

GET YOUR WORKPLACE MOVING

A guide to transport solutions for your staff and business



Introduction

Encouraging your staff to walk, cycle, use public transport, rideshare/carpool to and from work not only makes environmental sense, but is also good for your business bottom-line.

Increasing physical activity within your workforce will boost productivity and reduce absenteeism. Reducing the need for car parking and limiting taxi and air travel will save your business money.

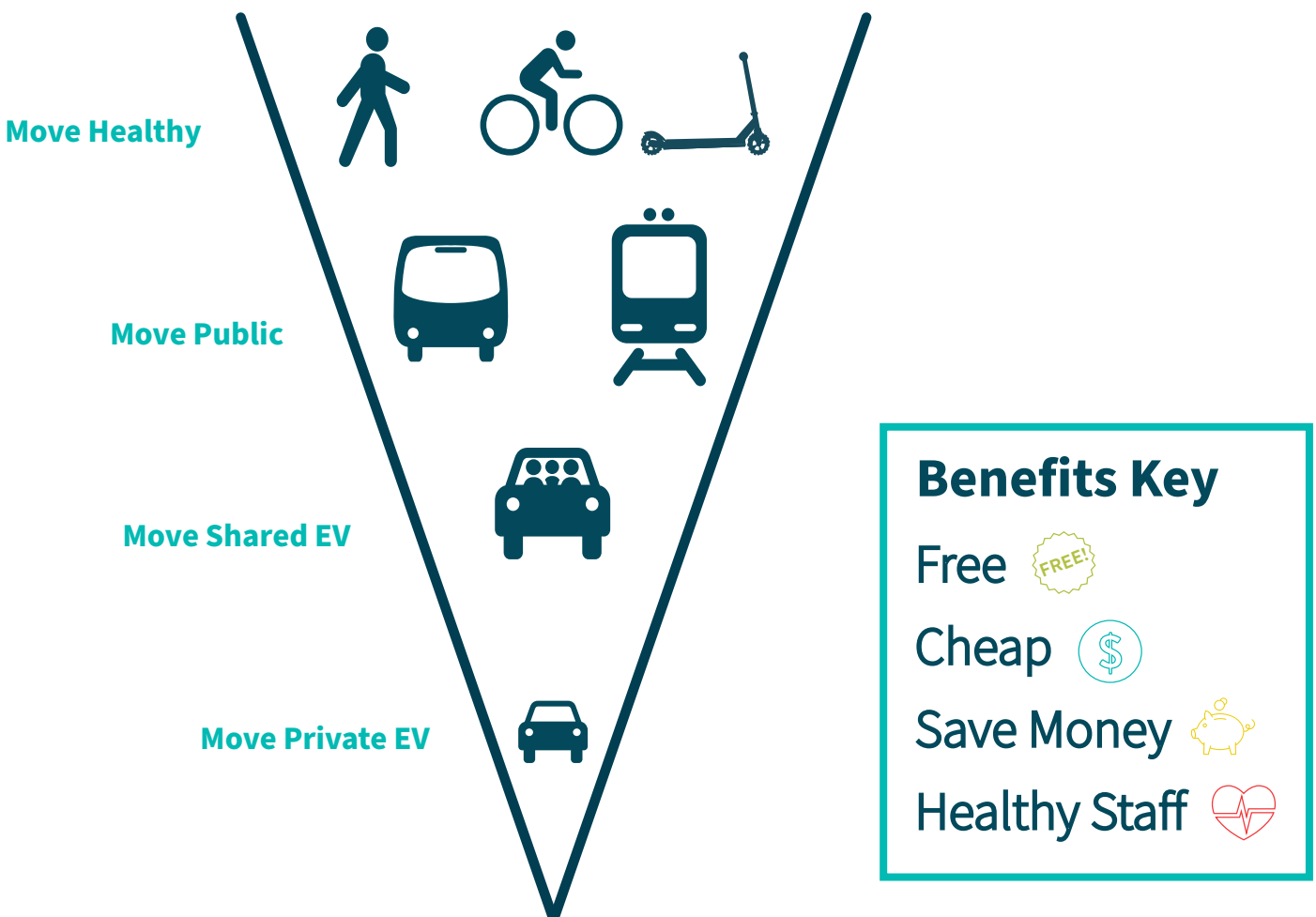
People enjoy flexibility in all aspects of their lives and transport choice is no exception. People also value sustainability. Catering for this can add to your employee value proposition, and help to attract and retain talent.

Providing information on travel options and promoting sustainable modes through your regular communication channels may be all some employees need to get them started. Others will need facilities to improve before they try something new.

