Liaise with the local authority or Police about providing cycle training • Contact cycle shops to provide cycle maintenance training • Provide puncture repair kits and training
Support local and national events like Push Play and Bike Wise Week	<ul style="list-style-type: none"> • Get together a work team to compete • Get free flyers and publicity posters to put up around your site • Organise your own Bike to Work Day
Provide pool cycles	<ul style="list-style-type: none"> • Get a range of bikes, eg folding, men's, women's • Have a central booking system • Make sure your insurance covers staff use of pool bikes • Centrally store helmets, locks, bike clips, etc
Provide cloakroom facilities	<ul style="list-style-type: none"> • Consider providing lockers, showers, dryers, clean towels, hair dryers, an ironing board and iron, etc
Help staff purchase cycles	<ul style="list-style-type: none"> • Provide free or low-interest loans • Negotiate discounts from a local cycle shop • Offer staff a preferential rate of cycle insurance
Increase use of cycles for business	<ul style="list-style-type: none"> • Reimburse cycle mileage • Provide pannier bags/backpacks to carry papers/laptops by cycle
Improve cycle links to site	<ul style="list-style-type: none"> • Meet with the local authority to investigate providing cycle lanes, cycle paths, etc • Provide cycling maps to your site



Increase public transport use

Goal	Suggested actions
Provide information on public transport links to your site in innovative ways	<ul style="list-style-type: none"> • Include bus/train routes, times and costs on the back of compliment slips and business cards • Provide written directions for reaching your site by bus and train to visitors and new staff • Provide up-to-date information on public transport options, including timetables on your internet and intranet sites
Encourage staff to try public transport	<ul style="list-style-type: none"> • Negotiate a discount on travel passes from your local bus operator • Provide free bus passes to new staff • Keep public transport tickets at reception to be given to staff going to meetings • Promote the use of rail for work trips
Make public transport more attractive	<ul style="list-style-type: none"> • Liaise with local authorities to relocate bus stops closer to your site • Liaise with local authorities and bus companies to ensure bus times coincide with working hours or shift patterns • Provide shelters, seats and information at bus stops • Consider 'sponsoring' a bus shelter • Consider providing a shuttle service to the bus or train station • Provide a guaranteed ride home for staff who take public transport



Increase car sharing

Goal	Suggested actions
Identify car sharers	<ul style="list-style-type: none"> • Hold a morning tea and divide staff into neighbourhood groups so they can meet potential car-share partners • Provide information about car sharing via email, the internet or the staff newsletter • Ask the IT department to develop your own in-house car-share database
Make car sharing attractive	<ul style="list-style-type: none"> • Locate parks for car sharers closest to the building • Promote energy and fuel savings made by car sharers in email and intranet newsletters and on posters • Offer a guaranteed ride home for car sharers • If you charge for car parking, reduce the charges for car sharers • Be flexible – allow participants to car share just once or twice a week
Increase the potential pool of car sharers	<ul style="list-style-type: none"> • Try to coordinate meetings with other sites on the same day so that transport can be shared • Consider setting up a car-sharing scheme with other local workplaces • Hold a social event to introduce prospective car sharers from other workplaces
Establish rules for car sharing	<ul style="list-style-type: none"> • Have each participant sign an agreement covering, for example, punctuality, smoking, radio station, conversation and cost sharing • Consider treating the first few weeks of car sharing as a trial



Audit car park management

Goal	Suggested actions
Manage car parks	<ul style="list-style-type: none"><li data-bbox="491 922 1442 1003">• Give permits only to those who need a car for work and personal needs, eg disabled staff and visitors<li data-bbox="491 1012 1442 1093">• Consider whether those who live nearby should be eligible for a parking permit<li data-bbox="491 1102 1442 1182">• Reduce the overall number of parks by giving more to cycle racks/disabled and visitor parks or using the space for other purposes<li data-bbox="491 1191 1442 1272">• Introduce a fee for car parking and use the revenue to fund the travel plan<li data-bbox="491 1281 1442 1335">• Buy back car parks from those who do not use theirs



Audit company vehicle use

Goal	Suggested actions
Reduce the impact of the vehicle fleet	<ul style="list-style-type: none"> • Introduce rules around minimum journey length and/or load for the use of fleet cars • Ensure vehicles are fuel efficient – check out www.rightcar.govt.nz to help you choose cars that have a lesser impact on the environment • Keep fleet cars tuned and serviced to obtain maximum fuel economy and reduce emissions • Encourage car sharing in fleet cars • Encourage good driving practice by providing driver training and information, eg <i>Your safe driving policy</i> at www.landtransport.govt.nz/commercial/safe-driving/
Review the provision of company cars	<ul style="list-style-type: none"> • Offer cash instead of a car • Offer public transport season tickets instead of a car • Consider offering incentives for low fuel usage
Record the true cost of running the vehicle fleet	<ul style="list-style-type: none"> • Compile a list of expenses relating to insurance, petrol, maintenance, wear and tear, etc – the dollar amounts may shock management • Find innovative ways to represent the total CO₂ emissions from the vehicle fleet and their impact on the environment, eg black balloons



Change work practices

Goal	Suggested actions
Increase tele-working	<ul style="list-style-type: none"> • Sell the benefits of tele-working to managers, And back them up with research findings • Consider providing laptops for off-site use • Set up hot-desks at your workplace for tele-workers
Introduce/increase flexitime	<ul style="list-style-type: none"> • Promote the benefits of travelling outside peak times • Offer compressed working hours, eg allow staff to complete their full hours in nine days and have the 10th day off
Increase teleconferencing	<ul style="list-style-type: none"> • Invest in state of the art equipment • Provide simple, user-friendly instructions on how to use the equipment • Introduce rules about teleconferencing instead of travelling for all or some regular meetings • If teleconferencing facilities are unaffordable for your organisation, research the availability of local hire facilities



Other measures

Goal	Suggested actions
Reduce the need to travel during the working day	<ul style="list-style-type: none"> • Consider offering a crèche, exercise classes, massages, dry cleaning services or catering facilities to save trips during the lunch hour • Encourage the use of email
Increase the number of new recruits walking and cycling to work	<ul style="list-style-type: none"> • Consider a relocation package that adds extra incentive to those choosing to live within walking distance • Promote the travel plan to new recruits, maybe in the induction pack • Give new staff information on cycling and walking routes before they start work
Keep the travel plan alive	<ul style="list-style-type: none"> • Organise competitions with prizes, eg for the department with the largest number of staff walking to work each day • Profile those using active/shared transport in the staff newsletter