Some of the actions listed in this guide will have a significant impact, yet **cost your organisation little or nothing**. Some require a modest level of investment. Regardless of cost, having senior management on board will increase their effectiveness.

The following is by no means an exhaustive list. The best initiatives are often specific to the individual workplace. Whatever you choose to do, make sure to listen to feedback and celebrate your success stories.

This guide is structured by most recommended to least recommended choice in order to achieve the lowest-emissions, healthiest, transport options:



Increase walking to/from work



Actions

B How to:

Promote walking



Use Google Maps to show your staff and visitors walking shortcuts, distances and times to your workplace and popular destinations

Promote health benefits



Start a lunchtime walking club and where there is interest, extend this to walking commuter groups



Promote “walking meetings” where minimal note-taking is needed

Provide wet weather gear



Make rain coats and umbrellas available in your reception area



During winter, offer staff reflective items to improve pedestrian visibility. Backpack covers and reflective tape available from Greater Wellington - info@gw.govt.nz

Provide changing rooms with universal accessibility and convenient end of trip facilities including lockers and places to store shoes, and dry clothes.



Provide lockers and places to hang clothes, store walking shoes and dry hair



Provide changing rooms with universal accessibility and convenient end of trip facilities including lockers and places to store shoes, and dry clothes.

Provide a back up plan



Provide a guaranteed ride home for staff who walk to work (see Appendix A for more information)

Improve pedestrian facilities



Open up short-cuts for pedestrian access around your worksite



Ensure foot paths to and from your site are well-lit and maintained



Liaise with your local authority to improve pedestrian facilities around your worksite (See Appendix B for local authority contacts)

Increase cycling to/from work



Actions

B How to:

Promote and publicise cycling



Send your management a link to the Cycle Friendly Employers Guide
<https://www.nzta.govt.nz/walking-cycling-and-public-transport/cycling/workplace-cycling-guide/>



Offer staff cycle-related incentives to bike to work



Use the regional cycle maps to show your staff and visitors cycling shortcuts
Check against google maps to check times and distances.

<https://www.gw.govt.nz/cycling/>



Keep copies of the regional cycle maps at your reception or in your staffrooms.
For copies of the cycling maps, email cycle.maps@gw.govt.nz

Provide ample covered and secure bike parks



Ensure the location of cycle parking is convenient, secure, well-lit and safe
Consider installing security cameras and swipe card access



Provide bike pump and puncture repair kits



Offer convenient cycle parking for visitors as well. This sends a positive message to the public about your organisation's commitment to sustainable transport

Provide changing rooms



Provide lockers and showers



Consider providing dryers, clean towels, hair dryers, an ironing board and iron

Get new people riding to work



Pedal Ready offers free cycle skills, and electric bike training for workplaces in the Wellington region. Book skills training for your workplace at:

www.pedalready.org.nz



Cycle Action Network offer workshops for cyclists to experience what its like to sit behind a heavy vehicle and vice versa. <https://sharetheroad.org.nz/driver-workshops>



Contact <https://www.facebook.com/WellingtonBikeSpace/>

Or <https://rebicycle.nz/>

for cycle maintenance and "fix a flattie" training

Use Bicycle User Groups (BUGS) to advocate for cyclists



Set up a Bicycle User Group (BUG) if your workplace does not already have one.
Email all staff to find out who your cycle commuters are (or could be)



Have a BUG meet and greet to discuss user needs e.g. facility provision, promotional material, discounts and social activities



Raise awareness of your BUG through posters, leaflets, email, intranet and the web

Provide a back up plan



Provide a guaranteed ride home for staff who cycle to work - See Appendix A

Help staff purchase bicycles, or e-bikes



Provide free or low-interest loans via payroll to allow staff to pay off their bike purchase steadily over time

Actions

B How to:

Provide pool bikes



Calculate the cost-savings potential of reducing taxi/ride share use and improving employee health to sell this idea to management



Purchase or lease a range of bikes, e.g. folding, men's, women's

Have a central easy to use booking system

Make sure your insurance covers staff use of pool bikes

Centrally store helmets, locks, bike clips, pannier bags/backpacks to carry papers/laptops by bicycle

Increase use of bicycles for business



Reimburse cycle mileage (e.g. provide a one-off reimbursement fee each year)

Improve cycle infrastructure to your site



Meet with the local authority to investigate improving nearby cycle infrastructure (See Appendix B for local authority contacts)

Case Study: Media Lab/Switched on Bikes



The Media Lab have had their ebike from Switched on Bikes for over three years and they'll never look back! "It's just a no brainer! Why wouldn't all workplaces have one?" Most of their clients are in Wellington anyway, and with the pannier included they can do anything they need to from coffee catchups to big pitches needing a projector, printouts and more. The wide variety of applications the bike fills has seen their Uber bill reduce "dramatically". And from as little as \$49 a week, they say it doesn't even have to be used everyday to be cost effective.

"It's cheaper than other options, better for the environment, good for company culture, and a bit of fun!"

One of the joys of leasing is that it "takes out the risk". It allows for the case where it isn't as popular as expected, and you haven't wasted thousands of dollars on something to collect dust. As well as a pannier, it includes a lock, helmet, and maintenance. Insurance can also be added making it "completely admin free".

Increase public transport use



Actions

B How to:

Provide information on public transport routes and timetables



Provide up-to-date information on public transport options, including timetables on your internet and intranet sites. Check www.metlink.org.nz for up to date information or use the Metlink app: <https://www.metlink.org.nz/about/metlink-app/>



Provide visitors and new staff directions to your site via public transport

Encourage staff to try public transport for work trips



Promote the use of public transport for business trips. Make it easier for staff by keeping pre-loaded Snapper cards at your reception for their use

Public transport in Wellington region is cheaper during the off peak period, so could be much cheaper than using a taxi

Using a Snapper card is cheaper than paying cash at any time of the day



Make airport buses your default airport transfer option, instead of taxis or shuttles

Use the Airport Express <https://www.metlink.org.nz/news-and-updates/plans-and-projects/getting-to-the-airport-airport-express/>



Use internal communications (e.g. intranet and posters) to encourage staff to use public transport

Encourage staff to try public transport for their commute



GW welcomes suggestions for useful product enhancements which will be considered as part of product and service development planning



Investigate running a public transport trial in partnership with Greater Wellington to entice new users to try the bus or train



Provide new staff with the incentive of a free bus/train pass or a pre-loaded Snapper card

Make shared transport more attractive



Consider providing a shuttle service to the bus or train station



Provide a guaranteed ride home for staff who take public transport. See Appendix A

Case Study: Hutt City Council

Hutt City Council has an active Travel Plan in place which includes a public transport subsidy for staff who can get reimbursed for 50% of their bus and train fares to the value of \$30 per month. Staff who walk or cycle to work are also offered a subsidy for bicycles and equipment up to \$200 in value. The Council also provides push bikes and electric bikes to use for meetings and recreation, and free bus tickets are available for staff to get into Wellington for meetings. Ridesharing is also encouraged and promoted through the ational rideshare platform, and Emergency Ride Home scheme ensures that staff can get home in an emergency if they did not have their car at work.

Using vehicles wisely



Around 69% of workplaces provide incentives to drive by providing free or tax free car parking benefits for staff. (Source: EECA Business Monitor, May 2022)

Changing policies around vehicle-related “perks” is one of the most effective ways to promote sustainable transport, however, it can create tension with staff who currently use company cars for private use or have access to free car parking.

To help build support for policy changes it is important to balance the negative effects on staff with positive incentives for other modes. Invest the savings from reducing vehicle use and car parking into other initiatives - public transport subsidies, changing room facilities or preferential parking for carpoolers.

The rationale for changes needs to be clearly communicated to staff. Using senior management as role models will help during the transition.

Actions

B How to:

Promote www.genless.govt.nz/carfreefridays by adding the link to your intranet or staff email.



Promote <https://genless.govt.nz/going-car-free-in-your-workplace/> by adding the link to your intranet or staff email.



Hold a morning tea for potential ridesharers to meet each other.

Make ridesharing/
carpooling attractive



Offer people who share a ride preferential parking, e.g. closest to the building entrance



Share good news stories about energy and fuel savings made when you share a ride



Offer a guaranteed ride home for people who share a ride or use active or public transport (see Appendix A)



If you charge for parking, reduce the charges for carpoolers, on the days they share a ride to work



Offer prizes for those people who register their carpooling, ridesharing, or use care share apps: email sustainable.transport@gw.govt.nz for more information.

Car park management

The National Policy Statement on Urban Development 2020 removed minimum car park provisions from district plans. Prior to this your landlord may have been required to provide a minimum number of car parks for your building. It might be worth investigating, or re-investigating, if space can now be re-allocated for locker or bike facilities.

Actions

B How to:

Manage car parks



Give permits only to those who need a car for work and personal needs, e.g. disabled staff and visitors



Introduce a fee for car parking and use the revenue to fund sustainable transport initiatives



Offer staff a car park buy-back scheme to reduce the overall number of parks. Use the space for more cycle racks/disabled and visitor parks or other purposes

Case Study: two/fiftyseven

Cowork and event space two/fiftyseven is on Willis street in the heart of Wellington City. It's a space founded on principles of community, aesthetics, and wellbeing and they've taken on the task of creating space for bikes with that same philosophy of sustainable design architecture.

Their building like many others in the city is equipped with a basement carpark facility. The two/fiftyseven co-working space is entitled to a share of the spaces. However, rather than preserve their 2 carparks - with some help from Wellington City Council's Active Transport Workplace Fund - they've converted them into around 20 additional bike parks. All they needed from the other floors was agreement to attach the steel bike stands to the concrete floor.

Members and visitors can now benefit from the convenience, dryness, and security of basement parking. Not content with hiding their bikes away in the basement, for shorter stays additional stands have been installed in the co-working space itself.

Ash Holwell, co-founder of two/fiftyseven says as Aotearoa's only climate positive coworking space having visible bikes and its members enabled to use sustainable transport is all part of the climate positive behaviour the space facilitates.



Company vehicle use

Actions

B How to:

Review the provision of company cars



Consider purchasing electric or hybrid vehicles for your fleet. For independent information about makes and models visit <https://genless.govt.nz/on-the-road/>



To ensure your diesel or petrol vehicles are fit for purpose and have maximum fuel efficiency visit <https://rightcar.govt.nz/>



Keep fleet cars tuned and serviced to obtain maximum fuel economy and reduce emissions



Introduce rules around minimum journey length and/or load for the use of fleet cars



Encourage fleet car users to carpool to meetings



Encourage good driving practice by providing driver training

Review the provision of company cars as remuneration



Offer new employees alternatives to vehicle perks as part of their remuneration

Review the actual cost of running the vehicle fleet



Calculate your combined fleet expenses including vehicle purchases, insurance, fringe benefit tax, fuel, depreciation, maintenance and car parking. The potential for significant savings could justify changes to fleet policies, purchases and practices

Use a car-sharing company instead of purchasing vehicles for your fleet



Reduce the need to purchase vehicles for your workplace by renting them through a car-sharing company

Purchase or lease eBikes as part of your bookable vehicle fleet



Investing in electric bikes could save your organisation significant amounts in taxi fares and fleet vehicle costs. With an electric pedal power boost, your staff will arrive at their meetings without breaking a sweat, and the running costs certainly won't break the bank



Pedal Ready offer specific e-bike skills courses and can also offer a wealth of tips about purchasing, maintaining, and booking bikes as part of a fleet. For more information, contact info@pedalready.org.nz

Purchase standard bikes to complement your fleet



Standard bikes are also a popular and affordable addition to any organisation's fleet, and send a good message to staff about your interest in their health and wellbeing



Cycle skills courses are available free of charge and will boost the confidence of staff who haven't been on a bike in a while or are hesitant about riding in an urban environment. Contact info@pedalready.org.nz

Case Study: Mevo

Mevo Car Share gives businesses flexibility, savings, and the ability to move climate positive. With parking, insurance, electricity/petrol, offsetting and more included businesses can focus on the work at hand. Many businesses around the motu have replaced their own vehicle fleet with Mevo's. See <https://mevo.co.nz/virtual-fleet/business>

Mevo can offer businesses a guaranteed vehicle near the office at all times to get across town to meetings and one-way travel to the airport. For many, Mevo was their first time driving an electric vehicle and they absolutely loved the experience and concept. Mevo also monitor and ensure that carbon emissions from their plug-in hybrids are offset at 120-200% when the car is not in electric mode. For information on how to sign up see <https://mevo.co.nz/wellington/business> and to see how it has worked for others see <https://mevo.co.nz/blog> Check out cityhop also who use a pickup and return to the same spot model if that might work better for you <https://www.cityhop.co.nz/wellington/> they also have vans for the big stuff!



Other measures

Actions

B How to:

Introduce/increase flexitime



Offer staff flexibility in their start and finish times so they can take advantage of a wider range of travel options and weather conditions



Offer compressed working hours, e.g. allow staff to complete their full hours in nine days and have the tenth day off



If staff travel to work long distances on public transport, consider allowing them to start their working day from their laptop or phone at the beginning of their trip

Support staff working remotely



Investigate continuous improvement of remote working facilities.



Provide training and simple, user-friendly instructions on how to use software and equipment.



Introduce policies that encourage staff to attend conferences or meetings online. e.g. prompts to consider online-conferencing when booking air travel

Use the staff induction process to promote sustainable travel options



Contact info@gw.govt.nz for cycle maps, walking, public transport and carpooling information

Celebrate your sustainable transport champions



Profile staff who are commuting in a variety of sustainable ways on your intranet or through other communication channels

Reduce the need for staff to travel during the working day



If you are a large organisation without facilities nearby, consider offering a crèche, exercise classes, massages, dry cleaning services or catering facilities to save car trips during the lunch hour

Ongoing promotion

Progressively roll out initiatives to build and maintain a sustainable travel culture in your organisation. Use examples of successes and a range of media, e.g. posters, presentations, intranet etc

Case Study: Upper Hutt City Council



Upper Hutt City Council recognises that there are benefits in supporting flexible working practices, implementing family friendly initiatives, and assisting employees to achieve work-life balance.

Where the role allows, it offers staff a range of flexible work options to enhance employee satisfaction, improve performance and productivity, enlarge the potential labour market, and improve job opportunities for those with domestic or caring responsibilities.

A nine day fortnight is one of the attractive options for employees who live a long distance from the office. They avoid the commute one day a fortnight by increasing their work hours over the remaining nine days. The result is a ten percent reduction in travel to work and happy employees with better work-life balance.

Appendix A: Guaranteed Ride Home Programme

What is a guaranteed ride home programme?

If employees walk, cycle, catch public transport or carpool to work, a guaranteed ride home programme ensures a lift home in the event of an emergency or unexpected event.

Typical circumstances that qualify for a guaranteed ride home include personal or family illness or crisis. It may also include situations such as unscheduled overtime and a carpool driver not being able to take carpoolers home as planned.

In these situations, the employer covers the cost of the employee returning home. This may be by public transport, fleet car, rental car or taxi, depending on the situation and the organisation's guaranteed ride home programme.

How effective is a guaranteed ride home programme?

Guaranteed ride home programmes can significantly increase use of alternative commute modes. One study found that the existence of a Guaranteed Ride Home programme (GRH) is among the most important factors determining the effectiveness of a Commute Trip Reduction (Comsis, 1994).

One survey of commuters found that 59% of carpoolers and public transport users consider a guaranteed ride home important in their decision to use these modes (K.T. Analytics, 1992). Another survey found that the availability of GRH has a value roughly equivalent to subsidized public transport fares at a fraction of the cost (Hunt and McMillan, 1998)."

In a recent evaluation of the ride matching service, Let's Carpool, carpoolers from an organisation which also had a Guaranteed Ride Home (GRH) programme, had very positive feedback. 95.2% of people rated the GRH scheme as either 'very useful' or 'useful.'

How much will it cost?

Guaranteed Ride Home programmes often cost less than employers initially expect. Overseas research indicates that between 1-13% of eligible employees take up the offer of a GRH every year. Use is higher where overtime qualifies for a ride home compared to emergency use only. Anecdotal evidence from medium sized New Zealand organisations currently offering GRH programmes is that the take up rate is less than one ride a month. Employers may also set a cap on the amount of subsidy provided for a single trip and the number of times a year an eligible employee may use the programme.

If public transport passes and fleet car use are included as preferred options for non-emergency rides the average cost per trip may be significantly lower.

Guaranteed Ride Home programmes can also be trialled for a set period of time such as one year. During this time the organisation can monitor the costs and benefits of the programme more accurately before committing to the programme long term.

Appendix B: Local authority contacts for road and footpath issues in the Wellington region

State Highways

New Zealand Transport Agency

Phone: 04 894 5200

Local Roads

Hutt City Council

Phone: 04 570 6666

Email: contact@huttcity.govt.nz or use their online tool to Report a Problem

<https://maps.huttcity.govt.nz/RAP/viewer/>

Kapiti Coast District Council

Phone: 04 296 4700

<https://www.kapiticoast.govt.nz/contact-us/online-service-request-complaints/>

Porirua City Council

Phone: 04 237 5089

Email: enquiries@pcc.govt.nz or use their Online Request For Service form:

<https://poriruacity.govt.nz/contact/neighbourhood-issues/>

Upper Hutt City Council

Technical Services Unit

Phone: 04 527 2169

<https://www.upperhuttcity.com/Services/Report-and-request>

Wellington City Council

Phone: 04 499 4444

email: info@wcc.govt.nz or use the Council Query and Comment Form.

<https://wellington.govt.nz/report-a-problem>

For parking enforcement call Parkwise direct on phone 04 801 3555

Carterton District Council

Phone: 06 379 6626

Masterton District Council

Phone: 06 370 6300

Email: mdc@mstn.govt.nz

South Wairarapa District Council

Phone: 06 306 9611

Email: enquiries@swdc.govt.nz

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